



*PR-LSAMP & BDP Students' Field Trip*

# **Puerto Rico Louis Stokes Alliance for Minority Participation**

## **GENERAL PROCEDURES**

**2022-2023**

## Welcoming

We are excited to welcome you to the Puerto Rico Louis Stokes Alliance for Minority Participation (PR-LSAMP). You are part of an exceptional program with 31 years of existence, where many undergraduate students started their initial steps as future successful and recognize scientists. It is our goal that every participant take advantage of all the benefits that our project has to offer. The purpose of this newsletter is to provide all the necessary information regarding your responsibilities and benefits as a PR-LSAMP participant. Thank you for choosing our project, we hope your year ahead is both challenging and successful.

## Participants Requirements

As a PR-LSAMP participant you must comply with the following:

1. Present your research work at the Annual Puerto Rico Interdisciplinary Scientific Meeting / Junior Technical Meeting (PRISM/JTM).
2. Attend the workshops scheduled by the PR-LSAMP program as well as those scheduled by your research mentor.
3. Comply with the requirements established by your research mentor regarding the hours to be dedicated to the research work in the lab.
4. Maintain a GPA and a Major GPA of at least 3.10.
5. At the end of each semester the students must submit to their research mentor a narrative report that not exceed three (3) pages including: a summary with pictures, supporting documents, graphics and tables that specifically describes the accomplishments of the research conducted. Convert the file to PDF format, *make sure the file is not too big, if you have problems uploading the document check its size*. Upload the report through the PR-LSAMP electronic profile for the research mentor approval, only then the PR-LSAMP Program will proceed to process the research stipend.



## Participants Benefits

### Fellowship Stipends

At the end of each semester the participants may receive a stipend of \$800. In order to receive the fellowship stipend the following process needs to be completed:

1. By the end of each period a communication will be sent to your email letting you know when is the deadline to be confirmed by your mentor.
2. Once you submit the report, your mentor receives an email and he/she will need to confirm your participation in our website (**Follow up on this, you won't get paid until we receive that confirmation**).



## Materials Purchasing

Each participant has a total of \$400 per year for educational and lab materials. The materials must be for the participant use and have to be for their coursework and research activities. There are certain items that are not approved as materials purchases, such as: backpacks, office materials (paper, printer ink, pens, etc). Also, depending on your order there might be items that you will need to justify, if that is the case we will let you know. There are two ways to get your materials:

### The Hard Way

These orders are managed by the Central Administration purchasing office and the delivery process can take longer and it is uncertain to receive the materials on time. This office require the following steps:

- ◆ Get three quotes from companies in PR that has the ASG Certificate required by the PR government.
- ◆ The University of PR is exempt of tax so make sure the quotes don't have any taxes included.
- ◆ Download the requisition form from the website and include the information from the cheaper quote.
- ◆ If your materials are available in only one company write a justification letter that must be signed by you and your mentor.
- ◆ If the company payment terms are pre-paid you have to ask them to sign a Law 2 form .
- ◆ Send all documents together by email to [liliana.quintana1@upr.edu](mailto:liliana.quintana1@upr.edu) or [zulma.crespo@upr.edu](mailto:zulma.crespo@upr.edu).

### The Easy Way

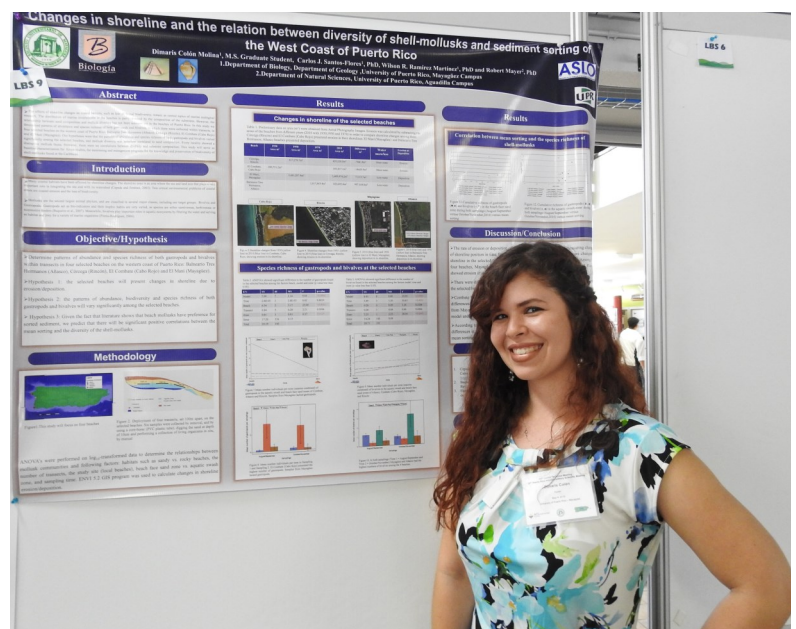
These orders are managed by the program coordinators. Orders thru AMAZON are faster, students usually get their materials on time. The steps are:

- ◆ Look for your scientific materials in AMAZON.
- ◆ Download and fill out the Amazon Order Form completely.
- ◆ Send the form to:

[liliana.quintana1@upr.edu](mailto:liliana.quintana1@upr.edu) or  
[zulma.crespo@upr.edu](mailto:zulma.crespo@upr.edu).

## Publication Fees orders

If the student send an article for possible publication it is imperative to ask the company for an Invoice Pro-Forma. Send that form to our office to generate a PO. If eventually the article is published we will have a PO created and the payment process can be done.



## Travel Funds

PRLSAMP participants may apply for funds to sponsor travel associated with presentation at scientific meetings, workshops, short courses, and similar activities. To assure that your travel request is manage in an effective timely manner, we should receive your request at least six weeks before the expected travel date. This funds are limited to a maximum of \$700 for national conferences and \$1,000 for international conferences.

In order to apply for the travel stipend benefit follow these steps:

1. Enter to your profile on our website.
2. Go to: Available Activities for Registration.
3. Click on Register.
4. Select the Type of Travel Requested.
5. Fill the information regarding your travel.
6. Under Supplementary Documents upload:
  - ◆ Abstract
  - ◆ Letter of Acceptance
  - ◆ Estimated Travel Expenses
9. Click on Register.



## Once Travel Request is Approved

If it applies, **we will purchase your airfare ticket** and according to approval funds, you will receive a check prior to your travel date. Even though the travel process is automatic, it is always recommended that you follow up on your request by either emailing or calling our office.

## Travel Report Form

At your return, you have one week to submit receipts by email of all expenses paid by the program, such as:

Boarding Passes, Taxi or UBER receipts, Baggage Charges Receipts (Consider traveling with carry on to avoid extra charges), Hotel Invoice, Registration Proof of Payment or any other expense cover by PR-LSAMP (except per diem (meals))

Also, complete the narrative report form and send it by email.

It is mandatory that you send all documents for your travel report immediately after your return, we only have 30 days to complete the whole process.

***Congratulations for being part of PR-LSAMP community, we wish you academic success and will be here to support you in any way we can.***

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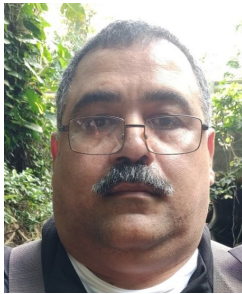
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