TABLE OF CONTENTS

1 - Welcome

2 - Program Leadership
   Administrators and Contact Information
   Committees
   Student Representatives

3 - Degree and Program Requirements
   Degree Requirements
   Program Requirements
   Registration, Units, and Attendance
   Course Information

4 – Activities and Milestones by Year
   Year 1
   Year 2
      Qualifying Exam Instructions
   Year 3
   Year 4
      TGR Status
   Year 5+
      Finishing Up
      Thesis Defense
      Dissertation Submission
      Application to Graduate

5- Financial Support
   Stipend vs Salary
   Disbursements
   Fellowships
   Travel Funds and Reimbursements
1 - WELCOME!

Welcome to the new Neurosciences Program Handbook.

This will be a living document, updated annually to keep pace with changes in the program, Stanford Biosciences, and the University as a whole.

If you are a new student, this document should be a good introduction to the program and guide to the administrative side of completing your Ph.D. degree.

If you are a current student, this handbook will be a good starting place for any questions you may have.

If you find that something is missing, please let the administrators know right away!

Some thoughts:

- The Neurosciences program evolves and grows depending on student involvement, so get involved! You are what makes this program great.
- The central theme of the program is individual training plans. The program is geared towards providing the training that each person needs.
- To be successful the program needs feedback. Discuss your needs with first year advisors, chosen mentors, the Program Director, and administrative staff. The program and your training will be what you make of it.
- This is not college, this is the start of your career. Whatever direction you may take after graduate school, your career starts now. Take control of, and responsibility for, your program.
- The curriculum has recently gone through a transition, and there are several new core courses that students will take in the first year. Feedback on these courses will be critical to the program.
# PROGRAM ADMINISTRATION AND LEADERSHIP

The Neurosciences Program at Stanford is an interdisciplinary training program with a tradition in excellence and research. It was established in 1962 in order to coordinate the training of PhD candidates in the diverse areas of Neuroscience. The program is made up of 80-90 students each year.

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COMMITTEES

2014-15 Committee Members are listed below. 2015-16 Committee Members will be published as soon as they are known.

Admissions Committee

The Admissions Committee is responsible for the review of each year’s applications to the program, for deciding which students will be invited to Interview Session, and ultimately, which students will receive an offer of admission. The committee meets twice a year. The student Admissions Representatives are responsible for contributing to the application review process and play an important role in guiding the committee in its decision-making after Interview Session.

2014-15 Admissions Committee Members:
  Kati Andreasson  Neurology and Neurological Sciences
  Steve Baccus  Neurobiology
  Marion Buckwalter  Neurology and Neurological Sciences
  Surya Ganguli  Applied Physics
  Eric Knudsen (chair)  Neurobiology
  Rob Malenka  Psychiatry and Behavioral Sciences
  Michelle Monje-Deisseroth  Neurology and Neurological Sciences
  Mirna Mustapha  Otolaryngology
  Theo Palmer  Neurosurgery
  Tony Ricci  Otolaryngology
  Greg Scherrer  Anesthesiology
  Xinnan Wang  Neurosurgery
  Kristin Muench  Student Representative
  Elizabeth Sypek  Student Representative

Curriculum Committee

The Curriculum Committee is responsible for the periodic review of the program’s curriculum, and meets on an ad hoc basis. The committee is in the process of revising course requirements.

2014-15 Curriculum Committee Members:
  Lu Chen (chair)  Neurosurgery
  E.J. Chichilnisky  Neurosurgery
  Tom Clandinin  Neurobiology
  Jun Ding  Neurosurgery
  Lisa Giocomo  Neurobiology
  Isabella Graef  Pathology
  Shaul Hestrin  Comparative Medicine
  John Huguenard  Neurology and Neurological Sciences
  Tony Ricci  Otolaryngology
Program Committee

The Program Committee is responsible for addressing a wide variety of issues associated with the program. The committee generally meets twice a year, with two student representatives from the Student Program Committee also attending.

2014-15 Committee Members:

- Paul Buckmaster, Comparative Medicine
- Marion Buckwalter, Neurology and Neurological Sciences
- Russ Fernald, Biology
- Aaron Gitler, Genetics
- John Huguenard, Neurology and Neurological Sciences
- Tirin Moore, Neurobiology
- Michelle Monje-Deisseroth, Neurology and Neurological Sciences
- Karen Parker, Psychiatry and Behavioral Sciences
- Giles Plant, Neurosurgery
- Tony Ricci (chair), Otolaryngology
- Tom Sudhof, Molecular and Cellular Physiology

Student Program Committee

The Student Program Committee was formed in 2014-15 to provide students with a broader oversight of the Neurosciences Graduate Program, to provide a forum for obtaining feedback from across classes, and to ensure that student representation at the general Program Committee meeting has more substance.

2014-15 Student Program Committee Members:

- Lindsay Becker
- Greg Bieri
- Yvette Fisher
- Casey Guenther
- Huong Ha
- Edritz Javelosa
- Sammy Katta
- Jesus Madrid
- Sergey Stavitsky
- Eric Trautmann
- Kelly Zalocusky
STUDENT REPRESENTATIVES

Student representatives play key roles within the program, helping to guide policy decisions through membership on committees, and with the coordination of important program activities.

Unless otherwise indicated, each position is held for one academic year. Elections for the student representative positions take place in May of each year, and all reps are expected to serve until the following May when a new rep is elected. Once new reps have been identified, they will meet with exiting reps to share information and ensure a smooth transition from one year to the next. Representatives may be asked to meet with Program Administrators periodically to provide updates and collaborate on upcoming activities.

Here are the different roles students can have within the Neurosciences program:

- Admissions Representatives
- Community Representatives
- Student Speaker Representatives
- SNI Seminar Committee Representatives
- Website Representative
- Student Program Committee member

Admissions Representatives
2015-16 Admissions Representatives: John Peters, Sharon Lu, and Piper Keyes

Two or three admissions reps serve as members of the Admissions Committee and have the following responsibilities:
1. Attend two Admissions Committee meetings
2. Review applications and provide feedback from the student perspective
3. Organize activities for Interview Session in close collaboration with the Program Director and Administrators including: coordinate student hosts, coordinate and facilitate social events during the interview weekend, gather feedback on applicants from current students

Community Representatives
2015-16 Community Representatives: Ed Albarran and Noori Chai

Two Community Reps have the following responsibilities:
1. Neuroscience Program annual retreat: Solicit guest speakers, arrange student hosts for selected speakers, arrange Friday night dinner and Saturday night entertainment. Additional duties may be required.
2. Coordinate the First-Year/Senior-Student Mentorship Program
3. Organize (and fundraise for) Neuroscience Program happy hours and SIN Teatime
4. Support other Neuroscience Program social events as needed
Student Speaker Representatives
2015-16 Student Speaker Representatives: Tawaun Lucas and Dongsoo Lee

Two or three Student Speaker Reps organize Journal Club (JC) and Superfriends (SF) and have the following responsibilities:

Journal Club:
1. Manage the speaker scheduling process prior to the start of each quarter
2. Organize professional development sessions in collaboration with Course Instructors
3. Maintain communications via email and the JC intranet page
4. Give announcements and introductions at each session and ensure JC sessions run in a timely fashion
5. Work with the program administrators for needs including room scheduling, attendance information, and catering.

Superfriends:
1. Schedule speakers at the beginning of the year
2. Give a brief introduction of the speakers before their talks
3. Ensure that the presentations run in a timely fashion.
4. Work with the program administrators for needs including room scheduling, attendance information, and catering.

SNI Seminar Committee Representatives
2015-16 Seminar Committee Representatives: Kendra Lechtenberg (senior rep) and Andrew Shuster (junior rep)

Two students serve on the Stanford Neurosciences Institute (SNI) seminar committee and help to organize weekly SNI seminars: https://neuroscience.stanford.edu/events/seminar-series. This is a two-year position which rolls over; a new junior rep will be elected each year, and then continue to serve as a seminar rep for the following year.

Seminar Reps have the following responsibilities:
1. Solicit nominations for speakers from the neuroscience community
2. Once speakers are selected by the SNI committee, organize the Thursday lunches with the speakers, and make reminder announcements at Journal Club
3. Identify and invite students to be speaker hosts and remind them of their hosting duties in advance of the seminar date.
4. Seminar reps have recently served as the first point of contact for SNI administrative staff regarding hosting responsibilities, but new reps may work towards shifting this if desired.
Website Representatives
2015-16 Website Representative: Ashley Gonzalez

One or two students each year will be responsible for maintaining specific pages and sections of the Neuroscience program website.

The Website Representatives will have the following responsibilities:
1. Complete training required to use the content management system
2. Collaborate with program administrators regarding maintenance of the Neuroscience program website
3. Design and add interesting and dynamic content to the Neurosciences program website on a regular basis throughout the year
3 - DEGREE AND PROGRAM REQUIREMENTS

Two overlapping sets of requirements must be met in order to earn a Ph.D. in Neurosciences at Stanford: University Requirements and Neuroscience Program Requirements.

Stanford University Ph.D. Degree Requirements
• A minimum of 135 units must be completed
• A maximum of 45 transfer units is allowed
• See the Graduate Academic Policies and Procedures Handbook for more information about minimum residency requirements for PhD students (http://gap.stanford.edu/3-2.html).
• Advancement to Candidacy
• University Oral Examination
• Written Dissertation
• Application to Graduate

It is a University requirement that students qualify by the end of their second year (http://gap.stanford.edu/4-6.html). The Neurosciences Program strongly recommends that students qualify within 6-9 months of joining a lab. In rare cases, the Program Director may approve an extension of the qualifying examination deadline, but extensions must be requested – and granted – well in advance. Exceptions to the 2-year requirement are also granted for MSTP students. For more information about the Qualifying Exam, including a timeline and checklist, see Program Milestones – Year 2.

Neuroscience Program Ph.D. Degree Requirements
• Course Requirements (see Coursework section)
• All courses that fulfill program requirements must be taken for a letter grade. See Section 3.1 of the Graduate Academic Policies and Procedures Handbook (http://www.stanford.edu/group/gap/3-1.html)
• A grade of B or better is necessary for the course to count toward the Ph.D. degree. Note that a B- does not count as a passing grade.
• MSTP students must have course directors send letter grades to Neuroscience program administration each quarter.
• Publication: A minimum of one publication in a major scientific journal as first author is required. The article must be either published or submitted and under review in order a student to be approved for graduation.
Registration


Registration is the responsibility of the student, and financial consequences that arise from not registering appropriately are also the responsibility of the student.

