



## College of Liberal Arts and Social Sciences

### GRADUATE RESEARCH FUNDING (GRF) GUIDELINES

New: As of Summer, 2022, GRF applications must be preceded by student travel registration. As of December, 2023, the GRF will cover the university-required travel insurance (for international travelers only) referenced in the travel registration process. Be sure to note the section below titled Travel Registration before opening an application.

#### **Purpose**

The Graduate Research Funding (GRF) supports DePaul graduate students in the pursuit of research and scholarship related to their coursework at DePaul. The program allows graduate students to receive funding for planning, implementation, and dissemination of research and scholarship at locations beyond DePaul, including virtual conferences. Providing financial assistance for conducting and presenting research at professional and academic conferences, and in some cases, very focused, *short-term*, site-specific research, is available to enhance learning among our students. This funding contributes to students' overall academic experience, and more effectively meets the needs of graduate level training.

Students may apply for GRF funding to attend an academic conference before submitting to or being accepted by a particular conference, or before beginning to make plans for short-term, site-specific research. This pre-approval process allows a student to determine if a given trip would be feasible with or without GRF Funding. (See the [FAQs](#) for more information about reimbursement policy and procedures.) Any student pursuing GRF funding in support of a trip unrelated to an academic conference should, before completing an application, contact the Dean's office to review plans.

#### **Eligibility**

Full- and part-time graduate students in good standing are eligible to apply **twice** each academic year (July-June). Priority is given to first-time applicants with advanced standing. Selection is merit-based.

#### **Unsupported Activities and Expenses**

- Coursework provided by another institution
- Attendance at a conference where one is not presenting original research or creative work. (The GRF does not provide funding for professional development or networking.)
- Food, drink, or incidentals
- Books, copy fees, or technology purchases
- Ground transportation within the city of Chicago. (Exceptions may be made in the case of late-night travel should safety be a concern. Please note any such request for an exception in your application.)

- Other than conference travel, trips that are not directly connected to active, for-credit course work (including theses and dissertations), and/or do not result in a for-credit deliverable. **The GRF does not support travel related to internship credit.**
- **Place-based research trips exceeding five days total.** The GRF is not a source of support for projects that require extended stays in locations outside Chicago. For this reason, and because GRF money is finite, students and faculty are strongly advised not to compose a project dependent on university funds for completion.
- Lodging or other expenses incurred more than one day before or one day after the published start/end dates of a conference, not to exceed five days total. In the case of research-related travel, any expenses incurred outside the approved travel dates.
- As of September 23, 2019, any expenses, other than conference registration, that are incurred prior to the submission or acceptance of a GRF application
- University travel insurance for any unapproved portion of travel

### **Supported Activities**

This program is intended to provide graduate students with financial support to travel outside the city of Chicago to

- Present original research/scholarship at regional, national, or international academic conferences
- Engage in short-term, place-specific data collection or archival work when such work is a component of a for-credit course (including thesis or dissertation hours) and will result in a deliverable for credit in such a course

GRF funding may also be used to cover registration fees when a student presents original research at a virtual conference.

### **Allowable Expenses Related to Supported Activities**

The College reserves the right to disallow requests for reimbursement based on university policy and DePaul Business purpose. The following expenses are usually allowable; however, you're strongly encouraged to review the [FAQ on allowable and unallowable expenses](#):

- Conference registration fees
- Airfare/Train fare—from the applicant's location at the start of the approved travel period only (see FAQs for more information)
- Automobile rental expenses, provided rental is made in name of the GRF applicant only, and only if the cost of the rental is less expensive than air or train travel (see [FAQs](#) for more information)
- Mileage for travel by personal vehicle, only if the cost of mileage is less expensive than air or train travel (see [FAQs](#) for more information)
- Lodging costs (strictly limited to the duration of the conference or short-term research activity; see [FAQs](#) for more information)
- Ground transportation to/from the airport and lodging, and/or to/from lodging to research site or conference location
- In the case of approved activities in the city of Chicago and suburbs, conference registration or research related fees only
- Fees charged for photocopying archived materials on research trips
- The university's travel insurance costs (required for international travel only) *for the approved segment of one's trip only. If your actual travel dates start before or extend beyond the approved portion of your travel, insurance for those additional days will not be covered.*

