



NEW YORK UNIVERSITY

Capstone in Global Public Health

Guide For Students

The NYU Master of Public Health Capstone mission is to go beyond training students to talk and write about global public health theories. We seek to graduate students who have already confronted the challenges “on the ground” and learned the deep value of working as a team with individuals with different professional backgrounds.

NYUMPH
Master of Public Health Program



CAPSTONE IN GLOBAL PUBLIC HEALTH

Guide for Students

CAPSTONE OVERVIEW

The Capstone of the NYU Master of Public Health is the culminating experience for students in the Global Health Leadership concentration and allows students to synthesize the concepts, skills and knowledge they acquire throughout the program and to demonstrate the acquisition of fundamental public health competencies while working on a real-time problem in global public health. It simultaneously provides an important resource to organizations: a team of committed students dedicated to addressing the needs of an organization.

In the final year of the NYU MPH Program, students participate in several advanced level courses including the Capstone course (3 credits fall semester and 1.5 credits spring semester). The guiding purpose of Capstone is for students to work together as interdisciplinary teams on a project identified by an international or U.S.-based organization (such as a UN agency, a national or local government, a civil society organization, a university or private business/company). During the year, students are expected to refine the problem proposed by the organization; develop an explicit working agreement governing the scope of the project; implement the project, including fieldwork of varying lengths; and prepare and present a final product to the organization.

While a significant amount of work on the project will be done in New York, most members of a team are likely to spend from one to three weeks full-time in the field gathering data or conducting assessments, then returning to NYU for data analysis and production of the final report. The experience is also guided by NYU faculty and used as the basis for intensive teaching about interdisciplinary team development and maintenance; project management; and maintaining effective professional relationships in complex environments.

CAPSTONE REGISTRATION

The prerequisites for Capstone include: U10.2106 (Epidemiology), U10.2995 (Biostatistics I), U10.2196 (Biostatistics II), U10.2160 (Qualitative and Field Methods). Students are also advised to complete their Internship in Global Public Health, U10.2610, before beginning Capstone. In order to register for Capstone, students must request an access code from the NYU MPH Program administrative office. To receive an access code, students complete an online survey by June 1 of the preceding year. Students should also attend the Capstone Information Session and the Capstone Final Presentations event, normally held during the final week of classes each Spring.

CAPSTONE PROJECT CRITERIA

Given the interdisciplinary philosophy of the NYU MPH Program, Capstone projects will likely vary in scope and design. The NYU MPH Program is interested in projects that meet the following criteria:

- Addresses a global public health issue: The project relates to a current global public health issue or problem.
- Has a realistic scope: The proposal outlines a concrete project with clearly defined objectives, expectations, and outcomes. The project is important but not urgent. The scope of the project can be completed within the academic timeframe outlined below.
- Offers a valuable learning environment: The project offers a challenging yet supportive learning environment for student teams.
- Is technically feasible: The project involves realistic goals for data collection and analysis, and draws upon commonly used and accessible software applications (i.e., SPSS, Excel, PowerPoint).
- Provides the necessary coordination: The organization can provide a liaison who will coordinate with the student team and the NYU MPH Program on a regular basis as well as access to information necessary to the successful completion of the Capstone project.

HUMAN SUBJECTS AND INSTITUTIONAL REVIEW BOARD (IRB)

Projects, both domestic and international, are subject to IRB (this includes projects that are eligible for exemption). International projects must be approved (including letter of approval) by the local equivalent of an IRB before they are presented to the NYU IRB. IRB submission will also need to include any documents supporting data collection, for example copies of surveys, interview guides, and consent forms. For information on NYU's University Committee on Activities Involving Human Subjects (UCAIHS), visit <http://www.nyu.edu/ucaih/>.

EXPECTATIONS OF CAPSTONE PARTICIPANTS

A successful Capstone experience requires the commitment of several individuals and/or groups of individuals that comprise the Capstone network, including faculty, students, organizations, and university administrators. To ensure the best experience for all participants, certain expectations have been set forth as outlined below. It is critical that each member of the Capstone network becomes familiar with these expectations and remain accountable throughout the experience.