- Students will always register for courses through Axess (https://axess.stanford.edu)
- Pay careful attention to registration deadlines; mark them on your calendar and read all emails from the Registrar’s office (http://studentaffairs.stanford.edu/registrar/academic-calendar).
- It is very important to register by the Preliminary Study List Deadline; this usually corresponds to the first day of the quarter. Failure to do so will result in a $200 late fee, for which the student will be responsible for paying.
- Any changes to course registration must be made by the Final Study List Deadline; changes made after this date are not guaranteed, and may have additional fees.
- Students are strongly encouraged to re-confirm registration entries after entering them in Axess: Log out, and log back in again to make sure the entries were saved correctly. Consider taking a screenshot of the saved registration and saving it each quarter in case something goes awry and documentation/proof of registration is required.
- If alerted to an issue with registration or billing, resolve the issue in a timely manner.
- Any student interested in pursuing the Masters of Science in Medicine (MOM) Program must first secure the permission of the Neurosciences Program Director.

Units

- Ph.D. students must register for 10 units each and every quarter of the year (including summer)
- The only exception is a student in Year 4 and above who is on TGR status (Terminal Graduate Registration). Please refer to that section of the handbook for more information.
- MSTP students may register for more than 10 units.

Attendance

- Journal Club: Attendance at Journal Club is required and will be recorded each week using a mobile app that is downloaded to a student’s mobile phone or tablet. Please refer to the Journal Club page on the Neuroscience Program Intranet for instructions on downloading and using the app.
  - Students are allowed one absence per quarter.
  - To the greatest extent possible, absences should be communicated in advance to the Course Instructors and Program Administrators.
  - Journal Club officially begins at the time stated in the schedule for announcements. Students who are more than 10 minutes late to Journal Club will be marked absent for that day of class.
  - If a student misses 2 classes in one quarter, s/he will receive a grade of I (Incomplete) for that quarter, and the 2nd missed class must be made up in Autumn of the 4th year. The Incomplete grade will be cleared after the class is made up.
• If a student misses 3 classes in one quarter s/he will be given a grade of NC (No Credit) and must re-take the entire course in Autumn of the 4th year.
• If a student misses more than one Professional Development workshop during a year it must be made up that quarter by attending another professional development offering outside of Journal Club; the workshop must be pre-approved by Course Directors.
• Other Program Events: All students are expected to attend the majority of Superfriends talks, student retreats, thesis defenses, and SNI seminars. These events are listed on the calendar on the Neuroscience Program website and publicized widely on the program’s listservs.
• The Neuroscience Program recommends that all students be granted a minimum of two weeks of vacation each year. Please see the Program Director or Administrator if there are any questions about this.

Fellowships
• Eligible first- and second- year students must apply for the NSF Graduate Research Fellowship
• Eligible third- and fourth- year students are expected to apply for the NRSA Fellowship
• For more information, please see the Funding section
Course Information

Formal coursework for the Neurosciences Program is designed to provide students with a solid foundation in several areas of neuroscience that can be built upon with more advanced courses. The formal course requirements are minimized to enable students to devote a considerable amount of time to their research, even during the first two years.

Transfer Credit and Waivers

A student may place out of any of these courses by demonstrating to the instructor a command of the material presented in the course. It is the responsibility of the student to present the current course instructor with the proper documentation (i.e., syllabus, transcripts, papers, etc.) at least one month prior to the course to be considered for a course waiver. Once the course instructor has approved the waiver, s/he should notify the Program Director and Administrator.

Transfer Credit: Students must have at least one quarter of enrollment as a Stanford student before they can transfer in any outside coursework. The maximum allowable number of transferrable units is 45 and all courses being transferred must have been completed with a grade of B (3.0) or better. Courses must have been taken at a regionally accredited institution in the U.S. or at an officially recognized institution in a foreign country. Courses taken at foreign universities must be at the level of study comparable to a U.S. graduate program.

Course Waiver: In order to waive a Neuroscience Program requirement, students must discuss the desired course with the course instructor and present evidence that similar material has been completed at another institution. If the course instructor approves the course/program requirement to be waived, have the instructor send the approval in writing (email is fine) to the Program Director and Program Administrator.
Course Requirements for students entering in Fall 2015 or later

- Stanford Intensive Neuroscience (SIN) Boot Camp
- Nine (9) Neuroscience Core Modules:
  1. NEPR 202 Neuroscience Development Core
  2. NEPR 203 Neuroscience Systems Core
  3. NEPR 204 Neuroscience Molecular Core
  4. NEPR 205 Neurosciences Anatomy Core
  5. NEPR 207 Neurosciences Cognitive Core
  6. NEPR 208 Neuroscience Computational Core
  7. NEPR 213 Neurogenetics Core
  8. COMPMED 201 Neuroscience Cellular Core
  9. NENS 207 Neuroscience Translational Core
- Nine (9) quarters of NEPR 300/MCP 300 Professional Development and Integrity in Neuroscience
- Statistics Course (STATS 216 Introduction to Statistical Learning or similar)
- Ethics Seminars (TBA)
- Four (4) advanced level courses. Courses will be self-selected based on the interests and needs of the student. Courses may be selected from previously-approved courses as posted in the Stanford Bulletin, or by petitioning the Program Director.

For descriptions and offerings please visit the Stanford Bulletin: [http://exploredegrees.stanford.edu/schoolofmedicine/neurosciences/#doctoraltext](http://exploredegrees.stanford.edu/schoolofmedicine/neurosciences/#doctoraltext)

To request approval of a course that isn’t listed, the following information must be sent to the Program Director and Administrator at least 2 weeks prior to the Early Registration Deadline (2 weeks prior to the first day of classes of the term in which the course is offered):
  1. Course Name, number of units, syllabus, and means of evaluation (courses that are not advanced, such as introductory or refresher courses, will not be approved)
  2. Personal justification as to why the course is specifically relevant to the student’s project or future scientific plans.
Course Requirements for students who entered in Fall 2014 or earlier

- Stanford Intensive Neuroscience (SIN) Boot Camp
- Introduction to Neurobiology (NBIO 206 The Nervous System) or equivalent
- Nine (9) quarters of NBIO 300/NEPR 300/MCP 300 Professional Development and Integrity in Neuroscience
- Five (5) advanced level courses within - and at least one course in each of - the following three areas: (1) Molecular, Cellular, and Developmental Neuroscience; (2) Systems, Computational, Cognitive and Behavioral Neuroscience; and (3) Translational Neuroscience.

For descriptions and offerings that fulfill the requirements above please refer to the Stanford Bulletin: [http://exploredegrees.stanford.edu/schoolofmedicine/neurosciences/#doctoraltext](http://exploredegrees.stanford.edu/schoolofmedicine/neurosciences/#doctoraltext)

Other courses not listed can satisfy program requirements with prior approval of the Program Director. To request approval the following information must be sent to the Program Director and Administrator at least 2 weeks prior to the Early Registration Deadline (2 weeks prior to the first day of classes of the term in which the course is offered):

1. Course Name, number of units, syllabus, and means of evaluation (courses that are not advanced, such as introductory or refresher courses, will not be approved)
2. Personal justification as to why the course is specifically relevant to the student’s project or future scientific plans.
4-1 – ACTIVITIES AND MILESTONES BY YEAR: YEAR 1

First Year Advisors – Each student will be assigned a First Year Advisor by the Program Director; this person is meant to serve as a resource and mentor particularly during the first year, but as long as the relationship is valuable. Students should meet with their First Year Advisor at least once per quarter and must discuss both lab rotations and thesis lab selection prior to making a final decision. Students may request a different First Year Advisor if the relationship isn’t working out and should speak with the Program Director. Once the student officially joins a lab advising becomes the responsibility of the student’s PI. Students are also advised by their thesis committees. The Program Director also serves as an excellent resource for students. See the Graduate Academic Policies and Procedures Handbook for more information on academic advising (http://gap.stanford.edu/3-3.html)

Coursework – Students will register for the following courses (totaling 10 units per quarter):

- Fall: Neuroscience Core Modules, Journal Club, Rotation work (NEPR 399 under rotation mentor)
- Winter: Neuroscience Core Modules, Journal Club, Rotation work (NEPR 399 under rotation mentor)
- Spring: Neuroscience Core Modules, Journal Club, Rotation work (NEPR 399 under rotation mentor)
- Summer: SIN Bootcamp course for 10 units (NEPR 299; instructor name will be provided)
- Students may also register for an advanced elective if time and bandwidth allow, but cannot exceed 10 units per quarter
- Completed coursework and publications should be entered on the intranet site at the end of each quarter

Faculty Presentations – Students will be able to meet and learn more about neuroscience faculty and labs through weekly faculty talks in fall and winter quarter.

Student Presentations - Attendance at Journal Club is required, and taken regularly. Please see the Journal Club section or web page for more information. All students are expected to attend the majority of Superfriends talks, student retreats, thesis defenses, and SNI seminars. These events are listed on the calendar on the Neuroscience Program website and publicized widely on the program’s listservs.

Rotations – Students will rotate in at least 3 labs during the first year and should consult with their First Year Advisor before confirming any rotations. It is recommended that students consider multiple PI’s for rotation experiences. Rotations generally start and end with a given quarter but don’t have to match up exactly. Enough time should be spent in the lab to (1) get a real sense of fit, and (2) learn new techniques. Students do not need to stay the whole quarter if a rotation isn’t working out, and should speak with the Program Director and/or First Year Advisor if they would like to end a rotation early.

Rotation Evaluations – Students are expected to provide a rotation evaluation at the end of each quarter. Evaluation forms are available via the program’s intranet.
**Fellowships** – Eligible students must apply for the NSF Graduate Research Fellowship. See the Funding section for more information.

**Joining a Lab** – Many students join their thesis lab by the end of Spring quarter of the first year. Students who would like to do an additional rotation in summer should consult with their First Year Advisor and notify the Program Director and Administrator.
- Prior to officially joining a lab, first year students must consult with their First Year Advisor.
- If a desired thesis advisor (PI) is not on the Stanford Academic Council, the student must select a co-advisor who is a member of Academic Council (per University policy; see [http://gap.stanford.edu/4-8.html](http://gap.stanford.edu/4-8.html)); if a suitable co-mentor cannot be identified, the Program Director may serve as co-advisor.
- Students must notify the Program Director and Administrators of their advisor once s/he has been confirmed so that the necessary administrative tasks can be completed.

