## Today’s Schedule

**Psychological Sciences Graduate Student Annual Meeting**  
*Friday, August 23, 2019*

<table>
<thead>
<tr>
<th>Time</th>
<th>Location</th>
<th>Subject</th>
<th>Presenter(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:00-9:15 a.m.</td>
<td>BOUS Atrium</td>
<td>Coffee/OJ/donuts/bagels/fruit &amp; Sign-in</td>
<td>Ena Markus / James Green / Sarah Redlich / TA Coordinator / GSAC Reps (listed below)</td>
</tr>
<tr>
<td>9:15-9:40 a.m.</td>
<td>BOUS A106</td>
<td>WELCOME to New Students! Graduate Student Advisory Committee</td>
<td>Ena Markus / James Green / Sarah Redlich / TA Coordinator / GSAC Reps (listed below)</td>
</tr>
<tr>
<td>9:40-10:05 a.m.</td>
<td>BOUS A106</td>
<td>Budgeting and Survival tips</td>
<td>GSAC Reps</td>
</tr>
<tr>
<td>10:05-10:10 a.m.</td>
<td>BOUS A106</td>
<td>Meet our IT team</td>
<td>Esha, Eddie, Matt, Brad, Charles (student rep)</td>
</tr>
<tr>
<td>10:10-10:50 a.m.</td>
<td>BOUS 162/190C</td>
<td>IT - important procedures &amp; resources</td>
<td>Eddie, Matt, Brad</td>
</tr>
<tr>
<td>10:50-11:00 a.m.</td>
<td>BOUS Atrium</td>
<td>Break (coffee/OJ/donuts/bagels)</td>
<td></td>
</tr>
<tr>
<td>11:00-11:20 a.m.</td>
<td>BOUS A106</td>
<td>Babidge Library Training</td>
<td>Valori Band (PSYC Library Liaison)</td>
</tr>
<tr>
<td>11:20-11:40 a.m.</td>
<td>BOUS A106</td>
<td>Univ. Resources: Stress &amp; Mental Health</td>
<td>Jim Wolf, Ombudsmen</td>
</tr>
<tr>
<td>11:40-12:00 p.m.</td>
<td>BOUS A106</td>
<td>Presenters for a good presentation</td>
<td>Aynley Diamond, The Center for Excellence in Teaching and Learning</td>
</tr>
<tr>
<td>12:00-12:45 p.m.</td>
<td>BOUS A106</td>
<td>IRB protocol preparation</td>
<td>Doug Bradyway &amp; Joan Levine, IRB</td>
</tr>
<tr>
<td>12:00-1:00 p.m.</td>
<td>BOUS A105</td>
<td>IACUC training</td>
<td>Karen More, IACUC</td>
</tr>
</tbody>
</table>

### ANNUAL GRADUATE STUDENT MEETING
*(Mandatory for all graduate students)*

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</thead>
<tbody>
<tr>
<td>1:00-1:35 p.m.</td>
<td>Atrium/Mezzanine</td>
<td>Start of Semester Lunch w/Pizza/Salad/Fruit</td>
<td>All Students, Faculty &amp; Staff</td>
</tr>
<tr>
<td>1:35-1:45 p.m.</td>
<td>BOUS A106</td>
<td>GSAC Updates / Grad Academic Milestones</td>
<td>GSAC Reps / Sarah Redlich</td>
</tr>
<tr>
<td>1:45-2:00 p.m.</td>
<td>BOUS A106</td>
<td><strong>Department/Policy Updates</strong> (Prior to TA reps, Travel, Residence, etc, recesses)</td>
<td>Ali Romanos-Velheley, Gaby Martine, Rachel Borden</td>
</tr>
<tr>
<td>2:00-2:10 p.m.</td>
<td>BOUS A106</td>
<td>**Department Head Presentations, Town Hall Meeting/Open Forum</td>
<td>James Green</td>
</tr>
<tr>
<td>2:10-2:30 p.m.</td>
<td>BOUS A106</td>
<td>Union Representative session</td>
<td>GEU Representatives</td>
</tr>
</tbody>
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### TEACHING ASSISTANT SECTION LOTTERY & LAB ORIENTATION and IOR TRAINING
*(Mandatory for all Fall 2018 teaching assistants w/lab assignments and IOR)*

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<th>Subject</th>
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<tbody>
<tr>
<td>2:30-3:30 pm</td>
<td>BOUS A106</td>
<td>Lottery and Orientation: ALL 1100 TAs</td>
<td>Kim McCloskey/James Chrobak</td>
</tr>
<tr>
<td>2:30-3:30 pm</td>
<td>BOUS A101A</td>
<td>Lottery and Orientation: ALL 2100 WQ TAs</td>
<td>Ashley D'Amico/Steven Mellor</td>
</tr>
</tbody>
</table>

**Graduate student representatives:** BNS Renee Rozale; CLN Emily Peters; DEP Amanda Manukovich; LO Ethan Gesse; PAC Lain Delaney; SOC Cassidy Burt

### Fall Semester Weekly TA Meetings:

- **1100 Lab Training**  
  - Wednesdays: 9:00-10:00 a.m., BOUS 160  
  - First 1100 Lab Training in Wed., August 28th
  - Presenter(s): Kim McCloskey/James Chrobak

- **2100 WQ Lab Training**  
  - Mondays: 4:45-6:00 p.m., Whetten 200D  
  - First Meeting, Monday, September 9th
  - Presenter(s): Ashley D'Amico/Steven Mellor
THE GRADUATE STUDENT ADVISORY COMMITTEE (GSAC) WELCOMES YOU!
In 2007 the Psychological Sciences Department established a Graduate Student Advisory Committee to allow a venue for graduate students to develop ideas and provide feedback to the department about our graduate programs.