STUDENTS ARE EXPECTED TO:

- Review and uphold the Capstone objectives, policies, requirements and timeline.
- Participate actively throughout the Capstone project, sharing their experiences, knowledge and skills to enhance the process for all involved and to provide the best product to the organization.
- Learn about the organization by researching various sources, including the organization's website and written materials or publications.
- Identify the academic literature necessary to provide a framework in which the project will be implemented.
- Establish, develop and maintain an open dialogue with the organization.
- Develop an explicit working agreement governing the scope of the project with the organization.
- Conduct themselves in a collegial and professional manner with their fellow students and the organization.
- Demonstrate a capacity for cooperation and resilience, as shown by adapting to changing and complex circumstances, balancing competing demands and accepting uncertainty and lack of clarity when necessary.
- Place value on the team management, project management, and partnership aspects of the project.
- Allow for flexibility with their project if needed, knowing that real-time public health projects do not always go as originally planned.
- Contact program faculty and/or administrators with any questions or concerns regarding the Capstone requirements.
- Manage the financial expenses of the project in a professional and conservative manner according to the guidelines of the NYU MPH Program and submit original receipts for expenses.
- Attend mandatory pre-departure session, if traveling overseas.
- Meet all deadlines, as determined by their team, the organization, and the NYU MPH Program.
- Prepare a final report including a paper that integrates didactic knowledge with the team's findings – and includes an abstract, background, project goal, project methods, results, conclusions and future directions – as well as the agreed-upon final product.
- Present the paper to the NYU MPH Capstone faculty for review.
- Present the final product to the organization.
- Deliver an oral presentation of the project at the end of the semester to the NYU public health community.

NYU MPH CAPSTONE FACULTY IS EXPECTED TO:

- Provide academic oversight of the Capstone projects.
- Mentor student teams, providing a nurturing and supportive learning environment.
- Implement the Capstone seminar, as administered by the program, including running class meetings and establishing the framework in which the teams can implement their projects.
- Advise student teams on developing the scope of the project.
- Provide guidance on team development.
- Offer their intellectual and technical expertise and experience as necessary to the teams.
- Act as a liaison between the students, organization, faculty, and administration to troubleshoot problems and highlight areas of concern. In collaboration with the Public Health Practice Coordinator, identify academic and/or logistical issues or concerns.
- Speak to the organization if problems arise and the student team is unable to resolve them.
- Provide constructive feedback on written assignments and issues raised by students throughout the Capstone project.
- Evaluate the final projects and presentation and assign course grades.

NYU MPH PUBLIC HEALTH PRACTICE COORDINATOR IS EXPECTED TO:

- Be available to respond to questions or concerns identified by Capstone participants, including organization, students, and faculty.
- Provide administrative support to faculty and student teams and work closely with Capstone faculty to address concerns.
- Establish and maintain clear and transparent guidelines for students and organizations.
- Provide a general orientation to organization liaisons (either in person or by telephone), together with the Capstone faculty, at the start of the project in order to establish guidelines and address remaining questions.
- Administer documents for Capstone seminar.
- Advise students on links to academic and other resources available at NYU to assist them with their project.
- Offer guidance to students on travel, acculturation, and accommodation possibilities if international travel is a component of a Capstone.
- Coordinate and plan final Capstone presentations.
- Obtain feedback from organizations on the value of the Capstone and jointly identify areas for improvement at the end of each project. Discuss the potential for continued partnership.

ORGANIZATIONS ARE EXPECTED TO:

