

PhD Start-up Funds

As of Summer 2022, current and new PhD students continue to receive a **one-time** start-up fund to use throughout their tenure here at Northeastern for expenses related to their PhD research. Khoury College reserves the right to revise these policies as needed.

Please note that when using University funding to make purchases, students must also adhere to the relevant policies both found on the [Northeastern University Policy Page](#) including but not limited to **Use of University Funds, Computer Procurement, Travel & Expense Reimbursement, Travel to High Risk & Sanctioned Destinations, Computers and Mobile Devices for Travel to Destinations with Heightened Security Risk, Registration of University Travel.**

Khoury College Acceptable Usage

Eligible Expenses

- Books
- Business Cards
- Conferences
 - *Registration fees, travel, accommodations, meals*
- Computers & Equipment*
 - *Tablets, laptops, desktops, monitors*
 - *Keyboard, mouse, webcam, storage*
- Professional membership fees
- Professional Software*
- Visa Travel & Renewals
 - *We will reimburse visa costs relevant to continuing status as a PhD student. If the visa renewal covers multiple years, we will then prorate this amount and only cover the amount for the specific timeframe at NU and enrolled status.*

Ineligible Expenses

- Alcohol
- Ergonomic Equipment
 - *See Ergonomic Equipment Policy*
- Furniture
- Headphones
- Miscellaneous School Supplies
 - *Backpacks, notebooks*
- Moving Expenses
- Mobile Phones
- Personal Transportation
 - *Scooters, vehicle-share memberships*
- Printers
- Third-party travel & additional luggage
- University Tuition & Fees

Note: Northeastern is a sales tax-exempt institution, therefore **sales tax is not reimbursable**. Ordering supplies/equipment through Khoury Administration will ensure sales tax is not paid for **preferred vendors**.

*Computer, Equipment, & Software Orders

To make a sales tax exempt purchase of computers & equipment through preferred vendors, you will need to coordinate with the Khoury Finance, Operations, and Systems teams.

1. Navigate to the [Khoury PhD Forms](#) page
2. Select **PhD Equipment Purchase Request Form**
3. Complete the required fields & submit
4. The request will be evaluated to ensure available funds and compliance with equipment purchasing policies

Khoury Computer, Equipment, & Software Purchasing Policy

Ordering and planning with Khoury Administration allows for discounts and non-sales tax, which saves you more for your dollar. Northeastern University works with preferred vendors such as Amazon, Apple, CDW, Dell, GovConnection, and Software House International, so these are the best options. Vendors not listed here may need to be paid upfront by the student and reimbursed.

- Purchases will be approved and placed within 7-9 business days from time of request
- Expect approximately a 6-8-week lead time for devices to be delivered
- All computing equipment requests will only be processed via the *PhD Equipment Purchase Request* form
- Devices will be shipped to WVH 202 or the address of your choice
 - If the campus is closed or restricted for an extended period of time, items will be shipped home
- Devices will be entered into an asset management system before being delivered to the student
- Your request will be rejected if you do not have sufficient funds

Extended Support/Warranty Policy

All tablet and laptop purchases will require 3 years of manufacturer parts and labor support. Additional parts and repairs **will not** be covered by the university, including if you decline to purchase extended support. If you would like to decline support, please select the 'decline' option on the form. In cases where you do not wish to purchase extended support, you are to personally assume the cost of any repairs within the 3-year period from the date of purchase. Unless you explicitly decline, extended support will be added to your requested purchase at an estimated cost of \$100-300.

Ownership & Depreciation Policy

- All capital equipment purchases are considered university property and must be returned/disposed of in accordance with university guidelines
- 3 years after the date of purchase date, the equipment has depreciated in value and the student may choose to keep the equipment.
- If the student departs the program or the university before 3 years from the date of purchase has elapsed and wishes to keep the equipment, the student may reimburse the college via a check payable to Northeastern University according to the following depreciation schedule and the aforementioned Khoury Systems transfer process
 - 50% of the purchase price within the 1st year
 - 30% of the purchase price within the 2nd year
 - 20% of the purchase price within the 3rd year

Intellectual Property

The university does not generally claim IP rights from work conducted using university resources provided that the following two conditions are met:

- The university resources used by the students are normally provided to similarly situated students
- The work that students do is independent of and unrelated to
 - a) any sponsored or otherwise funded projects, or
 - b) university owned intellectual property (for example, faculty patents in a technology space or software builds that are part of a university project)

See the University's [Patent and Copyright](#) and [Intellectual Property](#) policies for details. If you have specific questions, please contact Khoury Administration.

Reimbursable Expenses

For all other uses of the PhD Start-up Funds, students will be reimbursed for eligible expenses using the [Expense Reimbursement Voucher Form](#).

1. Download & complete the excel form
2. Save the form as a PDF and sign it
3. Merge all relevant, itemized receipts and completed form into one PDF
4. Email the PDF to Next Level Supervisor (Laura Adrien if using Start-up Funds; faculty advisor if using their funds)

Conference & Travel Policy

PhD students must receive approval from their faculty advisor before registering for any conferences. Travel accommodation such as conference fees, airfares, train, bus, lodging, meals, and travel incidentals will be paid by the student upfront, and reimbursed by the university after the conference has taken place. Alcohol is not covered. Expense voucher forms must be submitted within 10 business days upon return for timely processing.

Please note that if using faculty grant funding, additional restrictions may apply. For example, faculty grant related funding requires the use of United States airline carriers.

1. Navigate to the [Khoury PhD Forms](#) page
2. Select **Conference Funding Approval Form**
3. Complete the required fields & submit
4. The request will be evaluated to ensure available funds
5. If approved, student may proceed to register and book travel
6. Within 10 business days of return, student must submit an Expense Reimbursement Voucher Form as outlined above

Ergonomic Equipment Policy

If a student wishes to purchase ergonomic equipment, they must follow the university level process managed by the [Disability Resource Center](#) to establish medical need. Students may not circumvent that process by using the Khoury College Startup Fund. Students with inquiries about health and safety should schedule an appointment with the DRC. Students are then assigned a DRC case manager and their needs are assessed; if the university deems the need to be legitimate and that actions should be taken, the DRC will contact Khoury College directly.

Khoury Contacts

Contact	Email	Service
Laura Adrien	l.adrien@northeastern.edu	General PhD information, Next Level Supervisor for all reimbursement requests charged to Start Up Fund
Khoury Finance	Khoury-finance@northeastern.edu	General information about your account
Khoury Systems	systems@ccs.neu.edu	Computer, tablet, software purchase and/or technology related questions
Khoury Operations	Khoury-operations@northeastern.edu	General orders, room reservations, building maintenance, access issues
Khoury Events	Khoury-events@northeastern.edu	PhD event planning, publicizing events, event logistics