**Ray Madden Internship/Research Award Guidelines**

* Each student with an approved prospectus will receive up to $3,000 for allowable expenses listed in the budget.
* What is allowable: travel (lodging, per diem, transportation, mileage via google map), equipment, sample processing, and rent in your research/internship location while you are doing the project (you cannot use the funds to pay rent in Flagstaff while you’re in the field in Utah for example but you can pay for living expenses that you expect to incur in the field in Utah). Travel requiring airfare will have to be processed through the financial services team that handles our college’s finances (please see Alvina Williams or the department chair for help).
* Any equipment purchased with award money must by NAU policy become property of the department and NAU. Everything needs to have a property control number placed on it immediately after purchase. This includes cameras, laptops, tablets, and tape recorders (office has these to use), tripods, drones, etc. Please visit the [NAU Property Control Department](https://in.nau.edu/property-administration/property-control/) to sort out how to get this done as soon as possible after your purchase. Equipment must be returned to the department by your thesis defense date or a hold will be placed on your account.
* Software needed to fulfill internship duties or research project is allowable.
* Everyday clothing and toiletries cannot be reimbursed, but articles of clothing without which you would not be able to do your research may be allowable (for example, safety vests, hiking boots, steel-toed work boots, hard hats).
* Safety items such as trauma kit, WFR training, CPR training etc. required or advised for your location are allowable.
* Shipping equipment is allowable.
* A book and office supply (including camera memory cards, printing, photocopying) allowance of up to $200 may be included.
* Cash compensation for interviewees is not allowed, but gift cards can be used and would be allowable. (This will require a form with name and signature of the interviewees, date and amount of card received.) Please contact the department chair and the Administrative Services Assistant, Alvina Williams as soon as you know this is necessary so that we can help you walk through the process.
* Payments to professional consultants are allowable with an invoice and receipt.
* Permit fees are allowable.
* Museum and park entrance fees are allowable.
* Sample analysis such as radiocarbon and materials identification is allowable.
* Registration fees for participation in research or training symposia related to your project are allowable.
* Transcription and translation is an allowable expense with an invoice and receipt from the service provider (may not hire family members!).
* Cell phones CANNOT be purchased, and cell phone bills cannot be reimbursed. Cell phone CARDS, however, are allowable up to $200.