- Identify and offer a solid project that can be completed within the timeframe of the NYU MPH Program.
- Review and uphold the expectations of the Capstone Guide, including timeline.
- Identify a project liaison, e.g. a single point person who has accountability and authority within the organization and with whom the MPH student team can interact on a regular basis.
- Identify a liaison who is able to commit at least 30 minutes per week, ideally via Skype or telephone, for the first two months (September and October). In the remaining months (November-April), liaisons should be available to interact with the team at least once every two weeks.
- Designate a backup project representative in the event that the primary liaison is traveling or unreachable.
- Meet with the NYU MPH Public Health Practice Coordinator and Capstone faculty member – in person or by telephone – at the beginning of the project for an orientation to Capstone.
- Develop an explicit working agreement governing the scope of the project with the Capstone team. Liaisons should be advised that there will be a higher volume of interaction in the first two months of the project in order to collectively discuss and agree upon the scope and goals of the project. An important result of this process is the Capstone Work Agreement, which acts as a mutually binding agreement regarding the goals and deliverables of the 8-month study project.
- Identify, and assist in obtaining written approval from, the local equivalent of an IRB or Research Ethics Board (REB) for the research.
- Respond to queries and provide information as necessary for the Capstone team to perform effectively.
- Contact program faculty and/or administrators with any questions or concerns regarding the Capstone team and/or project.
- Offer a conducive learning environment for the team. At the same time, consider the students as serious professional partners in a joint quest to devise solutions to the challenge as identified by the organization.
- Act in a timely manner to renegotiate the project scope/approach, if circumstances necessitate.
- Establish and maintain clear lines of communication between the organization and student team.
- Be able to provide the appropriate human resources and capacity to undertake the Capstone project and support the student team's efforts. While there is no fee involved and students' travel is largely covered by the NYU MPH program, organizations should have sufficient capacity to adequately support the team.
- Assist and facilitate international travel, if necessary, by providing information and suggestions on possible accommodations, for example.

TIMELINE FOR ACADEMIC YEAR

| | |
|----------------|---|
| April – August | Program solicits projects |
| June 1 | Students complete skills assessment and register for Capstone course |
| September | Capstone Course begins; Projects presented to students; Students complete Interest Indicator Form |
| | Teams formed and assigned; Initial meeting between organization and student team |
| October | Students work with organizations to develop project scope |
| Oct – Dec | Students work on projects and submit proposals to IRB |
| January | Potential travel to fieldsites |
| Feb – April | Students work on projects |
| April | Student teams complete Capstone projects and present them to organization |
| May | Student teams present their Capstone projects to the NYU MPH Program and NYU community |

CAPSTONE TEAM FINANCIAL REIMBURSEMENT

Each Capstone Team can be reimbursed up to a finite amount, as established by the program at the beginning of the year, to cover pre-approved (out-of-pocket) items. Students' budgets should reflect the most economical options available. Subject to budget justification proposal and approval, allowable expenses might include:

- travel (airfare, train, ground transportation) for visiting Capstone organization and field sites outside of the NYC area
- hotel accommodations (when visiting Capstone field sites out of the NYC area)
- visa and immunization expenses
- gifts to host organization (\$200 maximum per team).
- equipment and/or software applications necessary for project that are not available for use at NYU (all software and/or equipment purchased with Program funds must be returned to the Public Health Practice Coordinator at the time reimbursement forms are submitted).
- long-distance telephone calls and video conferencing (students should first speak to the Public Health Practice Coordinator about economical options for calls and conferencing)
- refreshments for project-related meetings involving external participants

Note: All reimbursement requests are subject to the discretion of the NYU MPH Program. Items which are NOT reimbursable include, but are not limited to, the following:

- Non-project related activities, such as sightseeing
- First or business class flights (NYU covers coach fares; students can pay out of pocket for upgrades)
- Flight cancellations or changes, unless pre-approved by Public Health Practice Coordinator
- Alcoholic beverages
- Personal travel items
- Souvenirs
- Any other items or activities that are not directly necessary to the completion of the project

THE REIMBURSEMENT PROCESS:

For complete guidelines on reimbursements, see Appendix C.

1. Each team must designate one individual to keep track of all expenses and submit the proper documentation to the NYU MPH Public Health Practice Coordinator.
2. It will be the team's responsibility to prepare a detailed budget for all expected expenses, to follow NYU travel expense policies, and to submit the budget to NYU MPH faculty and administration for approval prior to incurring any expenses.
3. The Capstone Team Reimbursement Form (Appendix D must be completed in its entirety and submitted along with all original receipts to the Public Health Practice Coordinator during one of the two rounds of reimbursements listed below:

First Round Reimbursements: Students may submit reimbursement documentation during the first two weeks of the Spring semester.

Second Round Reimbursements: Students may submit reimbursement documentation during the last two weeks of the Spring semester.