**Individual Development Plan (IDP)** – The IDP was designed to help students take ownership of their training, pause and reflect, think intentionally about goals, identify and use resources, have an open dialogue with their mentor, and establish clear expectations and steps to meet goals. Learn more about the IDP here: [http://biosciences.stanford.edu/current/idp](http://biosciences.stanford.edu/current/idp).
- Students are required to schedule a meeting to discuss the IDP with their thesis advisor within 30 days of joining the lab.
- Students must meet with their thesis advisor at least once per year to discuss the IDP; the meetings must be scheduled by June 1, and completed by August 1.
- Students should download the required forms prior to the meeting using the link above and should also record the date and any relevant notes in the Neurosciences program intranet.

**Teaching** – Teaching in the first year may only be done with the prior approval of the Program Director.

**Other First-Year Resources and Information**
- **Travel Funding** – First year students (excluding MSTP students) have a $750 travel allowance that can be used for conference travel. See the Funding section for more information.
- **Student Representatives** – At the end of the first year, students may assume a position as a Student Representative within the program. Please see the Program Administration and Leadership section for details.
4-2 - ACTIVITIES AND MILESTONES BY YEAR: YEAR 2

Coursework – Students will register for the following courses (totaling 10 units per quarter):
- Fall: Journal Club, Research units, Advanced Coursework
- Winter: Journal Club, Research units, Advanced Coursework
- Spring: Journal Club, Research units, Advanced Coursework
- Summer: Journal Club, Research units, Advanced Coursework
- Completed coursework and publications should be entered on the intranet site at the end of each quarter

Student Presentations - Attendance at Journal Club is required, and taken regularly. Please see the Journal Club section or web page for more information. All students are expected to attend the majority of Superfriends talks, student retreats, thesis defenses, and SNI seminars. These events are listed on the calendar on the Neuroscience Program website and publicized widely on the program’s listservs.

Fellowships – Eligible students must apply for the NSF Graduate Research Fellowship in fall quarter. See the Funding section for more information.

Qualifying Exam – During Year Two, students – along with their mentor(s) – must prepare for the qualifying exam. It is strongly recommended that students qualify within 6-9 months of joining the lab, but it is a university requirement that students qualify and advance to candidacy by the end of the second year.

In addition, all second year students:
- Must form a qualifying examination committee by the end of Winter quarter, and notify the Program Director and Administrator of its composition
- Must indicate a chair of the qualifying exam committee at least 3 weeks prior to the exam
- Will ideally qualify by the end of Spring quarter, but at a minimum will have set an exam date by the end of Spring quarter – and notify the Program Director and Administrator of that date
- Must qualify by the end of Summer quarter of the second year.
- For additional information, see the Qualifying Exam Details section.

Advancing to Candidacy - After successful completion of the qualifying exam, the student is considered eligible to “advance to candidacy.” This means that the student has completed the qualifying examination and the majority of the program’s course requirements and is now ready to begin thesis research leading to the oral exam and eventual submission of a dissertation. There is a form for this that will need to be signed by your mentor and the Program Director before the milestone can be entered in Axess by the Program Administrator. See the Qualifying Exam Details section for the link to the form.

Individual Development Plan (IDP) – The IDP was designed to help students take ownership of their training, pause and reflect, think intentionally about goals, identify and use resources,
have an open dialogue with their mentor, and establish clear expectations and steps to meet goals. Learn more about the IDP here: http://biosciences.stanford.edu/current/idp.

- Students are required to schedule a meeting to discuss the IDP with their thesis advisor within 30 days of joining a lab.
- Students must meet with their thesis advisor at least once per year to discuss the IDP; the meetings must be scheduled by June 1, and completed by August 1.
- Students should download the required forms prior to the meeting using the link above.
- After the meeting, students must record the date that the meeting occurred here: http://biosciences.stanford.edu/current/reporting; dates will be checked by the School of Medicine’s Office of Graduate Education. Students should also record the date and any relevant notes in the Neurosciences program intranet.

Other Second-Year Resources and Information

- Travel Funding – Second year students (excluding MSTP students) have a $750 travel allowance that can be used for conference travel. See the Funding section for more information.
QUALIFYING EXAM

The goals of the qualifying examination are to determine the student’s preparedness to pursue research on a thesis topic, to explore whether potential problems have been considered, assess the student’s ability to think critically as well as his/her familiarity with relevant background information and alternative experimental approaches. The qualifying examination will consist of a written proposal submitted by the student and an oral examination given by the Quals committee.

Timing

Most students will have joined a lab and chosen a mentor (or co-mentors) by the end of Year 1. During Year 2, the student and his/her mentor(s) prepare for the student’s qualifying exam.

It is a University requirement that students qualify by the end of the second year (http://gap.stanford.edu/4-6.html). In rare cases, the Program Director may approve an extension of the qualifying exam deadline (including MSTP students), but extensions must be requested and granted well in advance. Failure to complete the qualifying exam by the end of the third year will be considered grounds for dismissal from the program.

It’s especially important for students who are supported by Stanford Graduate Fellowships (SGF) to qualify by the end of the Spring quarter. If a SGF-funded student does not qualify by the end of Summer, funding will be withheld until the student qualifies and the student’s mentor will be responsible for covering the non-SGF funded quarter(s). SGF funding withheld during this time may be used in future terms.

It is strongly recommended that Neuroscience students qualify between 6-9 months of joining a lab, but the outside limits on the qualifying exam timeline are as follows:

- End of Winter Quarter: Form the Qualifying Exam committee and notify the Program Director, Administrator, and Coordinator of its membership
- Spring Quarter: Schedule the qualifying exam date for sometime during Spring Quarter, and inform the Program Director, Administrator, and Coordinator) once the date is set. If qualifying by the end of Spring Quarter is not possible, notify the Program Director and Administrator immediately.
- At least 3 weeks prior to exam date: Send the name of the Quals Committee Chair to the Program Administrator and Coordinator.
- At least 2 weeks prior to exam date: Distribute a written version of the proposal via email to all committee members, Program Administrator, and Coordinator. If the proposal is not provided to the committee two weeks prior to the scheduled exam date, the committee has the right to ask that the examination be rescheduled for a later date.
- No more than one week after successful completion of the qualifying exam: Submit the following completed and signed forms to Program Administrators: (1) Qualifying Exam Form, (2) Application for Doctoral Candidacy, and (3) Doctoral Dissertation Reading Committee Form.
Qualifying Exam Committee

The Qualifying Exam Committee (Quals Committee) is formed to judge the qualifying examination, and can subsequently become the Thesis Committee. The student and his/her mentor(s) will choose individuals who they consider to be the best able to judge the scientific content of what will ultimately become the student’s thesis work.

- The Quals Committee will have 3 voting members; 4 voting members if the student is co-mentored. The mentor is not technically a member of the Quals Committee as s/he does not vote.
- The Quals Committee will be composed of faculty from more than one department, and at least one member must be part of the Neurosciences Program.
- If a desired committee member is not on the Academic Council, and will be on the Thesis committee, the student must complete and submit this form to request approval of that member by the Program Director:
- Once the Qualifying Exam Committee has been finalized, the student should send the names to the Program Director and Administrators; the Program Director will provide approval of the committee and the Administrators will record the information.
- The Thesis Committee will be approved using the Doctoral Dissertation Reading Committee form, described at the end of this document.

How do I know if someone is on the Academic Council or not?

If you look up a faculty member in the Stanford Who directory while logged in with your SUNet ID and password you will be able to see if an individual is on the Academic Council; it will be displayed right below their name. To use this feature, go to [https://stanfordwho.stanford.edu/](https://stanfordwho.stanford.edu/), enter the name, check the box that says “Search in Stanford and Affiliates view” and then log in.

Committee Responsibilities

- The mentor (or co-mentors) will chair all committee meetings except the Qualifying Exam and the Oral Examination/Thesis Defense.
- The Qualifying Exam Committee Chair will be selected by the student. This person (not the mentor) will oversee the proceedings of the Qualifying Exam. S/he sets the tone and organization of the exam, i.e., order of questioning, timing of questioning, leads the discussion when student has left the room, provides ballots for a secret vote, and typically get the signatures at the meeting. After the exam, the Chair will write up a brief report for the program director and administrator with the outcome of the exam, and forward a copy of the student’s proposal document.

Written Proposal

A written version of the proposal is due to the Quals Committee and Program Administrators at least two weeks prior to the scheduled exam date. The proposal should not exceed 10-12 pages and should be written in the format of an NRSA fellowship proposal. If the proposal is
not provided two weeks in advance of the scheduled exam date, the committee has the right to ask that the examination be rescheduled for a later date.

Oral Examination

A typical examination begins with a prepared presentation of the thesis proposal. Faculty will ask questions about the work, its interpretation, methods to be used, and background questions relevant to the proposal. Students should prepare at 30-minute presentation (less than 80 slides) but expect that it may end up taking 2-3 times longer, given the number of questions, clarifications, and interruptions.

A suggested format of the oral examination is provided below, but this is just a sample that has worked well for some. This format does not need to be followed exactly but can be used as a guide:

1. Committee meets with advisor (candidate is not present) to discuss the student’s overall situation/progress (less than 5 minutes)
2. Candidate joins the committee and his/her advisor to discuss the same subject (less than 5 minutes)
3. Candidate gives prepared presentation of the proposal (60-90 minutes)
4. Committee meets with advisor (candidate is not present) to discuss results of the examination (less than 5 minutes)
5. Committee meets without either candidate or advisor present (usually less than 5 minutes)
6. Chair of examination committee provides both the candidate and advisor with a summary of its evaluation (TBD)
7. Candidate obtains committee member signatures on paperwork
8. Candidate submits completed paperwork to Program Administrators
9. Chair of examination committee provides Program Administrators with a brief written summary of exam.

Forms to Prepare

1. **Qualifying Examination Form.** This is a Neuroscience program-specific form that must be signed by each member of the Quals Committee after you pass your qualifying exam. It will be sent to you via email three weeks prior to your exam date.

   Instructions: Complete the form clearly and completely and, after passing the qualifying exam, have your mentor will sign where it says “Principal Dissertation Advisor” and the Program Director will sign where it says “Chair of Major Department.” Once you have these signatures, bring them to the Program Administrator.

