Office of Diversity
Student Funds Request Form

The Office of Diversity supports individual student initiatives that enrich the climate and support and build diversity and inclusion at Feinberg. Funding requests must adequately address:

1. how the activity/conference/event relates to one of the following: minority health, health disparities, career development for underrepresented groups in medicine, diversity, and/or social justice, and
2. how the support will contribute to diversity at Feinberg.

Students must be in good standing academically and professionally to be eligible.

The Office of Diversity is the sole decision maker for all funding requests submitted and no student is guaranteed funding. Funds are divided equally between September-December and January-May and are available until they are exhausted. Copies of approved funds requests may be shared with other administrators in the dean’s office. **Requests must be submitted at least 14 days in advance to be considered.**

Please note that we have a limited amount of funding. We will typically fund a percentage of actual costs and ask that you also contribute. Funds are dispersed in the following ways:

1. direct purchase by the office (we buy the plane ticket or pays the registration via check request)
2. account purchase (we obtain an invoice for goods/services from a vendor who has an account with NU)
3. student account transfer – need to provide us with student group chartstring
4. reimbursement (you pay for it, then bring us an itemized receipt (within 30 days) and we put in a personal check request for you)
5. direct donation by the office (we provide products you requested)

Please read the following points carefully:

1. Be aware that we cannot give cash for anything.
2. Failure to submit appropriate documentation (receipts, etc.) will mean that we cannot reimburse you as promised.
3. If you are purchasing goods, it is your responsibility to obtain a tax exempt certificate from us for each vendor you utilize in advance. We cannot reimburse for sales tax.
4. Receipts submitted must be itemized for the goods or services agreed to on this form. Students may NOT be reimbursed for goods or services not listed on this form in advance.
5. All receipts for reimbursements must be submitted within 30 days of the completion of the event.
6. If students are being personally reimbursed, the process can take up to 3 weeks before you receive a check. This time can be shortened by completing some of the paperwork in advance (before you bring us the receipt to submit to accounts payable.)
7. If you are requesting a donation for goods, we reserve the right to select goods or a vendor other than that proposed by the student if the cost is significantly lower.

Name:_______________________________ e-mail:_______________________________

Year in medical school: _______ phone #(‘s): _________________________________
Request for (circle one): individual funds  group funds

If you circled group, are you a registered/official student group with the Office of Student Programs and Professional Development? Yes No

Please describe your funding request: (attach additional sheets if needed)

Budget estimate: (submit documentation if relevant, such as conference registration fee from website, etc.)

How does this contribute to diversity at Feinberg?

Please list other sources of funding you have for this conference/event/initiative including in-kind donations: (Failure to fully disclose other funding sources could result in a denial of your request – now or after approval.)

I have read the policies stated in the Office of Diversity Student Funds Request Form and agree to abide by them. I understand that failure to follow these guidelines could mean I will not receive funds as promised.

__________________________________________________________________________  ____________
Student signature                          Date

Please make a copy of this for your records before submitting to the Office of Diversity.

Office of Diversity
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Chicago, IL 60611
312-503-0461 (office) 312-503-4474 (fax)