4. Reimbursements will only be processed once during these times identified above; therefore Capstone teams should wait until all expenses have been incurred prior to each round of reimbursements before submitting documents.
5. All receipts must be **original** and stapled to an 8 ½ x 11 piece of white paper, with a brief description of the expense and date incurred written legibly below the receipt. Note: Please retain and submit original receipts, including boarding pass stubs. Students must submit their final budget, as approved by the NYU MPH Program, along with their requests for reimbursement
6. Once the reimbursement forms and receipts have been received and approved, they will be processed and students will receive reimbursement in the mail via a check. No cash reimbursements will be issued. It will take approximately 6-8 weeks to process reimbursement requests. It is important that team members provide current mailing addresses for sending reimbursements.

TRAVEL ARRANGEMENTS

Travel, including international travel, is not a program requirement although travel for Capstone projects is likely for some students. All students who travel for program-related activities are required to submit the following to the Public Health Practice Coordinator at least two weeks prior to departure:

- **The Foreign Travel Release Form (Appendix A)**
- **The Foreign Travel Supplemental Form (Appendix B)**
- **A copy of their travel itinerary (including hotel information)**
- **Contact information at field site**
- **Two emergency contacts (one contact must be in the U.S.)**
- **A copy of passport and visa**

All students who plan to travel are responsible for understanding the policies and procedures for visas, immunizations and health insurance pertinent to their travel destination.

Students are expected to secure their own travel and lodging for all Capstone-related travel; however students are encouraged to contact the organization and/or the NYU MPH Public Health Practice Coordinator for potential travel and lodging suggestions. If students plan to travel for the project, but are unable to cover the up-front costs, please contact the Public Health Practice Coordinator. All students may reach out to the Public Health Practice Coordinator at 212-992-9928 for more information on travel arrangements, policies, and procedures.

International Travel Advisories:

Please note that travel for NYU MPH program-related requirements, including Capstone, must be approved by the NYU Insurance and Risk Management Department. Prior to making any travel arrangements, please be in touch with faculty and program administrators in order to determine the safety of the country to which you are being asked to travel. In general, travel to “Restricted” or “War Risk” countries will not be approved. For more information, please contact Amy Joyce at amy.joyce@nyu.edu or 212-992-9928.

FREQUENTLY ASKED QUESTIONS

How do I obtain information about the Capstone process?

Please visit <http://www.nyu.edu/mph/academics/capstones/> and review the information provided to you at the new student orientation and in this Capstone guide. Students are also expected to attend the Capstone Information Session (held at the end of each Spring semester).

Will I be able to choose which Capstone project I will participate in?

At the Capstone seminar in September, the specific Capstone projects will be presented to students who will then be asked to rank projects offered based on their specific professional interests and skill sets in an Interest Indicator Form. Efforts are made to take into consideration student preferences but students may not get their first or second choice. The Capstone Review Committee reviews students' rankings and determines the skills needed for all projects as well as other special requirements, such as the timing of the work.

How will the teams be formulated?

The Capstone Review Committee will review students' ranking of Capstone projects and formulate the final composition of the teams in order to ensure that they are multi-disciplinary in nature and that student skills match the project requirements.

How are the details of the Capstone project determined?

The student teams and the organizations are expected to work together to refine the problem statement and develop an explicit working agreement governing the scope of the project. The student teams are expected to engage with their organizations in open dialogue about the parameters and expectations of the project.

What if the team encounters unforeseen difficulties in its project?

The very nature of Capstone is that it is a complex, and sometimes messy, process as is most project work in the real world. The nature and extent of the difficulties will determine what course of action the team should undertake.

Simultaneously, within each team, students should discuss difficulties in an open and transparent manner and attempt to work directly with the organization to resolve them. Should the team decide that an issue with the organization needs intervention from NYU MPH faculty, the team should discuss the issue with the appropriate faculty member for advice about how to handle the problem. Should the organization liaison encounter difficulties with the team that are not resolvable with the team directly, he/she should contact NYU MPH faculty or administrators, as necessary.

Will all students be expected to travel internationally as part of the Capstone experience?

Although we anticipate that many projects will require travel to an international site for field work, some may not. Each team will have to consider what is in the best interest of the project and determine, within budget constraints and the ability of its various members to travel internationally, how best to cover this part of the project's requirements.