The committee consists of a student representative from each of the department’s six divisions, the Graduate Coordinator and the Associate Department Head for Graduate Studies. Representatives serve staggered two-year terms with three divisions selecting new representatives in alternating years (except the IO division which selects a new rep each year). Students entering their second year and beyond are eligible to serve as representatives.
# GRADUATE STUDENT ADVISORY COMMITTEE (GSAC)

Etan Markus - Associate Department Head for Graduate Studies  
Sarah Redlich - Graduate Program Coordinator

<table>
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<tbody>
<tr>
<td>BN</td>
<td>Renee Rotolo</td>
<td>2017-2020</td>
<td><a href="mailto:renee.rotolo@uconn.edu">renee.rotolo@uconn.edu</a></td>
</tr>
<tr>
<td>CL</td>
<td>Emily Peters</td>
<td>2019-2021</td>
<td><a href="mailto:emily.a.peters@uconn.edu">emily.a.peters@uconn.edu</a></td>
</tr>
<tr>
<td>DV</td>
<td>Amanda Mankovich</td>
<td>2019-2021</td>
<td><a href="mailto:amanda.mankovich@uconn.edu">amanda.mankovich@uconn.edu</a></td>
</tr>
<tr>
<td>IO</td>
<td>Ethan Gossett</td>
<td>2019-2020</td>
<td><a href="mailto:ethan.gossett@uconn.edu">ethan.gossett@uconn.edu</a></td>
</tr>
<tr>
<td>PAC</td>
<td>Lana Delasanta</td>
<td>2019-2021</td>
<td><a href="mailto:lana.delasanta@uconn.edu">lana.delasanta@uconn.edu</a></td>
</tr>
<tr>
<td>SO</td>
<td>Cassidy Burt</td>
<td>2018-2020</td>
<td><a href="mailto:cassidy.burt@uconn.edu">cassidy.burt@uconn.edu</a></td>
</tr>
</tbody>
</table>
Benefits of Joining:

• Receive monthly departmental updates
• Connect with faculty, staff, students, and alumni
• Provides a network for students and alumni
GRADUATE STUDENT ADVISORY COMMITTEE (GSAC)

Recent Committee Activities/Accomplishments:
- Successfully lobbied to have Instructors of Record (IOR) positions raised from a 10 to a 15-hour TA
- Successfully lobbied for increase in departmental Graduate Student Travel Funding
- Clarified process for IOR mentoring
- Requested clarification of proctoring responsibilities/authority resulting in new departmental Proctoring Policy (see Grad Student Handbook)
- Registered GSAC as a university organization to secure additional funding for GSAC activities
- Created a Graduate Student Resources webpage (http://grad.psych.uconn.edu/)
- Created a grad student “brag board” for current publications
- Established a new departmental tradition, a Graduate Poster night facilitating cross divisional interaction
- Established a new departmental tradition, a Cross-Divisional Graduate Colloquium
- Organized a LinkedIn group for Psychology graduate students

Other Activities:
- Meet with the department head to discuss issues and concerns
- Coordinate invitation of speakers for Departmental Colloquium (please see your division rep if you have ideas for speakers)
- Serve as a resource to new students to answer questions and provide information regarding life at UConn in general and in their particular programs.
- Coordinate interdivisional social activities
Upcoming Events:

- **New/Old Student **Happy Hour**: Tuesday, August 27th, 5:00pm, Nathan Hale
- **New/Old Student lunch**: “Wings & Things” Tuesday, Oct 1st, 1:00-2:30pm, Psychology Mezzanine
- **Fall Graduate Student Poster Night** – save your posters!
- **Join the new Departmental LinkedIn group!**

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- Coordinate interdivisional social activities.
Financial Budgeting

Resources

Cost of Living Calculator  
Create a Budget  
Tools to Manage Your Money  
The Daily Muse Budget Template  

Reflect about these questions when thinking about your financial budget:

- How much money can you spend each week/semester/year?
- What are your priority needs and expenses?
- Will my budget create a path for my future financial goals?

Related Articles:

Budgeting Specifically for Graduate Students - The Muse  
50-30-20 Budget Guideline Rule - Learn Vest  
Tips On How To Live Off a Graduate Stipend - U.S. News

Loan Repayment Programs

While pursuing your time at the University's Graduate program your loans will most likely be deferred. However upon graduation and after a 6 month grace period they will become active. All the programs below provide financial assistance in repaying your loans and interested individuals must submit an application in order to receive the loan repayment benefits.

National Institutes of Health  
Teacher Loan Forgiveness  
Public Service Loan Forgiveness
Budgeting & Survival Tips!

- Where to shop
- Banking
- Keeping to your budget
- Cheapest gas
- Laundry
- Cooking vs eating out
- Best housing locations
- Where to go for a day trip?
- Weekend?

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HOW TO FIGHT A BEAR... AND WIN
O 72 OTHER REAL SURVIVAL TIPS WE HOPE YOU'LL NEVER NEED

The Index Card
Why Personal Finance Doesn't Have to be Complicated
GRADUATE RESOURCES

- Etan Markus - Associate Dept. Head for Graduate Studies
- Sarah Redlich - Graduate Program Coordinator
- Brook Perrigo (student) - Assistant Graduate Program Coordinator
- Graduate division representatives
- Psychology Graduate website  http://grad.psych.uconn.edu/
- PhD program guideline sequence http://grad.psych.uconn.edu/current-students/ph-d-program-sequence/
- Psychology LinkedIn Group
- Department Graduate Student Handbook

The University of Connecticut is a top-20 public university in the U.S. The Department of Psychology is routinely ranked in top 10 in U.S. grant funding and its doctoral program is ranked in top 30 public research universities by The National Research Council.
MASTER’S (MS) DEGREE – STEPS TO COMPLETION

**First year:**
- Two departmental stats classes + program required classes (exemption application in the first week of semester)

**End of first year / second year:**
- Establish your Advisory Committee (Major Advisor, Associate Advisor who represents your area of concentration, and another Associate Advisor, not in your program)

**Two weeks before your defense:**
- Schedule MS Oral Defense date and reserve a room in Bousfield (https://psyweb.psy.uconn.edu/).
- Email Psych Grad Office (psychgrad@uconn.edu) the date, time, location, room, advisor name, title of thesis, and working copy of thesis.

**By the fourth week of your final semester:**
- Complete and submit “Master’s Plan of Study”
- Apply for Graduation (https://studentadmin.uconn.edu/help/students/apply-for-graduation/)

**No later than two weeks before end of final semester:**
- Submit final paperwork (see forms on next slide) after your defense
- Electronic submission of thesis with Title Page, Approval Page to Digital Commons (https://opencommons.uconn.edu/gs/)
Meet our IT team
Etan, Eddie Rivera, Matt Butwill, Charles Davis (student rep)

Important procedures & resources
Eddie, Matt

Also for the Fall semester...