3. **Doctoral Dissertation Reading Committee Form** (also known as the DDRC form) ([http://studentaffairs.stanford.edu/sites/default/files/registrar/files/doc_diss_rdg_ctte.pdf](http://studentaffairs.stanford.edu/sites/default/files/registrar/files/doc_diss_rdg_ctte.pdf)). Complete the form and have all members of your thesis committee, and the Program Director, sign the form before submitting it to the Program Administrator.
Other forms that may be required:

- If any member of the thesis committee is not on the Academic Council, they must be approved by the Program Director. Students must complete the Petition for Non-Academic Council Doctoral Committee Members Form, have it signed by the Program Director, and submit it to the Program Administrator:
- If the membership of the thesis committee changes in any way after submitting the original DDRC form, the student must complete and submit the Change of Dissertation Adviser or Reading Committee Member Form:

Outcome of the Qualifying Exam

There are three possible outcomes of the qualifying exam:

- Students may pass the exam
- Students may conditionally pass the exam; this is considered a pass but further work needs to be done in order to complete the qualifying exam process
- Students may not pass the exam; this outcome is rare

In the event that the student does not pass the qualifying examination, the Quals Committee will meet with the Program Director to consider whether extenuating circumstances warrant permitting the student to be examined a second time. If so, the Quals Committee will decide upon a time and format for the second examination. If this student is not given an opportunity to take a second examination, or if the student fails the second examination, s/he will be dismissed from the program. The dismissal shall be made in writing.

After the Exam

The chair of the qualifying examination will send an email to the Program Director and administrator that includes: (1) an electronic copy of the student’s proposal; (2) a short appraisal of the student’s performance in the examination; and (3) the decision of the committee.

Upon successful completion of the examination, students must submit all completed and signed forms to the Program Administrators within one week:

1. Qualifying Examination Form
2. Application for Candidacy for Doctoral Degree (signed by Advisor)
3. Doctoral Dissertation Reading Committee Form (also known as the DDRC form)
4. Petition for Non-Academic Council Doctoral Committee Members Form (if applicable)
QUALIFYING EXAM CHECKLIST

_____ Student joins a Lab

_____ Student forms and confirms Quals Committee by the end of Winter Quarter

_____ Program Director and Administrator are notified of Quals Committee members

_____ Student sets a date for qualifying exam that is before the end of Spring Quarter

_____ Student notifies Program Administrator of exam date and time

_____ Student reserves a room for the exam. Reserve the room for 2.5 hours.
   • LKSC, CCSR, or Alway: http://med.stanford.edu/irt/classrooms/features.
   • Clark: https://biox.stanford.edu/room_scheduling.html
   • Contact the Program Administrators if assistance is needed

_____ Student notifies Quals Committee and Program Administrators of exam location

_____ No later than 3 weeks prior to the exam, student confirms the Quals Chair and notifies the Program Administrators

_____ 3 weeks prior to the scheduled exam date, Program Administrators will send a detailed email to the student and committee about the policies and procedures.

_____ 2 weeks prior to the scheduled exam date, student emails the written proposal to the Quals Committee and Program Administrators. Failing to email this document 2 weeks in advance may result in committee opting to reschedule the exam.

_____ On exam day: Student brings the following forms to the exam in order to easily obtain the required signatures: Neuroscience Program Qualifying Exam Form, Application for Candidacy, Doctoral Dissertation Reading Committee Form, and Petition for Non-Academic Council Doctoral Committee Members Form (if applicable)

_____ Within one week of the Qualifying Exam date: Student submits all completed and signed forms to the Program Administrator, who will record the milestones in Axess.
4-3 - ACTIVITIES AND MILESTONES BY YEAR: YEAR 3

**Coursework** – Students will register for 10 units per quarter. At this point, coursework will include Journal Club, any advanced level course requirements, electives, and research units. Completed coursework and publications should be entered on the intranet site at the end of each quarter.

**Student Presentations** - Attendance at Journal Club is required, and taken regularly. Please see the Journal Club section or web page for more information. All students are expected to attend the majority of Superfriends talks, student retreats, thesis defenses, and SNI seminars. These events are listed on the calendar on the Neuroscience Program website and publicized widely on the program’s listservs.

**Fellowships** – Eligible students are expected to apply for the NIH NRSA fellowship, and any other awards for which they are eligible. See the Funding section for more information.


- Students must meet with their thesis advisor at least once per year to discuss the IDP; the meetings must be scheduled by June 1, and completed by August 1.
- Students should download the required forms prior to the meeting using the link above.
- After the meeting, students must record the date that the meeting occurred here: [http://biosciences.stanford.edu/current/reporting](http://biosciences.stanford.edu/current/reporting); dates will be checked by the School of Medicine’s Office of Graduate Education. Students should also record the date and any relevant notes in the Neurosciences program intranet.
4-4 – ACTIVITIES AND MILESTONES BY YEAR: YEAR 4

Coursework – Prior to the start of the 4th year, students should review their transcript to see at what point they will be eligible for TGR status and can reduce their registration load (and subsequent tuition costs). Please see the TGR section for more information.

Until they reach TGR status, students will register for 10 units per quarter. Coursework will include any remaining advanced level course requirements for the program, electives, research units, and additional Journal Club coursework if necessary. Completed coursework and publications should be entered on the intranet site at the end of each quarter.

Student Presentations - All students are expected to attend the majority of Superfriends talks, student retreats, thesis defenses, and SNI seminars. These events are listed on the calendar on the Neuroscience Program website and publicized widely on the program’s listservs.

Fellowships – Eligible students are expected to apply for the NIH NRSA fellowship, and any other awards for which they are eligible. See the Funding section for more information.

Individual Development Plan (IDP) – Students continue with annual IDP meetings in the 4th year: http://biosciences.stanford.edu/current/idp.
- Students must meet with their thesis advisor at least once per year to discuss the IDP; the meetings must be scheduled by June 1, and completed by August 1.
- Students should download the required forms prior to the meeting using the link above.
- After the meeting, students must record the date that the meeting occurred here: http://biosciences.stanford.edu/current/reporting; dates will be checked by the School of Medicine’s Office of Graduate Education. Students should also record the date and any relevant notes in the Neurosciences program intranet.
TGR Status

Terminal Graduate Registration, also known as TGR, allows students to register at a reduced tuition rate while they work on the dissertation or thesis, or department project. The standard tuition rate in 2015-16 is $9,910 per quarter for 8-10 units; under TGR status, the tuition drops to $2,973 per quarter.

MSTP students have a different way of registering for reduced tuition while completing their PhD; please contact Lorie Langdon for more information.

Eligibility and Timing

To be eligible for TGR, you must have:

1. Completed at least 135 units prior to starting the TGR quarter, and completed all residency requirements for both your active and completed degree programs
2. Completed all course requirements, including the courses that you listed on your Application for Doctoral Candidacy (or had any changes approved by the Program Director)
3. Submitted your Doctoral Dissertation Reading Committee (DDRC) form

The timing for each student may be different; as such, it’s important that you track your own progress and keep tabs on how many units you have/will complete, and when you will be eligible for TGR. The Program will do its best to send reminders, but it’s ultimately each student’s responsibility to know where s/he stands with regard to degree progress.

Withdrawing from a course, receiving No Credit for a course, or having a grade not reported by an instructor will all affect your Cumulative Unit Count, and your eligibility for TGR status. As such, it is important that you review your own transcript.

The typical student will near TGR status in the 4th year of study. Assuming a student successfully completes 10 units per quarter, s/he will have completed 130 units at the end of Fall quarter of the 4th year. This leaves just 5 more units necessary to reach TGR status.

- A student in this situation may consider requesting Reduced Tuition from the Registrar; this status allows a student to register for 3-7 units for the one quarter prior to being on TGR status.
- This is not an option for students on an F-1 or J-1 visa, and those who may have existing student loans, as a drop to below normal full-time registration status may be problematic.
- If it is feasible for you to request Reduced Tuition during the quarter prior to starting TGR status, submit this form as soon as possible - http://registrar.stanford.edu/pdf/tuitadjreq.pdf - but no later than the Preliminary Study List Deadline of the effective quarter (in this example, Winter of the 4th year)
- If Reduced Tuition is not an option, continue to register for 10 units.
Aside: While it may seem like a good idea to register for more than 10 units a quarter in order to reach TGR status sooner, doing so will increase tuition costs by about $5,000 per quarter, and most funding sources (Training Grant, NSF, SGF), can’t cover that level of tuition spending.

How to Apply for TGR Status

Deadline: The petition for TGR status must be submitted to the Registrar’s office prior to the start of the quarter in which you would like to be under that status (e.g., if you want to be TGR in Spring, the form must be submitted before the end of Winter quarter).

Before submitting your form, please review your transcript and confirm the following:
- You will have completed at least 135 units prior to the term in which you will be on TGR status. Look at your transcript; your Earned Unit Cumulative Total at the very end of the transcript must be at least 135.00.
- You have completed all Neuroscience course requirements (Core Requirements, Journal Club, advanced courses, and area requirements and statistics as applicable).
- Make sure that your course history is updated on the Neuroscience program’s intranet site.
- The only thing left for you to do to complete your degree is publish an article, defend your thesis, and submit your dissertation.

Once you meet the eligibility requirements and are ready to go on TGR for the next term:
- Sign the form, have your advisor sign the form, and submit it to the program administrators at least two weeks prior to the start of the quarter in which you would like to start TGR status.
- They will review and sign the form and return it to you. It is your responsibility to deliver or fax the form to the Student Services Center.
- After a decision is made on your request, you’ll get instructions from the Registrar.
- If you do not receive an email, the Registrar did not receive your form and you are not on TGR status. You should follow up immediately.

Registering Under TGR Status

Once TGR status has been approved:
- Register for NEPR 802 with your mentor for 0 units – that’s right, zero units.
- Do not ever register for research units again. You will always register for NEPR 802 for 0 units.
- You can take up to 3 units of coursework without additional charge. If you would like to take more than 3 units of coursework, you will need to ask you mentor to cover the overage.
- If you do end up taking a class, you will still need to enroll for TGR (NEPR 802) each quarter.
4-5 - ACTIVITIES AND MILESTONES BY YEAR: YEAR 5+

**Coursework** – Students on TGR status will register for NEPR 802 for 0 units each quarter until the degree is completed. Up to 3 units of additional coursework may be taken each quarter at no additional charge.

**Student Presentations** - All students are expected to attend the majority of Superfriends talks, student retreats, thesis defenses, and SNI seminars. These events are listed on the calendar on the Neuroscience Program website and publicized widely on the program’s listservs.