Are students expected to make their own travel arrangements?

Yes, students are expected to secure their own travel and lodging for all Capstone-related travel. Although it is ultimately the students' responsibility, the NYU MPH Program (and in some cases the organization) can help to advise on travel and lodging for students. Students are encouraged to contact the organization liaison and/or the NYU MPH Public Health Practice Coordinator for potential suggestions. Students will be expected to prepare a detailed budget listing all items related to the travel component of the Capstone.

Are there any forms I must complete before traveling?

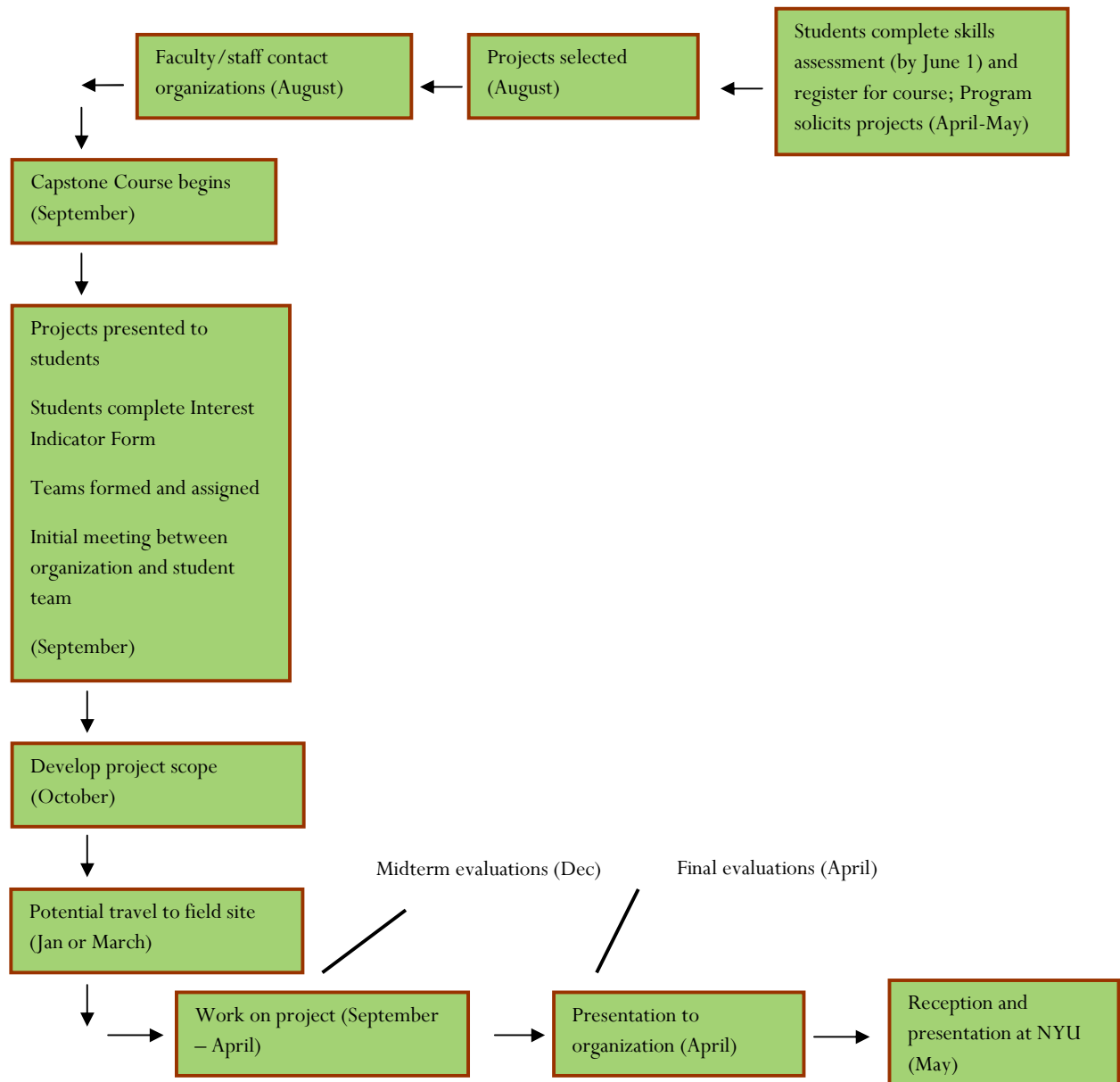
The NYU MPH Program requires that all students who travel internationally for program-related activities complete two forms prior to travel (the Foreign Travel Release Form and the Supplemental Foreign Travel Form), a Travel Information Survey (inclusive of emergency contact numbers and a flight itinerary), and a copy of their passport/visa to the Public Health Practice Coordinator.