COMPUTER SUPPORT HOUR

special for the Fall semester weekly IT office hours

Matt Butwill: Wednesdays 1-2pm in room 190B
AV equipment/rooms; Windows & Mac computers; printing; hardware
Also Cisco meeting software (A106); P & Q drives; PsychoPy; Qualtrics; Sona; key card issues
Welcome to the UConn Ombuds Office

The UConn Ombudsman* serves as a neutral resource who provides confidential and informal assistance to members of the campus community. The Ombuds Office was established to provide a confidential, neutral resource for staff, faculty, and graduate students to express concerns, identify options to address workplace conflicts, facilitate productive communication, and surface responsible concerns regarding university policies and practices.

Contact the Ombuds Officer at any point during an issue when a confidential conversation or source of information may be needed. The Ombuds will listen to your concerns, give you information about University policies, help you evaluate your situation, and assist you in making plans to address the issue or conflict. You control the process and decide which course of action to take. Contacting the Ombuds Office is completely voluntary and you choose the course of action that is best suited to your interests.

* The terms “ombudsman” and “ombuds” are considered synonymous and are used interchangeably throughout this website.

Jim Wohl has served as University Ombuds since May 2013. He was the University Ombuds at Auburn University between 2006 – 2013 and served as Interim Ombuds at Louisiana State University in 2007. He is also a workplace mediator in higher education and the power industry and has served on a national roster of mediators since 2006. Prior his career in conflict resolution, he was Professor of Medicine in the Department of Clinical Sciences at the College of Veterinary Medicine at Auburn University.

Jim’s training includes a certificate in Workplace Conflict Management and Alternative Dispute Resolution from the Cornell University Institute of Conflict Resolution and completion of multiple advanced trainings by the International Ombudsman Association and the Consortium on Negotiation and Conflict Resolution of the University System of Georgia. Jim received his BA in Public Affairs from SUNY-Albany, a DVM from Purdue University, and a Masters degree in Public Administration (MPA) from Auburn University. He is a Certified Organizational Ombudsman Practitioner®.
I might not have felt so alone had I known how many people struggle with mental health issues in academia. A 2015 study at the University of California Berkeley found that 47% of graduate students suffer from depression, following a previous 2005 study that showed 10% had contemplated suicide. A 2005 Australian study found that the rate of mental illness in academic staff was three to four times higher than in the general population, according to a New Scientist article. The same article notes that the percentage of academics with mental illness in the United Kingdom has been estimated at 55%.

But the stiff-upper-lip attitude that pervades the ivory tower can prompt many people who struggle with mental health problems to keep their problems hidden, while others simply accept depression as par for the course. And in the often-Darwinian culture among graduate students competing for a handful of professorial jobs, too many people assume that psychological problems are only for the weak.
Information/Resources on Sexual Harassment & Discrimination

https://titleix.uconn.edu/more-information/sexual-harassment/
https://ombuds.uconn.edu
https://equity.uconn.edu
The Graduate School’s “Daily Digest” & “Grad Psychology News” Weekly e-mail

Upcoming Events:
- New/Old Student **Happy Hour**: Tuesday, August 27th, 5:00pm, Nathan Hale
- New/Old Student lunch: “Wings & Things” Tuesday, Oct 1st, 1:00-2:30pm, Psychology Mezzanine
- Fall Graduate Student Poster Night – save your posters!
- Join the new Departmental LinkedIn group!
Instructor of Record (IOR)

Roughly 4-8 PSYC courses are taught by graduate students during academic year; equal number during summer sessions

Benefits –
• provides teaching experience beyond being a TA

IOR positions requirements:
• Previous TA experience (eg, 1100, 1103, 2100WQ)
• MS completed
• Departmental need for an instructor

Resources for IORs:
• Faculty mentor is provided
• Husky CT website for course
• Husky CT IOR site provided for access to sample syllabi, words of wisdom, advice on dealing with CSD, Student-Athletes
• Center for Excellence in Teaching and Learning (https://cetl.uconn.edu/) offers training seminars (typically 1 hr session)

Rules/Guidelines for IORs
• Department LIMITS IOR courses to 60 seats: NO need to over-enroll
• Department prefers that IORs NOT complete HONORS CONVERSIONS
• IORs typically have ‘faculty discretion” meaning you make your own choices!
New Key Cards

Get from Husky One Office! Then e-mail Eddie or Matt with your new ID numbers

Note – you scan card with your picture not Jonathan!
GRADUATE ACADEMIC MILESTONES

Presented by: Sarah Redlich, M.A.
Graduate Program Coordinator
Dept. of Psychological Sciences
University of Connecticut
AGENDA

- Review the Graduate Psychological Sciences website
- Key terms and notes
- Brief overview of the academic milestones
  - Master’s Degree (All programs except Ecological Psychology require completion of a MS degree as part of the PhD program)
  - Doctoral Degree
- Resources on Academic Policies
- Questions
NAVIGATING THE PSYCH GRADUATE WEBSITE

Important Resources/Information:
- Quick Links
- Grad Student Handbook
- Student Resources Tab
- Divisional Guidelines
- Graduation Milestones
- External Job Postings
- Forms
- People

https://grad.psych.uconn.edu/
KEY TERMS AND NOTES

- **Departmental Forms** (submit to Psych Graduate Programs Office in BOUS 101C)
- **University Forms** (submit to the Office of the Registrar, w/copy to Psych Grad Office)
- **Academic Calendar** (deadlines for all University forms, website: [https://registrar.uconn.edu/academic-calendar/](https://registrar.uconn.edu/academic-calendar/))

Note: Effective August 2017, graduate degree audit moved from The Graduate School to the Office of the Registrar, located in the Wilbur Cross Building, Garden Level.
MASTER’S (MS) DEGREE — STEPS TO COMPLETION

First year:
- Two departmental stats classes + program required classes (exemption application in the first week of semester)

End of first year / second year:
- Establish your Advisory Committee (Major Advisor, Associate Advisor who represents your area of concentration, and another Associate Advisor, not in your program)

Two weeks before your defense:
- Schedule MS Oral Defense date and reserve a room in Bousfield (https://psyweb.psy.uconn.edu/).
- Email Psych Grad Office (psychgrad@uconn.edu) the date, time, location, room, advisor name, title of thesis, and working copy of thesis.