**Individual Development Plan (IDP)** – Starting in Year 5, students must meet with their thesis advisor to discuss the IDP at least TWICE per year:
- Students should download the required forms prior to the meeting using the link above.
- After the meeting, students must record the date that the meeting occurred here: http://biosciences.stanford.edu/current/reporting; dates will be checked by the School of Medicine’s Office of Graduate Education. Students should also record the date and any relevant notes in the Neurosciences program intranet.
FINISHING UP – THE FINAL YEAR

Please become familiar with all of the dates and deadlines regarding your oral defense, submitting your dissertation, and submitting required forms and paperwork. Under no circumstances are extensions granted, and missing deadlines can mean that you don’t graduate as planned which is not only embarrassing, but potentially very costly.

The Final Countdown

There are three administrative hurdles to finishing your degree:

1. Defending your thesis
2. Submitting your dissertation
3. Applying to graduate

With some advanced planning, it is possible for all three steps to be completed in one quarter.

Some students make an arrangement with their mentor to take the quarter after their defense to complete work on, and submit, their thesis. This is called a “Graduation Quarter.” During Graduation Quarter your tuition can be reduced to $100 for one quarter only, which leaves your mentor only covering your stipend and health insurance. You must have completed your thesis defense in order to qualify for the Graduation Quarter.

• The form to enroll in this status must be submitted before the first day of classes of the intended Graduation Quarter (but please don’t wait until the last minute to get the required signatures):

MSTP students usually submit their dissertation and apply to graduate at the same time they will be awarded the MD degree.

Timing of the Thesis Defense

All of your committee members (including the chair, see Thesis Defense Instructions for more information) must be present at your oral defense, so this date may hinge largely on when they are available. In addition, if you plan to defend, submit your dissertation, and graduate during the same quarter, you want to allow enough time after the defense to complete, format, and submit your dissertation – and submit all required graduation forms - in accordance with posted deadlines.

Timing of the Dissertation Submission

It’s extremely important to consider the timing surrounding submitting your dissertation. You want to allow enough time after your oral defense to incorporate any resulting changes and finish the written dissertation in time for the submission and approval deadline. If your oral defense is well in advance of the deadline to submit the dissertation, you’ll have plenty of time to make revisions. If your oral defense date is close to that quarter’s dissertation submission deadline, you may not have enough time to finish the dissertation. If you find yourself in a pinch
for time, it would make sense to talk with your mentor about arranging for a “graduation quarter” as described above, and withdrawing your application to graduate if you’ve already submitted it.

Timing of the Application to Graduate

Deadlines to submit the Application to Graduate in Axess are posted here: [http://studentaffairs.stanford.edu/registrar/academic-calendar](http://studentaffairs.stanford.edu/registrar/academic-calendar)

If you miss the standard Application to Graduate deadline, there is also a Late Application deadline, with a fee that you will be responsible for paying: [http://studentaffairs.stanford.edu/sites/default/files/registrar/files/App_Grad_Adv_Degrees.pdf](http://studentaffairs.stanford.edu/sites/default/files/registrar/files/App_Grad_Adv_Degrees.pdf)

Withdrawing an Application to Graduate

If you apply to graduate but are not able to submit your thesis by the deadline, you will need to withdraw your application to graduate for that quarter using this form: [http://studentaffairs.stanford.edu/sites/default/files/registrar/files/withdraw_app_2_grad.pdf](http://studentaffairs.stanford.edu/sites/default/files/registrar/files/withdraw_app_2_grad.pdf)

This form must be submitted in person to the Registrar’s office no later than 12:00 pm (noon) on the day of the thesis submission deadline.

If you withdraw your application to graduate, be sure to ask the Registrar if you are required to submit a new Application to Graduate in the subsequent quarter.

Degree Conferral and Statement of Completion

Degrees are officially conferred some weeks after the end of a given quarter.

In the interim, PhD students often need what is called a Statement of Completion. This is a letter from the University Registrar confirming that a student has submitted a dissertation/thesis and will be recommended for a degree by the Faculty Senate. Students typically use this for postdoctoral appointments or to obtain employment before their degree is actually conferred.

Prior to requesting a Statement of Completion, the submission must first be approved by both the Final Reader and Registrar’s Office. Then, students should submit a HelpSU ticket directed to the Records Unit in the Office of the University Registrar. If you prefer to have the letter emailed, please provide an email address in your ticket.
THESIS DEFENSE CHECKLIST

Make Initial Arrangements

_____ Select and confirm an Oral Examination Chair (see below)

_____ Set a date and time for your defense and notify Neuroscience Program Administrators

_____ Reserve a room for both public and private portions of your defense. Allow 15 minutes to set up, 1 hour for public presentation, and 1 more hour for the private portion; so a total of 2 hours and 15 minutes). Some students choose to have the private portion in a separate room that is smaller and more intimate, others stay in the large room...it’s up to you. If you would like separate rooms you’ll need to make two room reservations. Contact the Program Administrators if you need assistance.

- Clark Center: https://biox.stanford.edu/about/building-services/room-scheduling. Clark Center rooms can only be reserved within three months of the event date. You’ll need a PTA to complete the booking. If you are unable to use your lab’s PTA, contact the Program Administrators to request the program’s PTA.
- Munzer Auditorium: email Jane Kroeten (jkroeten@stanford.edu)

Oral Examination Chair

Students should confirm the Orals Examination chair no later than three weeks prior to the defense date.

The role of the Oral Exam (Thesis Defense) chair is similar to that of the qualifying exam chair; s/he oversees the proceedings. The chair sets the tone and organization of the oral exam, i.e., order of questioning, timing of questioning, leads the discussion when student has left the room, provides ballots for a secret vote, signs the Oral Examination Form at the end of the meeting, and may write up a brief report for the program director and administrator stating that the student has passed. The chair is allowed to participate in the scientific discussion but is not required to do so.

Things to note when selecting your oral examination chair:
1. The responsibility of selecting a chairperson for your oral exam falls on the student, with advice from the mentor.
2. The orals chair cannot be someone who is already part of your committee.
3. The orals chair must be a member of the Academic Council; faculty with Medical Center Line appointments cannot serve as Oral Exam chairs.
4. The Oral Exam chair cannot have a primary appointment in the same department as the thesis advisor/mentor(s). A courtesy appointment in that department is fine.
5. In the end, the orals committee will consist of: The mentor (or co-mentors), 3 Readers, and 1 Committee Chair. If the primary mentor is not a member of Academic Council,
the student will need a co-mentor who is on Academic Council; this will increase the number of committee members.

(No later than) Three Weeks Prior to Defense Day

_____ Send program administrators the following information:

1. Defense Information: Date, Time, Location, and Title of the thesis (for publicity purposes).
2. If at all possible, please also create a simple flier that can be distributed/posted in buildings and on the Neurosciences website.
3. The name of the oral examination chair
4. Completed University Oral Examination Form (without signatures) [Link]
5. One-page abstract of the thesis (please make sure your name is on it). There is no set format for the abstract; its purpose is to give your chair has an idea of what you will be speaking about without having to read your entire dissertation. Program Administrators will give the abstract and the Oral Examination Form to your chairperson two weeks prior to defense day.

_____ Send a reminder to all members of your committee and confirm that they will be physically present for the entire defense. If a committee member is not present, you will not be able to graduate and will need to reschedule your defense. If a committee member (or your chair) lets you know s/he will not be able to make your defense, please notify the program administrators right away.

_____ Program Administrators will send the first announcement of your defense to Neurolist.

Two Weeks Prior to Defense Day

_____ Provide your entire committee (except for the chair) with a HARD COPY of your nearly-finished dissertation. This does not need to be a polished copy but should be about 75-90% complete and contain all of the figures/data that will be included in the finished copy of your dissertation. If your committee agrees to it you may provide them with an electronic copy of the dissertation rather than the hard copy.

_____ Program Administrators will deliver a packet to your oral examination chair that includes your abstract, Oral Examination Form, voting ballots, instructions on how to lead the defense/meeting, and what to do with the Oral Examination Form after the defense. The chair will be asked to bring the packet to your defense.

One Week Prior to Defense Day

_____ Program Administrators will send the second announcement of your defense to Neurolist.
On Defense Day

_____ Program Administrators will send the final announcement of your defense to Neurolist.

_____ Orals committee chair brings the packet (with Orals Form) to the defense

_____ Bring your (properly formatted) dissertation Signature Page so you can get the signature of all your committee members while they are in the same room. Refer to the Registrar’s instructions for submitting your dissertation regarding what is required, as this will be the actual signature page that is submitted to the Registrar and it is imperative that it is exactly right.

_____ All members of your committee must be physically present for the entire public portion, and the private portion, of your defense. If a committee member is not present, you will not be able to graduate and will need to reschedule your defense.

Immediately Following your Thesis Defense

_____ Have your orals chair sign the University Oral Examination Form and plan to bring the form (and chair packet) to the Program Administrators by the next business day.

_____ Have your committee members sign the Signature Page for the written dissertation. Keep it in a safe place until you are ready to submit it to the Registrar.

_____ Celebrate!

After your Thesis Defense

_____ Bring the Oral Examination Form (and chair packet) to the Program Administrators by the next business day. They will enter the Oral Examination Milestone as completed in Axess.

_____ Move on to the steps to complete and submit your dissertation according to the Registrar’s guidelines and deadlines.

_____ Apply to graduate (or for a Graduation Quarter) by the Registrar’s deadline
DISSERTATION SUBMISSION INFORMATION

It is your responsibility to become expert with all of the dates and deadlines regarding submitting your dissertation. Under no circumstances are extensions granted, and missing deadlines can mean that you don’t graduate as planned, which is not only embarrassing, but potentially very costly.

Here is the link to the Registrar’s instructions, deadlines, and resources for submitting your Dissertation and Thesis:
http://studentaffairs.stanford.edu/registrar/students/dissertation-thesis

The page above has links to many helpful resources including checklists and instructions for both electronic and paper dissertation submission, formatting guidelines, form requirements, deadlines, FAQs, and Open Lab Sessions to get help. Take your time in reviewing the information to make sure you understand what is expected and required, and where to find help if and when you need it.