How will the teams be evaluated?

Teams will be evaluated on the quality of their final product and any intermediate deliverables requested by faculty—feedback from the organization will be requested on the final product and the team's effectiveness. At the end of the first and second semesters, each team member will be asked to rate themselves on their team participation and each team member will evaluate their peers.

Grading Criteria: Students will be graded on both the products they deliver to the organization and evidence of progressive learning throughout the course, based on the Learning Objectives. 50% is based on work products identified in the milestones as well as any interim deliverables requested by the organization or assigned by the faculty member. 50% is based on evidence of the individual student's learning during the course through participation in the team's work and class activities and his/her ability to act on peer and faculty feedback.

Capstone Flowchart





**APPENDIX A:
FOREIGN TRAVEL RELEASE FORM**

Please complete and return a hard copy of this form to the NYU MPH Public Health Practice Coordinator at least two weeks prior to departure.

Name University ID Number

Capstone/Internship Site Dates of Travel

NYU Master of Public Health Capstone/Internship

In consideration for permitting me to participate in the program described in the attachment to this agreement (the “Program”), which Program will or may involve travel in, from, and to the United States, and in, to, and from places abroad, including, without being limited to, _____(Primary destination), I hereby agree to the fullest extent permitted by law:

- (a) to release and discharge New York University (the “University”) from any liability or responsibility for any injury (including death), and for any damage to or loss of property, however caused, that I suffer as a result of or in connection with my participation in and acceptance of services relating to the Program or any travel related to the Program, including, without being limited to, any injury, loss, or damage resulting from, arising out of, or occurring in connection with the negligent acts or omissions of members of the faculty or other employees or agents of the University; and

- (b) not to raise any claim or institute any legal actions or proceeding against the University for any cause of action that may result from or arise out of or in connection with my participation in the Program, acceptance of services relating to the program, or any travel related to the Program, including, without being limited to, any cause of action that my result from or arise out of or in connection with the negligent acts or omissions of the members of the faculty or other employees or agents of the University.

International travel and living abroad have inherent risks outside the control of the University which in part may be affected by my own actions in following the standard guidelines concerning medicine, travel, and safety.

My questions, if any, about this form have been answered and I understand the risks associated with the Program, and the terms and conditions of this release. I further state that the foregoing release and indemnification agreement has been carefully read, and I know of the contents thereof and have signed the same by my own free act.

All references to the University in this form shall include, and all provisions of this form shall inure to the benefit of, the University and the University's trustees, officers, employees, agents, servants, and representatives.

I will inform an appropriate representative of the University of any special information regarding my health, or physical or mental condition, that may be relevant to my participation in the Program or any travel related to the Program.

This release shall be governed by and construed in accordance with the laws of the State of New York applicable to contracts entered into and intended to be performed solely within the State of New York. I shall submit to the jurisdiction of the federal and state courts located in New York County, New York State, for the resolution of the disputes arising hereunder or relating hereto, regardless of the place of execution hereof.

Name Date of Birth

Address

Signature Date

CC: NYU MPH Student File



APPENDIX B:
SUPPLEMENTAL FOREIGN TRAVEL FORM

Please complete and return a hard copy of this form to the NYU MPH Public Health Practice Coordinator at least two weeks prior to departure.

| | |
|------|----------------------|
| Name | University ID Number |
|------|----------------------|

| | |
|--------------------------|-----------------|
| Capstone/Internship Site | Dates of Travel |
|--------------------------|-----------------|

NYU MPH Capstone/Internship

I understand that if I engage in or perform any clinical work while participating in the NYU MPH Capstone/Internship such clinical work will be done strictly on a voluntary basis and that my participation in clinical work may not be covered under New York University's malpractice insurance. I further have been informed that I must obtain my own medical, or other, malpractice insurance to cover any clinical work I choose to do while participating in the Capstone/Internship.