By the fourth week of your final semester:
- Complete and submit “Master’s Plan of Study”
- Apply for Graduation (https://studentadmin.uconn.edu/help/students/apply-for-graduation/)

No later than two weeks before end of final semester:
- Submit final paperwork (see forms on next slide) after your defense
- Electronic submission of thesis with Title Page, Approval Page to Digital Commons (https://opencommons.uconn.edu/gs/)
MASTER’S (MS) DEGREE — FORMS

- **Master’s Plan of Study.** Submit original to Registrar’s Office within the first four weeks of your final semester. Submit a copy to Psych Grad Programs Office.

- **Report of the Final Examination for the Master's Degree.** Submit original to Registrar’s Office by the published deadline on the [Academic Calendar](#) (no later than two weeks before end of final semester). Submit a copy to Psych Grad Programs Office.

- **Master’s Thesis Submission Checklist.** Submit original to Registrar’s Office by the published deadline on the [Academic Calendar](#) (no later than two weeks before end of final semester).

- **MS Thesis Approval Page.** (created by student). Submit original to Registrar’s Office by the published deadline on the [Academic Calendar](#).
DOCTORAL DEGREE — STEPS TO COMPLETION

NOTE - Timetable for forming your Advisory Committee & taking General Exam varies by program:

- Establish your Advisory Committee (Major Advisor, Associate Advisor who represents your area of concentration, and another Associate Advisor, not in your program; can be the same as your MS committee)

- Complete your General Exam

By the completion of 18 credits:

- Complete and submit “Doctoral Plan of Study”

By the fourth week of your final semester:

- Apply for Graduation (https://studentadmin.uconn.edu/help/students/apply-for-graduation/)

No later than two weeks before end of final semester:

- Submit final paperwork (see forms on next few slides) after your defense

- Electronic submission of dissertation with Abstract, Title Page, Approval Page to Open Commons (https://opencommons.uconn.edu/dissertations/).
**DOCTORAL DEGREE — DISSERTATION/DEFENSE**

**Two weeks prior to your defense date:**
- Schedule PhD Oral Defense date and reserve a room in Bousfield ([https://psyweb.psy.uconn.edu/](https://psyweb.psy.uconn.edu/)).
- Submit your event to University Calendar and cross-list with Psychology Calendar ([https://registrar.uconn.edu/doctoral-degree-programs/dissertation-information/](https://registrar.uconn.edu/doctoral-degree-programs/dissertation-information/)).
- Email Psych Grad Office ([psychgrad@uconn.edu](mailto:psychgrad@uconn.edu)) the date, time, location, room, advisor name, title and working copy of dissertation.
- Submit “Dissertation Tentative Approval Page” to the Registrar’s Office.

**One week prior to your defense date:**
- Submit “Departmental Dissertation Defense Signature Form” with original signatures to Psych Grad Programs Office.

**Day of the defense:**
- Print the “Report on the Final Examination for the Doctoral Degree” and “Approval Page” of your dissertation on standard 8.5” x 11” paper signed by your advisory committee. [Additional participants, examiners, reviewers, and readers do not sign]. Submit original to Registrar’s Office with the dissertation submission checklist (below) by the published deadline on the Academic Calendar. Submit a copy to Psych Grad Programs Office.

**After the defense:**
- Submit the “Dissertation Submission Checklist” to the Registrar’s Office (no later than two weeks before end of final semester).
DOCTORAL DEGREE – FORMS

University Forms:

- **Doctoral Plan of Study.** Submit original to Registrar’s Office no later than the completion of 18 credits. Submit a copy to Psych Grad Programs Office. Note: The PhD Plan of Study accompanied by the Breadth of Studies form MUST be signed and approved by the Associate Head of Graduate Studies before it is submitted to the Registrar’s Office.

- **Report on the General Examination for the Doctoral Degree.** Submit original to Registrar’s Office once examination is completed. Submit a copy to Psych Grad Programs Office.

- **Dissertation Proposal.** Submit original to Registrar’s Office. Submit a copy to Psych Grad Programs Office. Note: The Dissertation Proposal paperwork MUST be signed and approved by the Associate Head of Graduate Studies before it is submitted to the Registrar’s Office.

- **Dissertation Tentative Approval Page.** Submit original to Registrar’s Office at least two weeks prior to the date of your oral defense.

- **Report on the Final Examination for the Doctoral Degree.** Submit to Registrar’s Office with the dissertation submission checklist by published deadline on the Academic Calendar; (no later than two weeks before end of final semester). Submit copy to Psych Grad Programs Office.

- **Dissertation Approval Page.docx** (created by student). Submit to Registrar’s Office with the dissertation submission checklist by the published deadline on the Academic Calendar.

- **Survey of Earned Doctorates Completion Certificate.** Submit to Registrar’s Office with Dissertation Submission Checklist (below) by the published deadline on the Academic Calendar.

- **Dissertation Submission Checklist.** Submit to Registrar’s Office by the published deadline on the Academic Calendar; (no later than two weeks before end of final semester).

Departmental Forms:

- **Breadth of Studies Form** (to accompany the PhD Plan of Study). Submit to Psych Grad Programs Office.

- **Departmental PhD Dissertation Proposal Form.** Submit original to Psych Grad Programs Office with Dissertation Proposal paperwork.

- **Departmental PhD Defense Signature Form.** Submit original to Psych Grad Programs Office 7 days prior to your defense.
ACADEMIC POLICIES — HELPFUL RESOURCES

Psych Grad Website
➢ Policies and Rules for Graduate Study in Psychological Sciences (Grad Student Handbook):

Office of the Registrar Website
➢ Steps to a Successful Graduation: Graduate Programs:
https://registrar.uconn.edu/graduation/graduate-programs/
➢ Dissertation FAQs/Information and Dissertation Specifications:
https://registrar.uconn.edu/doctoral-degree-programs/dissertation-information/
https://registrar.uconn.edu/doctoral-degree-programs/dissertation-specifications/
QUESTIONS?
Feel free to stop by the **Grad Programs Office** in **BOUS 101C** anytime for help!

