PhD Research Accounts

As a registered PhD student, you should have access to StatlerWire and the Electronic Requisition ("Ereq") system. If you don’t, please contact Diane Craig at dc93@cornell.edu.

IMPORTANT!

All purchases/reimbursements against Ph.D. accounts must have approval PRIOR to the expenditure.

Ereq Approval Procedure

1. Fill out an Ereq online in Statlerwire – this document must have all the information regarding the expense.

2. Forward the completed Ereq to your advisor, who will need to approve it. Your advisor has three choices when receiving your Ereq: return it to you for changes or more information, deny the request, or approve it. (As the “preparer” of the Ereq, you will be notified in email each time anyone takes an action on the document, so you can easily track its progress toward the accounting office.) If there are changes requested, click on the link in the email, add whatever additional information is necessary, and then resend the Ereq to your advisor (or whoever sent it back to you for more info).

3. Once your advisor has approved it, the advisor must forward the Ereq to Diane Craig. (You may have to remind them of this step!)

4. Once approved, the Ereq will be forwarded to accounting for final approval.

5. Only when it has received final approval can you go ahead and use the funds (place an order, buy tickets for a trip, etc…). It is your responsibility to check to make sure that the Ereq has gone through each step in the process, and that final approval has been granted. Do NOT assume that just because you submitted it to your advisor that you have approval.

Your Ph.D. account is funded with $6,000. This is for the entire length of your program (not $6,000 per year) Once the money is used, there are no further funds available. If there is money left in the account when you graduate, it will be reabsorbed by the School.

Every expenditure against your Ph.D. account MUST be directly related to your Ph.D. thesis – special software, travel to conferences, data acquisition, research books, etc… Approval rests with your advisor.