I have reviewed my personal health insurance policy to make sure that my plan offers coverage during foreign travel. If it does not, I will purchase supplemental health insurance.

I have read the U.S. Department of State's Public Announcements and Travel Warnings and Background Notes on the country in which the Capstone/Internship is located (<http://travel.state.gov/travel/warnings.html>) and have considered the risks involved in such travel. If the country to which I am traveling is on the U.S. Department of State's Travel Warning or Public Announcements Lists, I will request a letter from my organization that addresses issues of safety and security at the site and in the vicinity, including an overview of the organization's evacuation plan.

I have read the Center for Disease Control and Prevention website (www.cdc.gov) to familiarize myself with the immunizations and other precautions necessary for travel in this area.

I agree to abide by the Capstone/Internship organization's security regulations and suggestions at the Capstone site.

| | |
|------|---------------|
| Name | Date of Birth |
|------|---------------|

Address

| | |
|-----------|------|
| Signature | Date |
|-----------|------|

CC: NYU MPH Student File



APPENDIX C: CAPSTONE REIMBURSEMENT GUIDELINES

Please follow these guidelines when preparing your reimbursement forms:

1. It will be the team's responsibility to prepare a detailed budget for all expected expenses, to follow NYU travel expense policies, and to submit the budget to NYU NYU MPH faculty and administration for approval prior to incurring any expenses.
2. Each team must designate one individual to keep track of all expenses and submit the proper documentation to the NYU MPH Public Health Practice Coordinator.
3. The Capstone Team Reimbursement Form (Appendix D in this Guide) and the Capstone Team Expenses Sheet (the final page of Appendix D, an Excel version of which will be provided by the Public Health Practice Coordinator) must be completed in their entirety and submitted along with all original receipts to the Public Health Practice Coordinator. The Team Reimbursement Coordinator must also submit the team's final budget, as approved by the NYU MPH Program.
4. The items outlined in #3 above must be submitted during one of the two rounds. Reimbursements will only be processed once during these times identified below:
 - First Round Reimbursements: Students may submit reimbursement documentation during the first two weeks of the Spring semester.
 - Second Round Reimbursements: Students may submit reimbursement documentation during the last two weeks of the Spring semester.
5. Retain and submit **original receipts**, boarding passes, hotel bills, etc. All receipts must be **original** and stapled¹ to an 8 ½ x 11 piece of white paper. Arrange the receipts in chronological order and by the categories provided in the final page of the Capstone Guide (i.e. Payee, Date of purchase, Hotel/Air/Bus/Rail, Car Service/Taxi, Telephone/Fax/Internet, Meals [within the Meals section, please arrange receipts chronologically], and Other). Include a brief description of the expense and date incurred written legibly below the receipt. If, for some reason, the original is

¹ Note: If you must use tape, please take care to apply the tape only to the corners or edges of the receipts; most adhesives can easily obliterate the ink which shows the date or the amount if the tape is carelessly applied over that information.

not available, you must complete a Missing and Inadequate Documentation form, located at [http://www.nyu.edu/financial.services/cdv/pdf/Missing%20Receipt%20Report%20\(June%2004\).pdf](http://www.nyu.edu/financial.services/cdv/pdf/Missing%20Receipt%20Report%20(June%2004).pdf).

6. If the transaction involves **foreign currency**, please make a note on the transaction paperwork regarding the currency exchange rate(s) being used, including any printed documents, such as hotel conversion rates or an official currency converter (For websites on currency exchange rates see www.oanda.com) and the effective date(s) of the rate(s).

Important Tips

1. **Make the paperwork easy to read and understand.** Many people will have to look at it, and the less time they spend reviewing it, the sooner the payment can be made.