Some Helpful Hints
• Information on the Registrar’s site above will always supersede our suggestions!
• There are no Neurosciences program requirements for formatting the dissertation; the University guidelines are what you need to follow.
• Although the deadline for submitting the dissertation is very late in the quarter, the Registrar’s Office advises students to submit their dissertations three weeks prior to the published deadline.
• Official Review by a Final Reader: You must designate a final reader from your thesis committee to certify that s/he has reviewed the final draft of the dissertation as submitted to the University. This is done in Axess. Generally, the final reader is your mentor (except when your mentor is Medical Center Line), but it doesn’t have to be. You must establish your Final Reader well in advance of submitting your dissertation. The final reader will be automatically notified upon student submission that s/he has a (eDissertation) for review in Axess, and it is imperative that the final reader signs off before the final submission deadline.
• The Signature Page and the Title Page must be printed on acid-free paper and formatted according to the guidelines published by the Registrar. These pages must be submitted to the Student Services Center IN PERSON before you can submit your dissertation electronically.

Additional Resources
• Recent graduates serve as excellent resources for examples of dissertations
• There are printed copies of dissertations in Fairchild D202
• Dissertation samples before 2009 (online and free from inside the Stanford network): http://search.proquest.com/pqdtlocal1005756?accountid=14026
• Dissertations samples submitted after 2009: http://searchworks.stanford.edu

Some Tips About Copyright
Questions have come up several times about re-using material from one’s thesis. A recent Stanford Neurosciences program graduate complied the following information from his mentor, former students, and a contact from the VPGE office.

Q: If I re-use already published material, I understand I need to receive written permission from the publisher. What if I want to use just part of what was published, or if I want to modify parts of it, or if I want to use it but interspersed with updates? Is that fair or is it either reproduce-the-whole-paper-or-not-at-all?

A: There is no official policy about this, but in general figures can be re-used as long as they are modified (however slightly). Text is a little trickier and is probably fair to reuse with proper acknowledgement of the original source (for example in a block quote with citation), but probably safer to just rewrite.

Q: Is there a standard for what text is fair to re-use in “my” dissertation? Specifically, I was the third author on a review we published a couple of years ago. Some of the review text is definitely relevant and I’d like to just use it, but some of it I didn’t even write myself. Because I’m an author on the paper, can I still use it? It feels like cheating, sort of, maybe.

A: There is no standard about this either but the consensus ethical perspective is that if you aren’t sure you were the original author of the text in question (even though, of course, it has been modified by your co-authors) then don’t reproduce it verbatim. As noted above, it’s probably best/safest to re-write anyway.

Q: If I plan to publish some of the material in the future, will there be any problem in doing that? The link above just says “if you plan to republish, make sure your publisher understands the licenses you have already granted.” This is not helpful. When the publisher comes to understand those licenses, are they going to say that they cannot publish things I already put in the dissertation? Do I need to withhold things from the dissertation that I haven’t published yet? Is this what the embargo option is for, or the 20%-reveal option?

A: Some journals have explicit provisions for material that’s already published in theses (e.g., the quote below from the Journal of Vision to which Sridhar and I just submitted a paper). But even if they don’t, basically no one cares at all and it will never be a problem, according to my mentor. The former student I spoke to just submitted part of her thesis to J. Neurosci shortly after completing it, for example. Of course, again the figures are fair to reuse even after slight modification and the text gets modified a great deal during the publication process anyway, so in practice there’s unlikely to be any case of word-for-word or pixel-for-pixel republication.

- Journal of Vision statement: “Undersigned also warrants that the manuscript (or its essential substance) has not been published other than as an abstract or doctoral thesis and has not been submitted for consideration elsewhere, for print, electronic or digital publication.” (emphasis added)
5 - FINANCIAL SUPPORT

Student Funding – Stipends and Salary

Students will receive full funding for the duration of their PhD degree. In addition to the information provided below, please refer to the GAP manual for general information on Graduate Financial Support [http://gap.stanford.edu/7-1.html](http://gap.stanford.edu/7-1.html) (sections 7.1-7.3).

The Neurosciences program, in conjunction with the School of Medicine’s Office of Graduate Education, provides support for Biosciences graduate students in Years 1-4 of their PhD careers, subject to availability of funds from the Office of Graduate Education. This funding is contingent upon students being in good standing with the program. Funding after Year 4 will be provided by fellowships procured by the student or by the student’s mentor.

All graduate students are expected to apply for appropriate fellowships, including - but not limited to - the NSF GRFP in Years 1 and 2 and the NIH NRSA in Years 3 and 4. Please see Applying for Grants and Fellowships for information about applying to, and managing, extramural grants and fellowships.

Disbursements

The amount and frequency of payment disbursements depends on the type of funding a student has. Doctoral students are expected to be full-time students; outside employment is strongly discouraged and must be discussed with the Program Director in advance of accepting any offer. Please read the information about stipend and salary disbursements below, so that you understand when and how you will be paid.

Stipends

Students on fellowships are paid stipends on a quarterly basis. This includes those who are supported by the program’s training grant and other fellowships including SGF, NSF, NRSA, NDSEG, etc. Students paid by their mentor/PI usually receive a salary (see next section).

- Stipend checks are issued a few days before classes begin for a particular quarter, as long as you have registered for courses
- If you have not set up direct deposit, checks will be mailed to the local address listed in Axess (please keep this updated)
- Most substantial charges will be automatically deducted from your bill (e.g., tuition, health insurance, campus housing, etc.)
- **The following charges ARE NOT deducted from your bill, and it is your responsibility to pay (or waive) the fees:**
  - Associated Students at Stanford University fee ($33 per quarter in 2014-15). This Activities Fee is charged quarterly to “directly fund activities of students organizations.” This can be waived during the first two weeks of each quarter at [http://waivers.stanford.edu](http://waivers.stanford.edu). It must be waived quarterly.
Campus Health Service Fee ($191 per quarter in 2014-15). This fee may not be waived. The Health Services Fee covers many of the services provided at Vaden Health Center including primary care visits, CAPS evaluation and short-term therapy, and health and wellness programs. It is similar to fees found at many of Stanford’s peer institutions and allows the university to maintain valuable health services for students.

- Taxes are not withheld from stipend payments.

Salary

Most students who are on mentor support are paid a Research Assistant salary. Some notes about salary payments:

- Salary payments are disbursed semi-monthly through the Stanford University Payroll Office.
- Paychecks are issued twice per month on the 7th and 22nd (or on the preceding work day if these dates fall on a weekend or holiday).
- Taxes are withheld from salary payments.
- Paychecks may be direct-deposited into local banks. Students may enroll in Payroll Direct Deposit and then view pay statements in Axess. To enroll in direct deposit via Axess visit: http://www.stanford.edu/group/fms/fingate/staff/payemployee/quick_steps/enroll_direct_deposit.html#enroll_direct_deposit_single

Transitioning from Stipend to Salary Payments

A common time for students to transition from quarterly stipend payments to semi-monthly salary payments is the start of Year 5; this is when students may be supported by their faculty mentor and are paid a Research Assistant salary as described above. A lot of time will pass between the last stipend disbursement and the first salary payment, so students will need budget and make the last stipend payment last longer. In addition, the student will have to adjust to getting smaller (but more frequent) payments while on salary.

Example: A student is transitioning from stipend payments in Summer to salary payments in Fall. She will receive a stipend payment for the whole Summer quarter around June 14, but with the first pay period for Fall starting October 1, the first salary payment won’t be issued until October 22. In addition, that payment will only be for 2 weeks of work, not the whole term.

Program administrators will try to provide ample warning to students coming up on such a transition, but if you know you will be moving on to your mentor’s funding at some point in the future, you should begin planning and adjusting your budget/spending accordingly, and as early as possible. If you have any questions or concerns, please contact the program administrators right away.

Stanford Retirement Plan

The Stanford Retirement Plan is not open to students.
Deadlines

It’s important to adhere to all posted deadlines that relate to your stipend/salary/fellowships. Missing enrollment deadlines can result in delays with receiving your stipends, and failing to submit fellowship reports on time can result in your award being revoked by the funding agency.

Students who have SGF support are required to pass their Qualifying Exam by August of the 2nd year. As the Neuroscience program requires students to qualify by Spring quarter of the 2nd year, this shouldn’t be a problem. However, failure to meet the August deadline will result in loss of SGF support.

Campus Contacts for Funding

<table>
<thead>
<tr>
<th>SGF and DARE</th>
<th>Justyna Staresnick, Office of the Vice Provost for Graduate Education</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><a href="mailto:justynas@stanford.edu">justynas@stanford.edu</a></td>
</tr>
<tr>
<td></td>
<td><a href="http://vpge.stanford.edu">http://vpge.stanford.edu</a></td>
</tr>
<tr>
<td>NSF, NDSEG, Hertz</td>
<td>Mariko Joplin, Office of Financial Aid</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:marikoj@stanford.edu">marikoj@stanford.edu</a></td>
</tr>
<tr>
<td></td>
<td><a href="http://www.stanford.edu/dept/finaid">http://www.stanford.edu/dept/finaid</a></td>
</tr>
<tr>
<td>NRSA (pre-award and initial set-up/mgmt)</td>
<td>Debra Porzio, Research Management Group (RMG)</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:dporzio@stanford.edu">dporzio@stanford.edu</a></td>
</tr>
<tr>
<td></td>
<td>Jessica Jones, Research Management Group (RMG)</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:Jessica.Jones@stanford.edu">Jessica.Jones@stanford.edu</a></td>
</tr>
<tr>
<td></td>
<td><a href="http://med.stanford.edu/rmg">http://med.stanford.edu/rmg</a></td>
</tr>
<tr>
<td>NRSA (post-award mgmt)</td>
<td>Yani Zhang, Office of Sponsored Research (OSR)</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:yani@stanford.edu">yani@stanford.edu</a></td>
</tr>
<tr>
<td></td>
<td><a href="http://ora.stanford.edu/ora/osr">http://ora.stanford.edu/ora/osr</a></td>
</tr>
</tbody>
</table>
GRANTS AND FELLOWSHIPS

All graduate students are expected to apply for appropriate fellowships, including - but not limited to - the NSF GRFP in Years 1 and 2, and the NIH NRSA in Years 3 and 4.

Most of our students have a high rate of success with grant applications; the most common fellowships are NSF, NRSA, and NDSEG, though there are many other types of funding for which one may apply.

There are a limited number of funding opportunities for international students, including the Howard Hughes Medical Institute (HHMI) International Research Fellowship, as well as predoctoral fellowships through the American Heart Association.