- **Email**: psychgrad@uconn.edu
- **Phone**: 860-486-4725
- **Connect with us on LinkedIn**: “UConn Psychological Sciences Department” ([https://www.linkedin.com/groups/8588825/](https://www.linkedin.com/groups/8588825/))

Today’s handouts are posted on the Graduate Psychological Sciences website under the **Student Resources** tab “Incoming Students” section

At: [https://grad.psych.uconn.edu/new-students/getting-started/](https://grad.psych.uconn.edu/new-students/getting-started/)
Human Subjects in Research

_Psychology Graduate Student Annual Meeting_

August 23, 2019

IRB Program Director - Douglas Bradway, MA, CIP
Post Approval Monitor, Joan Levine, MPH, CIP

Research Compliance Services
Karen Moré, CPIA, Interim Director
Pamela Erickson, Ph.D., IRB Chair, Professor and Department Head of Anthropology
Douglas (Doug) Bradway, Executive Program Director
  Policies, Full Board Agenda, Most Full Board & Limited Protocols,
  Individual Investigator Agreements, Institutional Authorization
  Agreements, Daily Operations of Office.
Joan Levine, MPH, CIP, Post-Approval Monitor and Education Specialist
  Exempt Reviews, auditing, education
Jerome (Jerry) McMurray, MA, IRB Program Specialist
  Initial intake of submissions, amendments, continuations
Diane Sainsbury, MBA, IRB Program Specialist
  Expedited Reviews
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Objectives

• Provide information about the Institutional Review Board (IRB) at UConn.
• Present a brief overview of the regulations for human subjects in research.
• Describe and give examples of the 4 levels of IRB review.
• Present the UConn policies for security of research data.
• Discuss the process for submitting a protocol to the IRB using the web-based application system-InfoEd.
• Discuss time frames for submission, amendments to the approved protocol, re-approval, protocol deviations, and adverse events.
What is an IRB

An Institutional Review Board is a committee that reviews research protocols to protect the rights and welfare of human participants.

Who are the members of the IRB?
- Chair, Vice Chair, and other faculty with varying expertise in Social Behavioral and Bio-Medical research.
- Community Members
- Graduate Student

IRB at UConn is responsible for reviewing research at Storrs and regional campuses.
The “Common Rule” (45 CFR 46) is the federal policy for the protection of human subjects in research. It was first published in 1991 and was recently revised.

The Common Rule describes the detail of the IRB operations and the types of research that are subject to regulation.

There are 4 subparts for additional protections for pregnant women, human fetuses, and neonates, prisoners, and children.

UConn requires additional protections for students who take part in research.
CITI Training

Collaborative Institutional Training Initiative (CITI)

The web-based training modules in CITI provide basic education on the history and ethical principles of research.

All researchers, including students who are working on the study and are considered “key personnel” must complete the online "CITI Training” course for the protection of human participants in research BEFORE the IRB will approve a study.

Research personnel must renew their training every three years.
Additional Training for NIH/NSF Research

The National Science Foundation (NSF) requires the responsible conduct of research (RCR) training for all undergraduates, graduates, and postdoctoral fellows who conduct research supported by NSF funds.

The National Institutes of Health (NIH) requires that all trainees, fellows, participants, and scholars receiving support through any NIH training, career development award (individual or institutional), research education grant, or dissertation research grant must receive RCR training. This requirement also applies to all faculty, including new faculty, mid-career faculty and senior faculty, and professional and scientific employees receiving funding from these sources. PIs are responsible for ensuring that each undergraduate student, graduate student and postdoctoral researcher who participates in their NSF or NIH funded research completes the training during the course of their participation in the project. These RCR modules can be accessed through the CITI training program. OVPR offers in person training once per year (January). Key Personnel working on Clinical trials funded by the NIH must also take Good Clinical Practice training. Also, available from CITI.
Is your study human subjects research?

Does your study meet the regulatory definition of research?

§46.102 (d)

a. Is it research?

Research means a systematic investigation, including research development, testing and evaluation, designed to develop or contribute to generalizable knowledge. Activities which meet this definition constitute research for purposes of this policy, whether or not they are conducted or supported under a program which is considered research for other purposes. For example, some demonstration and service programs may include research activities.
What activities are not research?

(1) Scholarly and journalistic activities (e.g., oral history, journalism, biography, literary criticism, legal research, and historical scholarship), including the collection and use of information, that focus directly on the specific individuals about whom the information is collected.

(2) Public health surveillance activities, including the collection and testing of information or biospecimens, conducted, supported, requested, ordered, required, or authorized by a public health authority. Such activities are limited to those necessary to allow a public health authority to identify, monitor, assess, or investigate potential public health signals, onsets of disease outbreaks, or conditions of public health importance (including trends, signals, risk factors, patterns in diseases, or increases in injuries from using consumer products). Such activities include those associated with providing timely situational awareness and priority setting during the course of an event or crisis that threatens public health (including natural or man-made disasters).

(3) Collection and analysis of information, biospecimens, or records by or for a criminal justice agency for activities authorized by law or court order solely for criminal justice or criminal investigative purposes.

(4) Authorized operational activities (as determined by each agency) in support of intelligence, homeland security, defense, or other national security missions.
Is your study human subjects research?

45 CFR 46.102 (e)(1)

Human subject means a living individual about whom an investigator (whether professional or student) conducting research:

(i) Obtains information or biospecimens through intervention or interaction with the individual, and, uses, studies, or analyzes the information or biospecimens; or

(ii) Obtains, uses, studies, analyzes, or generates identifiable private information or identifiable biospecimens.

IRB submission = Research + Human Subject

*However, there are 6 categories of research that may require an Exempt review process-described in following slides.
What level of review is my study?