2. **Type the forms.** If you must fill out the forms (or components of the reimbursement) by hand, make sure all **handwriting is legible and unambiguous.**

3. Make sure that **backup documentation** shows not only that the expense was incurred, but also paid for. For example: (a) An itinerary from an airline does not prove that the trip was taken unless the boarding pass is submitted (b) An email confirming a hotel reservation is not sufficient evidence of the expenditure unless it specifically shows the amount was paid and/or a credit card receipt or statement shows proof of purchase. (c) A car rental agreement is not proof of the expenditure unless it specifically shows the amount was paid. For questions on appropriate documentation, please visit the NYU Controllers Division Financial Policies and Procedures: <http://www.nyu.edu/financial.services/cdv/policies-pgS4>.

4. Provide specific information describing any amounts claimed under the "**Other**" category, namely miscellaneous expenditures which do not fit the standard categories.

5. **Check the arithmetic twice!!**

Once the reimbursement forms and receipts have been received and approved, they will be processed and students will receive reimbursement in the mail via a check. No cash reimbursements will be issued. It will take approximately 6-8 weeks to process reimbursement requests. It is important that team members provide current mailing addresses for sending reimbursements.

Questions? Please contact the Public Health Practice Coordinator, Amy Joyce, at amy.joyce@nyu.edu or 212-992-9928.



**APPENDIX C:
CAPSTONE TEAM REIMBURSEMENT FORM**

Please complete and return a hard copy of this form, along with all original receipts, to the NYU MPH Health Practice Coordinator by the appropriate deadline. Please check the appropriate semester below:

- First Round Reimbursement Submission Dates: First two weeks of Spring semester
- Second Round Reimbursement Submission Dates: Last two weeks of Spring semester

If preferable, each team member may send his/her reimbursement form directly to the Public Health Practice Coordinator. However, please ensure that the Capstone Team Expenses sheet (the last page of this form) is completed by the Team Reimbursement Coordinator and includes the expenses of all team members.

Team Reimbursement Coordinator

Name:

Email Address:

Phone Number:

Mailing Address (where check should be mailed):

Please provide your N number: _____

Total Amount of reimbursement to this payee: \$ _____

Payee Signature _____ Date: _____

Please detail expenses due to Team Reimbursement Coordinator:

Team Member #2

Name:

Email Address:

Phone Number:

Mailing Address (where check should be mailed):

Please provide your N number: _____

Total Amount of reimbursement to this payee: \$ _____

Payee Signature _____ Date: _____

Please detail expenses due to Team Member #2:

Team Member #3

Name:

Email Address:

Phone Number:

Mailing Address (where check should be mailed):

Please provide your N number: _____

Total Amount of reimbursement to this payee: \$ _____

Payee Signature _____ Date: _____

Please detail expenses due to Team Member #3:

Team Member #4

Name:

Email Address:

Phone Number:

Mailing Address (where check should be mailed):

Please provide your N number: _____

Total Amount of reimbursement to this payee: \$ _____

Payee Signature _____ Date: _____

Please detail expenses due to Team Member #4:

Team Member #5

Name:

Email Address:

Phone Number:

Mailing Address (where check should be mailed):

Please provide your N number: _____

Total Amount of reimbursement to this payee: \$ _____

Payee Signature _____ Date: _____

Please detail expenses due to Team Member #5:



Capstone Team Expenses

January/February 20_____

April/May 20_____

| Payee (including dates of travel) | Date (of purchase) | Hotel | Air/ Bus/ Rail | Car Service/ Taxi | Telephone/ Fax/ Internet | Breakfast | Lunch | Dinner | Other (please describe) | Subtotal |
|--|--------------------|-------|----------------|-------------------|--------------------------|-----------|-------|--------|-------------------------|-----------|
| 1. | | | | | | | | | | |
| 2. | | | | | | | | | | |
| 3. | | | | | | | | | | |
| 4. | | | | | | | | | | |
| 5. | | | | | | | | | | |
| 6. | | | | | | | | | | |
| 7. | | | | | | | | | | |
| Total Amount of Reimbursement for the Team: | | | | | | | | | | \$ |

Please use another copy of this page if more entries are needed.

For Program Office Use Only

Program Approval: _____ Date: _____

Forwarded to Accounts Payable: _____ Cleared: _____