For a comprehensive list of all funding opportunities available, please visit: http://med.stanford.edu/rmg/funding/grad_student.html#list

Deadlines

If you receive an award, pay careful attention to any and all deadlines and announcements relating to your funding. Under no circumstances should you wait until the last minute to complete such progress reports. Students with funding (e.g., NSF, NRSA) requiring progress reports MUST abide by the deadlines set forth by the funding agency or run the risk of having their funding revoked by the agency.

Students who have SGF support are required to pass their Qualifying Exam by August of their 2nd year; as the Neuroscience program requires students to qualify by Spring quarter of their 2nd year, this shouldn't be a problem. However, failure to meet the August deadline will result in loss of SGF support.

Campus Contacts for Certain Extramural Fellowships

NSF, NDSEG, Hertz

Mariko Joplin, Office of Financial Aid
marikoj@stanford.edu
http://www.stanford.edu/dept/finaid

NRSA (pre-award and initial set-up/mgmt)

Debra Porzio, Research Management Group (RMG)
dporzio@stanford.edu
Jessica Jones, Research Management Group (RMG)
Jessica.Jones@stanford.edu
http://med.stanford.edu/rmg

NRSA (post-award mgmt)

Yani Zhang, Office of Sponsored Research (OSR)
yani@stanford.edu
http://ora.stanford.edu/ora/osr
NSF GRADUATE RESEARCH FELLOWSHIP PROGRAM (GRFP)
https://www.nsfgrfp.org/

All students in the Neuroscience program who are U.S. citizens, nationals, or permanent residents are expected to apply for NSF funding in their first and/or second year.

The application period opens in August, with applications due in early November.

Grant Writing Resources and Support

Workshops will be hosted early in the fall quarter by the Neurosciences program and the University (typically SBSA – http://sbsa.stanford.edu) to help students prepare and submit a strong NSF application. Look for emails announcing upcoming workshops; it is strongly recommended that students take advantage of these resources.

If you are awarded a NSF fellowship

It is crucial that you pay close attention to the tenure declaration and reporting requirements for the NSF fellowship, as failure to comply with the established deadlines for the annual progress report can result in the loss of funding. Students are expected to abide by all deadlines associated with various fellowships and should not rely on the program for reminders.

If you have any questions about the NSF GRFP

Contact Mariko Joplin in the Stanford Office of Financial Aid: marikoj@stanford.edu
Contact the NSF directly: http://www.nsfgrfp.org
NIH RUTH L. KIRSCHSTEIN NATIONAL RESEARCH SERVICE AWARD (NRSA)
http://grants.nih.gov/training/nrsa.htm

All students in the Neuroscience program who are U.S. citizens, nationals, or permanent residents are expected to apply for NSF funding in their third and/or fourth year. Applications are accepted in August, December, and April.

Once you decide when you will submit an application, follow these steps:
1. Notify the Neuroscience program administrators of your intent to apply
2. Register for a mandatory application training session here:
   http://med.stanford.edu/rmg/funding/nih_NRSA_F_awards.html
3. Contact Debra Porzio (dporzio@stanford.edu) and Jessica Jones (Jessica.Jones@stanford.edu) in the RMG office to let them know when you intend to submit your application.
4. Reference the Neurosciences Program - not your PI's department - throughout the application and on any associated documents. The NRSA will be managed by the Neurosciences program, and not the administration of your PI's department. Be sure to make Debra and Jessica aware of this as well.

Grant Writing Resources and Support

There is a (required) campus-led workshop to teach you how to complete the various sections of the application, and the Neurosciences program hosts meetings with past awardees. Look for announcements for workshops on “How to Apply for an NRSA” starting about 2-3 months prior to each submission deadline. It is strongly recommended that students take advantage of these resources. The Neuroscience program administrators are happy to provide you with the budget figures necessary for your application. Please do not hesitate to ask for those well in advance of submitting your application.

If you are awarded a NRSA fellowship

Because the Neurosciences program oversees your NRSA award, you should check with program administrators about your fund balance while the award is active. When it comes time to close out the award in eRA Commons, this must be done with the program administrators’ assistance. Please contact the program administrators at least one month prior to the award closeout date to begin the process.

If you have any questions about the NIH NRSA

Pre-Award and Initial Set Up
Research Management Group (RMG)
http://med.stanford.edu/rmg
Debra Porzio, dporzio@stanford.edu
Jessica Jones, Jessica.Jones@stanford.edu

Post-Award Management
Office of Sponsored Research (OSR)
http://ora.stanford.edu/ora/osr
Yani Zhang, yani@stanford.edu
TRAVEL FUNDS FOR NEUROSCIENCE STUDENTS

The Neurosciences program provides 1st and 2nd year students (excluding MSTP students) with $750 year in travel funds.

- Many students use this money toward the cost of attending the annual Society for Neuroscience (SfN) Conference, but you do not have to do so.
- If you are supported by the program’s NIH training grant, travel must take place before June 30. If you are supported by program funds, travel must take place by August 15. Refer to your annual funding letter if you aren’t sure how you are supported.
- Contact the program administrators as soon as you know you would like to take a trip so they can help ensure you meet all the requirements before you make any plans.
- Program travel funds may not be carried over into a future year (i.e., unspent funds from Year 1 cannot be added to funds for Year 2, and unspent funds from Year 2 cannot be used in Year 3).

Other sources of travel funds:

- Students may also receive travel funding from their PI.
- If you are presenting a research paper or poster at a scientific meeting, you may apply for a Biosciences Travel Grant. Please visit this website for more information: http://biosciences.stanford.edu/current/resources/travel.html
- Some individual fellowships provide a travel allowance; please consult your funding agency or award letter for more information.

General Tips When Making Travel Purchases

Contact the program administrators as soon as you know you would like to take a trip so they can help ensure you meet all the funding and reimbursement requirements before you make any purchases, and can facilitate your use of the PCard or TCard when appropriate.

You can only be reimbursed for expenses that you incur personally. Do not use someone else’s credit card or award miles, as we will not be able to pay someone else for a cost they incurred on your behalf. (The exception to this is when Neuroscience students travel or dine together, see below.)

Neuroscience student going to SfN: If you would like to (1) book your airline tickets together, and/or (2) share lodging arrangements, please talk to the program administrators before making any plans. We may be able to use the TCard for these reservations/expenses.

Reimbursements can only be processed after the trip has concluded. If you can’t cover the travel costs until after the trip, contact the program administrators before making any purchases to see if the Travel Card and/or Purchasing Card can be used.

Original, itemized receipts are always required for a reimbursement. Please don’t lose them!

Alcohol will only be reimbursed when the expense is related to Interview Session (not travel).
Airfare and Lodging Arrangements

**Do not book your airfare and hotel as packages through online travel discount sites.** These sites do not provide the itemized cost information that is required by our accounting department, and as such cannot be reimbursed.

If you will not be booking a round-trip ticket between Stanford and the meeting location (for example, going elsewhere after a conference), you will (1) Not be able to use the TCard to purchase your ticket, and (2) Need to provide a quote (calculated at the same time you booked your ticket) showing what the cost would have been if you returned directly to Stanford. It is likely that you will only be reimbursed up to the cost of the round-trip between Stanford and the meeting location.

If you plan to share a hotel room with anyone at any conference, you must ensure that you can provide us with a separate hotel folio for your charges that clearly states your name and confirms the final payment was made for your share with your credit card.

If you’re sharing a room with other Stanford Neuroscience students at a conference (and only other Stanford Neuroscience students), one person can cover the charge but we’ll need a copy of the folio and a list of people who were sharing the room. In fact, it’s best if the folio itself will list the names of everyone who shared the room. In this case, we ask that you pay the amount in full and get reimbursed in full. Do not have the other guests reimburse you personally unless the payment can be documented by each person with a canceled check or printout of payment transaction that shows who paid, who received the payment, the amount, and what it was for.

If you’re going to rent a house and share with only Stanford Neuroscience program students, the booking must be paid in one of the following two ways: (1) On the Neurosciences Travel Card, or (2) By one student who will float the entire cost on his/her credit card until after the trip. Do not have the other students reimburse you personally unless the payment can be documented by each person with a canceled check or printout of payment transaction that shows who paid, who received the payment, the amount, and what it was for.

**Meals while at a Conference**

Original, itemized receipts are always required for a reimbursement. Please don’t lose them!

Sharing a meal: If you are dining with anyone outside the Neurosciences program you must ask for a separate receipt for your portion of the meal. If you are dining with other Neuroscience students, separate receipts are still preferable. If this is not possible, write the names of all students on the final itemized receipt, or clearly indicate what costs belong to each person.

Alcohol: Alcohol will only be reimbursed when the expense is related to Interview Session. If you are ordering alcohol, please ask that those expenses be put on a separate receipt. If this is not possible, clearly indicate on the final itemized bill which items were alcoholic drinks so they can be deducted from your reimbursement.
Groceries: If you make purchases at a grocery store it is easiest if each person pays for his/her own items. However, if you are purchasing large amounts of groceries to share with other Neuroscience program students, a single person may be reimbursed for the entire cost; please list on the final itemized receipt everyone who is being covered by the purchase. Please purchase alcohol separately from non-alcoholic purchases or, if this is not possible, clearly indicate on the final itemized bill which items were alcoholic drinks so they can be deducted from your reimbursement.

Ground Transportation

Car Rentals:
- If you rent a car, submit a copy of the itemized car rental agreement in your name showing proof of payment (also in your name).
- Additional insurance on rental cars will not be reimbursed, as the university carries insurance for all employees and students who rent a car while on Stanford business.
- The university does not provide reimbursement for gas or mileage on a rental car.

Personal Automobile Use:
- It is generally appropriate to use your personal car for University purposes for round trips of 200 miles or less. Trips that exceed 200 miles may not be reimbursed fully.
- If you use your personal automobile for program-related travel, the university does not reimburse for gas expenses but does reimburse for mileage traveled.
- When requesting reimbursement for mileage, submit a map (or maps) detailing your start and end points, and every stop you made in between. You will be reimbursed at the current mileage rate established by the university, posted here: http://web.stanford.edu/group/fms/fingate/staff/reimburse/res_jobaid/mileage_reimb_rates.html

**DEADLINE TO SUBMIT REIMBURSEMENT FORMS AND RECEIPTS**

All receipts and required forms should be submitted within ONE WEEK of returning from the trip. See the Reimbursement Procedures section for detailed instructions.
REIMBURSEMENT PROCEDURES

If you pay for an expense related to your training program out-of-pocket and then seek repayment that is a reimbursement. Appropriate times to request a reimbursement are when you travel to a conference or take a trip related to your research and have pre-approved funds to support the costs; when you pay for dinner or a Saturday outing during Interview Session; when you paid for a meal for a Neurosciences program event and had been pre-approved to have the cost covered by the program.