## **Guidelines Governing Reimbursement**

Before applying to the GRF, please be sure that you are aware of these additional guidelines governing reimbursement

- By university policy, reimbursement requests submitted more than 60 days after the last date of travel will not be reimbursed under any circumstances
- Reimbursement requires itemized receipts, not confirmations. The receipts may be submitted in hard copy or via email. They must be submitted as one request and not piecemeal.
- Reimbursement will be made only to the individual who incurs an expense. If a charge is made in the name of someone other than the applicant, that person will be reimbursed directly and must provide a DePaul ID or SSN, and a mailing address, when receipts are submitted for reimbursement.

Potential applicants are strongly encouraged to review the application portal and FAQs for a full understanding of GRF policies and application procedures, and to raise any questions prior to application. Inquiries may be directed to Erica Godfrey ([egodfre1@depaul.edu](mailto:egodfre1@depaul.edu)) in the LAS dean's office.

## **Available Funding**

There is no specific cap on the amount of money that may be requested under the GRF. However, the process is competitive, and the use of funds closely regulated to ensure equitable distribution. Applicants are advised to make plans with the understanding that not every request can be fully funded. *Funds are obtained via reimbursement, following submission of original or scanned/mailed receipts. Applicants should anticipate paying first and being reimbursed after their trip.* Other options may be available to students with verifiable financial hardship who are unable to prepay. (See the [FAQs](#) for more information about reimbursement policy and procedures.)

## **GRF as a Singular Source of Funding**

In rare cases, students apply to multiple sources of funding for the same trip. This includes funding sources (department or career center awards, grants, fellowships, etc.) that are internal and external to DePaul. This practice is allowed, but the GRF requires that you disclose this information in your application. Acceptance of a GRF award shall be understood as confirmation that the applicant has not already received *full* funding for the same request from another source and will not submit for reimbursement charges that will be covered by another funding source.

## **Application**

Graduate students will submit a complete application, to include one (1) letter of endorsement from a faculty member who can speak to the importance and merit of the application. Each application will route to the applicant's Graduate Director for endorsement. (See link to application at the bottom of this document.) **Applications are considered on a rolling basis;** you're encouraged to apply as soon as you have all information necessary to fully complete the application, which must be received no later than 30 days prior to your departure for domestic travel or 45 days for international travel. *As of September 24, 2019, students must apply prior to departure. Applications submitted after-the-fact will not be funded.*

**Please note that the application will ask you for your DePaul assigned email address: [yourname@DePaul.edu](mailto:yourname@DePaul.edu). Your application for funding is understood as recognition that we will communicate with you *only* by way of this email address.**

## Travel Registration

A complete application requires compliance with DePaul's Student Travel Policy. Compliance differs depending on whether you are traveling to a destination in the US or abroad. **Students planning travel outside the United States** must complete [Independent Student Travel Registration](#) and submit evidence of registration within the application. **Please note:** The prior link may take you to a page with Study Abroad branding because most international travel at DePaul is managed by the Study Abroad program; ignore the branding and complete the registration process with the understanding that you are registering for travel funded by the GRF, not Study Abroad. An aspect of registration for international travel is the required purchase of travel insurance; the cost is modest (\$20-50, depending on the duration of your approved trip) and may be reimbursed (only for the dates of approved travel) *if requested in your budget narrative*.

**Students who will travel domestically** must submit the [Travel Release and Waiver](#), and submit that signed form within the application. Applications lacking the appropriate evidence of travel registration will not be processed.

