GRADUATE RESEARCH FUNDING (GRF) PROGRAM

College of Liberal Arts and Social Sciences

Guidelines and Application Forms

Quarterly Deadlines:

<table>
<thead>
<tr>
<th>Quarter</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Autumn Quarter 2015</td>
<td>September 28, 2015</td>
</tr>
<tr>
<td>Winter Quarter 2016</td>
<td>January 25, 2016</td>
</tr>
<tr>
<td>Spring Quarter 2016</td>
<td>May 2, 2016</td>
</tr>
<tr>
<td>Summer Quarter 2016</td>
<td>July 18, 2016</td>
</tr>
</tbody>
</table>

College of Liberal Arts and Social Sciences
Lucy Rinehart, Interim Dean
2015-2016
GRADUATE RESEARCH FUNDING (GRF) PROGRAM

Purpose:

The Graduate Research Funding (GRF) Program has been created to support DePaul Graduate students in their pursuit of research and scholarship. The GRF program provides research funds to the college’s graduate student population who contribute importantly to the academic rigor of our programs.

The program provides graduate students with a unique opportunity to receive funding for the planning and implementation of research and scholarship, and in the dissemination of knowledge, both internal and external to the university community. Providing financial assistance for conducting and presenting research at professional and academic conferences enhances the learning experiences of our students. This funding contributes to the students’ overall academic experience, and more effectively meets the needs of graduate level training.

Eligibility:

All full-time and part-time graduate students in good standing are eligible to apply ONCE in an academic year (July-June). Priority will be given to students with more advanced standing. Selection will be based on merit of the applicant and application.

Time Frame:

You can be reimbursed only within 60 days of the travel/conference/research activity. Please apply for the appropriate cycle of funding (summer, fall, winter, spring) accordingly.

Supported Activities:

This program is intended to provide graduate students with financial support to do the following:

- Short-term travel for research, archival work and creative activities
- Travel to present papers at academic conferences
Amounts Available:

- Awards up to $1350 for international travel to present at a conference (airfare, hotel, registration fee, ground transportation)*

- Awards up to $500 for travel within the U.S. and Canada to present at a conference (airfare, hotel, registration fee, ground transportation)*

- Awards up to $500 to support a specific research activity such as data collection, archival research or creative activities.

*Because our funds are limited we can only support travel for students who are sole or main authors and are identified as presenters in the conference program.

Excluded Expenses:

The program will not reimburse students for the following items and categories of items:

- Attending a conference without presenting at it
- Books
- Copying within the University
- Travel within the Chicagoland area
- Mileage
- Meals
- Parking
- Technology Purchases (including computers, peripherals, and video-recording devices)

Any and all permanent supplies will become the property of the college.

Payment:

Monies are disbursed only in the form of reimbursement for expenses. All payments will be made upon submission of original receipts up to the amount of the award. Instructions on how and where to send your receipts for reimbursement will be provided as part of the award notification.
**PROCEDURES**

**Deadlines:**

Applications for awards will be accepted and reviewed on a quarterly basis and once during summer. Decisions will be made and communicated within two weeks of the application deadline.

**Application:**

Graduate students will complete and submit an application along with one (1) letter of endorsement from a faculty member who can speak to the importance and merit of the proposed research-related fund request. **All applications must also include a separate endorsement from the Graduate Director.**

Applications will be reviewed for merit by the LAS Graduate Director Research Funding Committee.

**Criteria for Approval of Graduate Student Requests for Funding:**

Criteria include:

1. The value of the scholarly presentation or research project for the career development of the student.

2. Clarity of a student's narrative about the importance of this travel for his/her work. Clear budget.

3. The potential of the funding to support the applicant's professional development and engagement in graduate-level learning.

4. Equitable distribution of available funding

5. Special consideration of first-time applications