Levels of IRB Review

- **Full Board**
  - More than "minimal risk" to subjects
  - Not covered under other review categories
  - Example: interventions involving physical or emotional discomfort or sensitive data

- **Expedited**
  - Not greater than minimal risk
  - Fits one of the 9 Expedited Review Categories
  - Examples: Collection of biospecimens by noninvasive means, Research with existing documents/record collected for non-research purposes in which subjects are identifiable

- **Limited**
  - Fits one of the 6 Exempt Categories
  - Example: Research with de-identified records, anonymous surveys

- **Exempt**

*Defined by federal regulation (45 CFR 46)*)
Exempt

Category One

Research, conducted in established or commonly accepted educational settings, that specifically involves normal educational practices that are not likely to adversely impact students' opportunity to learn required educational content or the assessment of educators who provide instruction. This includes most research on regular and special education instructional strategies, and research on the effectiveness of or the comparison among instructional techniques, curricula, or classroom management methods.

All Exempt Research: IRB-5 Electronic Application and corresponding IRB-5 Word Protocol
Exempt Cont.

Category Two

Research that only includes interactions involving educational tests (cognitive, diagnostic, aptitude, achievement), survey procedures, interview procedures, or observation of public behavior (including visual or auditory recording) if at least one of the following criteria is met:

(i) The information obtained is recorded by the investigator in such a manner that the identity of the human subjects cannot readily be ascertained, directly or through identifiers linked to the subjects;

(ii) Any disclosure of the human subjects' responses outside the research would not reasonably place the subjects at risk of criminal or civil liability or be damaging to the subjects' financial standing, employability, educational advancement, or reputation; or

(iii) The information obtained is recorded by the investigator in such a manner that the identity of the human subjects can readily be ascertained, directly or through identifiers linked to the subjects, and an IRB conducts a limited IRB review to make the determination required by §46.111(a)(7).
Sensitive information may be collected under this category if the IRB conducts a “Limited IRB Review” and determines that safeguards are in place that appropriately address the privacy of participants and collection and storage of the data.

Category involves verbal and written responses. Data collection may include audio or video recordings.

Children not eligible unless data collection relates to educational tests or observations in which the investigator does not participate in activities being observed. Also, children not allowable under the Limited IRB Review (iii).
Exempt Category 3-New

Benign Behavioral Intervention

Research involving benign behavioral interventions in conjunction with the collection of information from an adult subject through verbal or written responses (including data entry) or audiovisual recording if the subject prospectively agrees to the intervention and information collection and at least one of the following criteria is met:

(A) The information obtained is recorded by the investigator in such a manner that the identity of the human subjects cannot readily be ascertained, directly or through identifiers linked to the subjects;

(B) Any disclosure of the human subjects' responses outside the research would not reasonably place the subjects at risk of criminal or civil liability or be damaging to the subjects' financial standing, employability, educational advancement, or reputation; or

(C) The information obtained is recorded by the investigator in such a manner that the identity of the human subjects can readily be ascertained, directly or through identifiers linked to the subjects, and an IRB conducts a limited IRB review to make the determination required by §46.111(a)(7).
(ii) For the purpose of this provision, **benign behavioral interventions** are brief in duration, harmless, painless, not physically invasive, not likely to have a significant adverse lasting impact on the subjects, and the investigator has no reason to think the subjects will find the interventions offensive or embarrassing. Provided all such criteria are met, examples of such benign behavioral interventions would include having the subjects play an online game, having them solve puzzles under various noise conditions, or having them decide how to allocate a nominal amount of received cash between themselves and someone else.

(iii) If the research involves deceiving the subjects regarding the nature or purposes of the research, this exemption is not applicable unless the subject authorizes the deception through a prospective agreement to participate in research in circumstances in which the subject is informed that he or she will be unaware of or misled regarding the nature or purposes of the research.
Exempt Cont.

Category 4: Secondary research for which consent is not required: Secondary research uses of identifiable private information or identifiable biospecimens, if at least one of four criteria are met...

Category 5: Research and demonstration projects that are conducted or supported by a Federal department or agency...

Category 6: Taste and food quality evaluation and consumer acceptance studies...
Limited IRB Review

**Why?** Allows for certain research to be reviewed under the Exempt category even when identifiable information may be sensitive or potential harm if disclosed.

**What** is a Limited IRB Review?
It is an **Exempt review** that takes place under categories noted below to ensure the protocol meets the regulatory criteria and ensures that there are adequate provisions to protect the privacy of subjects and to maintain the confidentiality of data.

**When** does an IRB conduct a Limited Review?
UConn = **Exempt Category (2) (iii) & (3)(i)(C)**
§46.104(d)(2)(iii), (d)(3)(i)(C), and (d)(7), and (8)

**Who** conducts a Limited IRB Review?
Limited IRB Review is performed by the IRB Chair or an experienced IRB member designated by the Chair.
**Level of Review cont.**

**Expedited studies** involve no greater than minimal risk and fit into one of 9 categories. IRB-1 Electronic Application and corresponding IRB-1 Word Protocol

Examples: Collection of data through non-invasive procedures or means (MRI, EEG, buccal swab), secondary data analyses of identifiable datasets. Collection of biospecimens. Some research involving drugs/devices where investigational drug/device application/exemption are not needed from FDA. Some research not covered under Exempt-may present no more than minimal risk.


One IRB member reviews this research.
Full committee research is considered to be more than minimal risk. These studies include research that involves physical or psychological risks. The full board reviews these studies at a fully convened meeting. Meetings once every 3 weeks. Dates are listed on the IRB web-site. These protocols are due 3 weeks prior to the IRB meeting date. This provides time for RCS staff to pre-review the study to ensure all of the documents have been submitted, and for the IRB members to read through and be prepared for discussion during the meeting.

IRB-1 Electronic Application and corresponding IRB-1 Word Protocol

Examples: research with drugs/supplements, biologics, many devices protocols, certain intervention research that include psychological, physical, or legal risk.

At times, researchers are invited to the IRB meeting to clarify procedures.