General Tips When Making Purchases That Will Be Reimbursed

We can only reimburse you for costs that you incur personally. Do not use someone else’s credit card, as we will not be able to pay them for a cost they incurred on your behalf. (The exception to this is when Neuroscience students travel or dine together, see below.)

First and second year students going to SfN: If you plan to (1) book your airline tickets together, and/or (2) share lodging arrangements, please talk to the program administrators before making any plans.

Travel reimbursements can only be processed after the trip has concluded. If you can’t float the cost of travel costs until after the trip, contact the program administrators to see if the PCard or TCard can be used.

Original, itemized receipts are always required for a reimbursement. Please don’t lose them!

Alcohol will only be reimbursed when the expense is related to Interview Session. If the meal is not related to Interview Session, try to get the alcohol expenses on a separate receipt. If that is not possible, clearly indicate on the final itemized receipt which items are alcohol so that they can be deducted from your reimbursement.

DEADLINE TO SUBMIT REIMBURSEMENT FORMS AND RECEIPTS

All receipts and required forms should be submitted within ONE WEEK of making a purchase or returning from a trip.

Receipts submitted more than 6 weeks after the trip has concluded may not be reimbursed. Reimbursements that are approved more than 60 days after the expense was incurred/trip was concluded will be subject to taxation.
TRAVEL REIMBURSEMENT INSTRUCTIONS

Submit all of the following materials together in an envelope to Sheila Quimpo, Student Services Specialist, within one week of returning from the trip:

1. Travel Reimbursement Form (available on the Neuroscience Program Intranet)
2. Student Travel Certification Form (see instructions below)
3. A copy of the cover of the conference program that shows the name of the conference, the date, and the location
4. A copy of the agenda-at-a-glance for all days of the conference
5. Original, itemized receipts for each expense that is to be reimbursed (see examples below):
   a. Airfare costs must show the traveler’s name, the flight itinerary, the method of payment, and the total amount paid.
   b. Hotel costs must be submitted on the original, itemized hotel bill, and show the guest’s name and method and amount of payment.
   c. Receipts for meals, ground transportation, baggage fees, etc. must be original, itemized/detailed receipts. If you used a credit card you must also provide the final charge slip with total amount paid.
6. Proof that you gave a presentation (if applicable) – attach the invitation to present and a copy of the abstract or agenda listing for each presentation
7. The total amount of your reimbursement request should not exceed $750.00.
8. Tape receipts to a blank sheet of paper in chronological order. Use multiple pages as necessary.
9. Please notify the program administrators if you have other funding to cover any of your travel expenses (e.g., fellowship award or PI funding).

Student Travel Certification form:
• This form is required of all students who seek reimbursement for conference travel
• Print your name at the top of the page (even though there’s not line for it)
• Always check the 3rd box; check the 1st and 2nd boxes as appropriate; do not check the 4th box
• Have your mentor sign the form; rotating students may have the Program Director sign
• Please print your PI’s name under their signature, and make sure it’s dated
**DO'S AND DON'T’S OF RECEIPT SUBMISSION**

<table>
<thead>
<tr>
<th><strong>DO</strong></th>
<th><strong>DON'T</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Provide an itemized receipt like this:</td>
<td>Just submit the final charge slip like this:</td>
</tr>
</tbody>
</table>

**DO**

Submit airfare receipts that show total costs and payment information

<table>
<thead>
<tr>
<th><strong>Cost and Payment Summary</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>AIR - G4I4UB</strong></td>
</tr>
<tr>
<td>Base Fare</td>
</tr>
<tr>
<td>Excise Taxes</td>
</tr>
<tr>
<td>Segment Fee</td>
</tr>
<tr>
<td>Passenger Facility Charge</td>
</tr>
<tr>
<td>September 11th Security Fee</td>
</tr>
<tr>
<td><strong>Total Air Cost</strong></td>
</tr>
</tbody>
</table>

**Payment Information**
Payment Type: Mastercard
**XXXXXXXXXXXXX8314**
Date: Oct 29, 2012
Payment Amount: $321.20

<table>
<thead>
<tr>
<th><strong>DON'T</strong></th>
<th><strong>Cost and Payment Summary</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Submit only the cost information of an airline ticket</td>
<td><strong>AIR - G4I4UB</strong></td>
</tr>
<tr>
<td>Base Fare</td>
<td>$ 258.60</td>
</tr>
<tr>
<td>Excise Taxes</td>
<td>$ 19.40</td>
</tr>
<tr>
<td>Segment Fee</td>
<td>$ 15.60</td>
</tr>
<tr>
<td>Passenger</td>
<td>$ 9.00</td>
</tr>
<tr>
<td>Facility Charge</td>
<td>$ 9.00</td>
</tr>
<tr>
<td>September 11th</td>
<td>$ 5.00</td>
</tr>
<tr>
<td><strong>Security Fee</strong></td>
<td>$ 307.60</td>
</tr>
</tbody>
</table>
**DO**

Submit the Hotel Folio showing full name of guest and method of payment with a zero balance at check-out

---

**DON'T**

Submit a Hotel Folio with someone else’s Guest Name and payment information

---

Hotel Folio with full name and method of payment:

- **Full Name:** John Smith
- **Method of Payment:** Cash
- **Balance Due:** $0.00

---

Notice to the hotel personnel:

- The Guest's name is John Smith.
- Payment method is Cash.
- Balance Due is $0.00.

---

Internal notes for reference:

- Reference Number: 12345
- Guest Information: John Smith
- Payment Method: Cash
- Balance Due: $0.00

---

Reconciliation:

- **Total Charges:** $50.00
- **Total Payments:** $50.00
- **Balance Due:** $0.00

---

Handbook Edition Details:

- **Neuroscience Program Handbook 2015-2016**
- **Rev.: 7/30/15**
How to Use the Neuroscience Program Pcard or Tcard

With some advanced planning the Program’s Purchasing Card (PCard) or Travel Card (TCard) may be used to pay for a program-related expense. Doing so will spare you the up-front personal expense, as the cost will be charged to the program directly. Please contact the program administrators for more information about the PCard and TCard.

It is a privilege to use the PCard and TCard, and by using either you are agreeing to provide the relevant receipts and documentation to the program administrators as soon as you receive them. Failure to do so may result in not being allowed to use the card in the future.

Note: Students using their NRSA Institutional Allowance funds may not use the PCard or TCard for purchases; items must be made with the student’s own funds, and then reimbursed.

Purchasing Card (PCard)
• The PCard may be used to pay for conference registration for local meetings and other pre-approved program-related expenses. Alcohol cannot be purchased with the Pcard unless it is for Interview Session.

Travel Card (TCard)
• The TCard may be used to purchase flights, conference registration fees for out-of-town meetings, and reserve hotel rooms for program-related travel. This saves students the temporary out-of-pocket cost of airfare.
• When using the TCard card, a United States air carrier must be used unless there is a legitimate reason for an exception (see the Fly America Act at http://www.stanford.edu/group/fms/fingate/staff/travel/policy_notes/fly_america_act.html for more information).

General Tips When Making Purchases
• Contact the program administrators if you would like to use the PCard or TCard.
• If you need to take the PCard out of the office it must be signed out, and then signed back in as soon as possible after you have completed your purchase.
• Original, itemized receipts (or confirmation of payment) must be submitted immediately after using the PCard or TCard. Please don’t lose them!
• If you are purchasing food with the PCard, you must also submit a list of students for whom expenses/meals were paid.
**PROGRAM RESOURCES**

**Email Lists**

The program maintains a handful of mailing lists. Current Neuroscience PhD students are automatically subscribed to neurostudents@lists.stanford.edu. The Program Administrator Coordinator moderates all the lists below.

<table>
<thead>
<tr>
<th>Email List</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="mailto:neurostudents@lists.stanford.edu">neurostudents@lists.stanford.edu</a></td>
<td>Current Neuroscience PhD students, program director, and program administrators. Neuroscience students may post directly to this list without approval.</td>
</tr>
<tr>
<td><a href="mailto:neurofaculty@lists.stanford.edu">neurofaculty@lists.stanford.edu</a></td>
<td>Neuroscience program faculty</td>
</tr>
<tr>
<td><a href="mailto:neuropostdocs@lists.stanford.edu">neuropostdocs@lists.stanford.edu</a></td>
<td>Postdocs in neuro-related labs</td>
</tr>
<tr>
<td><a href="mailto:neuroassociates@lists.stanford.edu">neuroassociates@lists.stanford.edu</a></td>
<td>Stanford staff and associates with an interest in neuro-related announcements</td>
</tr>
<tr>
<td><a href="mailto:neurostuds_other@lists.stanford.edu">neurostuds_other@lists.stanford.edu</a></td>
<td>Stanford students in other programs with an interest in neuro-related announcements</td>
</tr>
<tr>
<td><a href="mailto:neurolist@lists.stanford.edu">neurolist@lists.stanford.edu</a></td>
<td>Neurolist contains all the lists above and a list of non-Stanford subscribers who are interested in hearing about neuro-related announcements</td>
</tr>
<tr>
<td><a href="mailto:neurofun@lists.stanford.edu">neurofun@lists.stanford.edu</a></td>
<td>This list is moderated by Kendra Lechtenberg. Please email her to ask to be added to the list.</td>
</tr>
</tbody>
</table>

The Leslie Allyn Meltzer Lending Library

The program has a library located in Modular B from which students are encouraged to borrow books. Titles and availability may be viewed here: [http://neuroscienceprogram.stanford.edu/students/library](http://neuroscienceprogram.stanford.edu/students/library)

**ADMINISTRATIVE RESOURCES OUTSIDE THE PROGRAM**

HelpSU: [https://helpsu.stanford.edu/helpsu/3.0/helpsu](https://helpsu.stanford.edu/helpsu/3.0/helpsu)

While we encourage you to contact us first with administrative questions, there are times when we’ll ask you to submit a HelpSU ticket. These requests for information and assistance are directed to experts in various sections of the university who respond by email and phone. We use this service too, and they’ve almost always been able to address our concerns.

Student Services Center at Tressider Union

The front desk at the SSC is the place to deliver documents for the Registrar’s office and Payroll. If a deadline is missed, this is the place that you’ll usually have to go to appeal for help.