## Criteria for Approval

The Executive Associate Dean in LAS will approve applications. Criteria include:

- A clear narrative in the application setting out the importance and value of a student's proposed conference or research-based funding to the applicant's coursework, thesis, or dissertation.
- In all cases, supported travel funding must align with one's program of study. Verified acceptance to present is required for funding to attend an academic conference. In the case of a place-based research trip, the supporting faculty member will affirm that the funding will result in a for-credit deliverable.
- A clear and complete budget form and budget narrative in the format specified (see [FAQs](#) for more information). **If a budget and budget narrative are not submitted, the application will be denied.**
- Equitable distribution of funding, to include special consideration of first-time applicants
- Confirmation of international travel registration (for international trips) or a completed Travel Release and Waiver for domestic travel. See Travel Registration section above.

## IRB and Human Subjects

*The Institutional Review Board (IRB) must first review projects that involve human research subjects before GRF funding will be disbursed. Your faculty sponsor may be of assistance in this matter. You should prepare your description of the proposed project in accordance with the guidelines of the [Institutional Review Board](#) for the Protection of Human Subjects.*

\* \* \*

**To apply to the Graduate Research Fund, follow the link immediately below.** If you need assistance completing the application, see the [FAQs](#).

[https://depaul.academicworks.com/users/sign\\_in](https://depaul.academicworks.com/users/sign_in)

## GRF Frequently Asked Questions (FAQs)

### **Is there anything I should do before I apply?**

Yes. All DePaul students intending to travel outside the city of Chicago with the support of the GRF must be compliant with DePaul's Student Travel Policy. Students planning travel outside the United States must complete [Independent Student Travel Registration](#) and submit evidence of registration within the application; students expecting to travel domestically must submit the [Travel Release and Waiver](#), and submit that signed form within the application..

Applications lacking these necessary documents will not be processed. Please review the section on Travel Registration above for a more complete explanation. If you are planning to travel internationally with GRF support, be sure to note references to travel insurance herein and the modest associated cost, which is reimbursable.

### **May I apply for other sources of funding for the same trip?**

You are welcome to pursue research or conference funding from other sources, both internal and external to DePaul. However, our goal is to distribute GRF funding as equitably as possible. Per university policy, you may not accept two sources of funding for the *same* expense(s). You may, however, request *different* expense reimbursements from each funding source. For example, you may request reimbursement of an airline ticket from one funding source and reimbursement for your hotel from another funding source. This is policy no matter the requirement of receipts. If you have applied for alternate funding for the same expense(s), once approved for the GRF you must withdrawal the other application and/or amend it to reflect different expense requests. Alternatively, if you decide to accept the alternative funding and no longer need the GRF, please notify Erica Godfrey at [egodfre1@depaul.edu](mailto:egodfre1@depaul.edu).

### **What is the procedure for reimbursement?**

All expenses must abide by DePaul and LAS policy and procedure. They are also required to have a direct DePaul business purpose and correlation to the academic portion of the travel. If you have questions about allowability of expenses pertaining to DePaul or LAS policy, please ask your faculty sponsor. LAS reserves the right to deny any expenses, even after submitted, if they do not adhere to the aforementioned requirements.

1. Expenses must be submitted for reimbursement within **60 days** of the last date of travel. Please plan accordingly when deciding upon the appropriate application cycle.
2. Funds are usually obtained via reimbursement with original or scanned/mailed receipts. Students should anticipate paying first and being reimbursed after their trip. Further information on the process will be provided in the award letter.
3. Upon submission for reimbursement, the student must provide receipts and not confirmation. For example, a hotel confirmation indicating the price is not an acceptable reimbursement document. The student must submit the receipt provided upon checkout that indicates a zero balance. Similarly, completion of international travel registration is not a receipt for paid travel insurance.
4. The reimbursement must be made to the person that incurred the charge. If a person other than the student pays the expense, that person will be reimbursed directly. Please provide their DePaul ID or SSN and mailing address. For example, if a student's partner or parent purchases a ticket on their credit card, we will reimburse the partner or parent. We can manage multiple reimbursement requests if needed.
5. Convert all receipts into US dollars prior to submission for reimbursement. Please use <https://www.oanda.com/currency/converter/>. If your receipt is in foreign currency, please write the USD amount on the receipt. With your reimbursement submission, include a

printed copy of a one-to-one conversion. For example, documentation showing one GBP to one USD.