* Call RCS prior to submitting your protocol to ensure that you are submitting under the correct category and have all necessary forms completed.
IRB Criteria for Approval

1. Risks to subjects are minimized
2. Risks to subjects are reasonable in relation to anticipated benefits, if any, to subjects, and the importance of the knowledge that may reasonably be expected to result.
3. Selection of subjects is equitable.
4. Informed consent will be sought from each prospective subject or the subject's legally authorized representative, in accordance with, and to the extent required by §46.116
5. Informed consent will be appropriately documented, in accordance with, and to the extent required by §46.117
6. When appropriate, the research plan makes adequate provision for monitoring the data collected to ensure the safety of subjects.
7. When appropriate, there are adequate provisions to protect the privacy of subjects and to maintain the confidentiality of data.
8. When some or all of the subjects are likely to be vulnerable to coercion or undue influence, such as children, prisoners, pregnant women, mentally disabled persons, or economically or educationally disadvantaged persons, additional safeguards have been included in the study to protect the rights and welfare of these subjects.
Other Things to Consider

a. How are you recruiting participants? Are you using recruitment material?

b. Consent—will you apply for a waiver? Have you been trained on how to administer consent?

c. What safeguards are in place if you are enrolling vulnerable populations?

d. How is privacy protected (refers to the individual)?

e. How are the data maintained confidentially (refers to data)? UITS guidelines?

f. Are there additional regulations to consider (FERPA, FDA)? Are there other institutions involved in the research?

*Call the IRB office for guidance before you submit your protocol.
Current research practices routinely involve electronic data in a variety of ways. Traditionally, procedures for the confidential handling of research materials involved keeping them in locked file cabinets and in locked offices. These procedures still apply when the research materials are in hard copy form. However, there is growing complexity in how to protect research data that are collected and maintained electronically.
Data Security Cont.

It is the responsibility of all UConn employees and users of data to adhere to the policies established to protect sensitive university data to which they have authorized access. These policies apply to university-owned computers as well as to personally owned devices used to access sensitive university data. To review the policy on confidential data, click here: https://policy.uconn.edu/2012/06/21/confidential-data-information-technology/.
Data Storage

- When collecting identifiable information, a Data Security Assessment Form must be completed and submitted to the IRB. Include what happens to data once it is collected. Where are data stored? Remember the first option should be a solution provided by UConn (Qualtrics, RedCap, OneDrive, Filelocker—for identifiable temp storage & transferring data).

- It may be acceptable to collect data on your personal computer if no personal identifiers or sensitive information are collected. You must certify that anti-virus software is installed and up-to-date.

- It is often convenient to store data on a USB drive or other removable media, but these tools must be password protected and encrypted to decrease access by others.

Time Frames for Review

- For Exempt Review, allow 2-3 weeks for the IRB to take an initial look at the protocol. The IRB Chair delegated IRB staff to assume the review responsibility.
- Currently, for Expedited Review, allow approximately 4-6 weeks for the IRB to take an initial look at the protocol. IRB staff conduct an administrative review followed by an IRB member who conducts a scientific review.
- For Full Board Review, allow 3-4 weeks as the IRB meetings take place every three weeks during much of the year. IRB staff conduct an administrative review followed by an IRB member who serves as primary reviewer. The full IRB also reviews the protocol.
- Overall, the IRB advises that researchers allow for an approximate 4 week approval process.
- Note that these time frames are approximate and depend upon the time of year. Protocols are reviewed in the order in which the IRB receives them.
Tips for Preparing Protocols

Seek IRB help before preparing submissions and to assist with identifying category of review.

Read the protocol applications first before completing them.

After reading the protocol section instructions, please respond to the instructions just once. There is no need to repeat information throughout the protocol.

Do not copy study information directly from a grant or contract submission. Modify to suit the requirements of the forms. Also, clarify acronyms and use lay language to describe your research when possible.

Review InfoEd How-to Guides.
Specific Tips for other Submission Types

Amendments **must be** submitted before any changes are implemented. In the IRB-3 amendment form, describe why the changes are being made. Use track-change function of Word to identify changes. Allow two to three weeks for approval.

Review the approval letter for exact time frames for submission of re-approval material (if applicable). Re-approvals are generally reviewed within two or three weeks of expiration dates.

Review UConn policies for reporting protocol deviations and adverse events. [https://ovpr.uconn.edu/services/rics/irb/policies-procedures/](https://ovpr.uconn.edu/services/rics/irb/policies-procedures/).
InfoEd

InfoEd is the web based application system used to develop and submit research protocols to the IRB.

InfoEd sessions are offered on a regular basis.

The IRB strongly encourages all researchers to attend a session prior to submitting a protocol.

Students have access to all features in the InfoEd submission system. However, a faculty mentor must be listed as the Principal Investigator of the study. The PI is ultimately responsible for ensuring protection of human participants.

Tips: Before clicking submit, all studies that are unfunded must be routed to the department head and PI for sign off. For funded studies, routing must go to the PI. Don’t forget to click “submit”!!
IRB Website Resources

- For each submission download the latest forms, templates and samples.
- Direct links to IRB meeting dates and submission deadlines (full board studies only), training, InfoEd how-to guides, submission process, etc.
- Review the resources UConn provides to secure data.
- Review record retention policies.
- Review researcher resources
- Review contact information for IRB staff.
1. Human Subjects Regulations
2. Link to IRB help sessions & IRB forms workshops
3. InfoEd How to Guides
4. IRB web-site
5. UConn IRB CITI program how to page
6. Guidance for Data Security and Internet-Based Research Involving Human Participants
7. InfoEd www.infoed.uconn.edu
8. UConn IRB Policies & Procedures
9. Forms & Templates (Word document protocols, consent forms, etc.)
10. IRB Meeting Dates & Deadlines
Grad Travel Procedure Overview

1. Apply for funding
2. Submit Pre-Trip Travel Web Form
3. Make Travel Arrangements
4. After return from trip, submit receipts to front office for reimbursement
Types of Travel Funding

**Departmental Funding**

- **WHAT**
  - $500 per year for the first 5 years you are enrolled

- **WHO**
  - Psychology graduate students
  - 1st author/Presenting research at conference

- **WHEN**
  - Year resets start of Fiscal year
  - July 1-June 30
  - MUST be requested prior to departure

- **HOW**
  - Download application at [http://psych.uconn.edu/travel/](http://psych.uconn.edu/travel/) or pick up at front office
  - It is now required that you turn in the completed form BEFORE you travel

**Graduate School Doctoral Award**

- **WHAT**
  - $750.00
  - One-time, use it or lose it (!)

- **WHO**
  - All UConn graduate students
  - With 30+ credits toward doctoral degree
  - Presenting research

- **WHEN**
  - Broken up into 2 travel periods
  - Fall -> Travel between July 1 and December 31
  - Spring -> Travel between January 1 and June 30
  - MUST be requested prior to departure

- **HOW**
  - Students can be linked to application at [http://psych.uconn.edu/travel/](http://psych.uconn.edu/travel/)
Workshop Award
(Yes, it DOES exist!)

**WHO**
- PSYC Graduate Students

**WHAT**
- $500.00
- Can be used multiple times, but once you reach $500 it’s gone
- To be used only for workshops (not conferences)

**HOW**
- Download application at http://psych.uconn.edu/travel/ or pick up at front office
- *The workshop application is different than the Departmental Funding application*
New Rules!

- You cannot use the Doctoral Award and Departmental Funding for the same trip.
- You cannot use the Departmental Funding if you have already used your Doctoral Award for the year or plan on using it within the year.
- You can’t use the Workshop with either of those because this is for Workshops only (this isn’t a new rule but it’s a rule).
Pre-Trip Travel WebForm

- Location: http://travel.uconn.edu/
- Mandatory only if you’re requesting a Bradley Parking Permit or are traveling Abroad

Direct link and instructions on our website http://psych.uconn.edu/travel/
Making Travel Arrangements

- **Airfare**
  - *Strongly encouraged* to use Sanditz Booking Agency
  - If you book on your own and intend to be reimbursed, send us the flight receipt when you buy it

- **Registration**
  - Can be pre-paid with departmental credit card and charged to KFS account
  - Can also be reimbursed post-trip
  - Contact psychology@uconn.edu for more information

- **Lodging**
  - Can be booked via Sanditz or reimbursed post-trip
  - If you split lodging/plan on splitting lodging, please contact the front office for guidance on the reimbursement process for this (Spoiler: it’s complicated!)
Making Travel Arrangements

Bradley Parking
- The only way to obtain a Bradley parking permit is to apply on a pre-trip form. Travel will NOT reimburse you for Bradley parking if you do not obtain the parking permit beforehand.

Review of what can be purchased in advance by PSYC
- Airfare, Train, Hotel, Rental Car (via Sanditz)
- Registrations, Memberships, Abstract Fees (and similar fees associated with the conference)
- Travel.uconn.edu
- Click ‘Sanditz Booking Tool’
- Log-in with NetID and Password
Sanditz - Additional Info

- Charges flight directly to KFS account to reduce out-of-pocket expense
  - If you DO NOT use Sanditz, need to print out Sanditz comparison in order to be reimbursed
  - If you are flying out of an airport other than Bradley, the comparison should still be from BDL to your destination. Should the cost (flight, mileage, tolls, parking, etc.) exceed the cost of travel out of Bradley, you will only be reimbursed for the cost of comparable BDL travel.
  - If you use a company aside from Sanditz, you will only be reimbursed for the comparable Sanditz amount

- Can also purchase and direct bill hotel accommodations and rental cars, but not mandatory
AFTER YOU RETURN FROM TRIP...

*The part where you get your money*
Post-Trip Steps

1. Take a Travel Reimbursement Request envelope (located in the front office)
2. Fill out the cover sheet & put all receipts/documentation inside the envelope
3. Drop off at the front office
4. Approve your Travel Web Form once it has been submitted by a front-office worker
5. That’s it! Then the money appears! It’s that simple!
UCONN
PSYCHOLOGICAL SCIENCES TRAVEL REIMBURSEMENT
COVER SHEET

Traveler’s Name: ____________________________ Today’s Date: ____________________________

Reason for Travel & Location: __________________________________________________________

Fund Source(s): _____________________________________________________________________

Departure (date/time): ____________________________ Return (date/time): ____________________________

Pre-trip Web Form? Y or N _______________________ TFW ID ____________________________

***Receipts MUST be original, itemized, and show PROOF OF PAYMENT. e.g. A “zeroed-out” balance, shows charge to credit card on receipt***

Pre-Paid Expenses (please list any expenses booked through Sanditz, paid by the University, or charged directly to an account before the trip)

☐ Flight, hotel, rental car: _____________________________________________________________
☐ Conference Registration: ___________________________________________________________
☐ Other: ___________________________________________________________________________

Travel Reimbursement Check List (please check off each item you are submitting)

☐ Travel Award Letter from AAUP/OVPR or Graduate School (for grad’s only)
☐ Conference Registration Receipt
☐ Conference Program and/or Name Tag
☐ Airfare Receipt (If flight was not booked through Sanditz you must provide a comparison)
☐ Sanditz Flight Comparison
☐ Boarding Passes
☐ Baggage Receipts
☐ Foreign Travel; copy of exchange rate from xe.com for any receipts in foreign currency
☐ Car Rental Receipt
☐ Hotel Receipt
☐ Meals

☐ I am claiming per diem

Please list which meals were provided and on what dates they were provided by either the conference or hotel (even if you didn’t eat the provided meal):

_________________________________________________________________________________

☐ I am submitting receipts

**You must submit both the charge receipt and the itemized/detailed receipt showing what was eaten to be eligible for reimbursement.

☐ Parking Fees **Cannot be reimbursed for BDL Parking.
☐ Taxi, Shuttle, Metro, or other Transportation receipts
☐ Mileage: Google Directions (Please note if either of these locations is your home address)

☐ Departure Address: ____________________________
☐ Arrival Address: ____________________________
I don’t have a title for this slide but these things are IMPORTANT !!!

- You must include proof of attendance (preferably a nametag)
- All receipts must be itemized and show a balance of $0 and/or the payment method
- Alcohol will not be reimbursed
  - No bar tabs this year though, well done!
- All reimbursement requests must be submitted within 60 days of return
  - Do NOT submit a post-travel webform and not notify the front office/not turn in receipts
Grads are encouraged to email
psychology@uconn.edu
with any and all travel
questions!!!!!!
A friendly front office staff member of your choosing who is thrilled to answer your questions.

An intelligent and wonderful PSY SCI graduate student who has questions about travel & reimbursements.