### **What if I experience financial hardship and cannot pay for the expense up-front?**

In the case of financial difficulty and inability to pre-pay expenses, please notify the dean's office at the following email address *only* PRIOR to submitting an application: [lasgrants@depaul.edu](mailto:lasgrants@depaul.edu).

### **Is the budget narrative required?**

A budget and budget narrative are required. Without both pieces of information, your application will be denied with no option to resubmit. Your narrative should explain why you made your selections. For example, did you select the hotel because it was attached to the conference location? If you are renting a car, why must you do so? If you are visiting a library or archive, why is it necessary to your research? It must also capture any extenuating circumstances. For example, if your flights span dates outside the conference because you decide to stay longer, you should include the reason as to why that is the case and the research you did to ensure there was no large difference in pricing. Are you sharing a room with a fellow student or splitting other costs? Are you starting your trip from another location and why (home for the summer, year abroad, etc.)? International travelers must explicitly request coverage of travel insurance in their budget narrative to receive approval for it. The university's travel insurance costs (required for international travel only) *for the approved segment of one's trip only. If your actual travel dates start before or extend beyond the approved portion of your travel, insurance for those additional days will not be covered.*

### **What are allowable and unallowable expenses?**

The GRF usually pays for the following expenses:

Airfare to/from the current location of the student to the location of the conference or archive

- The airfare must be from the current home base of the student. For example, if the student is home from the summer and flying from New York, we will only pay to/from NY. Also, if the student is studying abroad for the year in Rome, and the conference is in Germany, we will only pay for the ticket to/from Rome to Germany. We will not pay for the international ticket taking the student to Rome.
- Any tickets that do not originate/end in Chicago should have **full and complete** explanation in the budget narrative, or they will be denied. We reserve the right to alter the amount based on university policies.

Lodging

- The GRF will fund lodging one night prior to and one night after academic conferences, not exceeding a total of five nights. If there are extenuating circumstances (long international travel, longer conference, limited flights, etc.), you may ask for more time, but must capture it in the budget narrative for the committee to consider.
- Academic conferences typically make arrangements with hotels, which offer lodging at a reduced rate. If a student chooses to stay elsewhere—or arranges lodging after the conference hotel/s are full—we **will not reimburse in excess of the conference hotel cost. Any planned lodging other than the use of conference-affiliated hotel charges must be fully explained in the Budget Narrative.**
- For archival research, the GRF will fund up to five days of lodging, but you must be able to demonstrate research activity on each of those days.

Registration fees (this includes conferences held virtually or in Chicagoland)

Admission and archival fees (also includes research in Chicagoland)

Ground transportation (not authorized for Chicagoland area)

- To/from local airport
- To/from lodging
- Transportation within the city that pertains to business. We will not pay for all ground transportation, only those specific to the academic work being done.
- If a student is approved to travel by rental car, tolls and gas are understood to be covered by mileage; separate receipts for gas and tolls will *not* be reimbursed
- For *short trips outside the city*, an applicant may choose to drive their own vehicle. In such cases, one is reimbursed according to the standard University mileage allowance (56 cents per mile in 2021); **this per-mile allowance is intended to cover all car-related expenses, including gas and tolls.** If the student is using their own car, mileage can be reimbursed by providing a map with directions and miles (Google maps/MapQuest) as documentation. No other car-travel receipts are necessary. **Please note:** car travel is reimbursable, in general, only when it is the lowest-cost option. If an applicant wishes to drive their own car, reimbursement will be limited to the cost of an airline ticket to/from the same location. **The need to use a personal vehicle must be fully explained in the budget narrative, which should include the verifiable cost of an airline ticket quoted by an online travel reservation service.**
- Fees charged for photocopying archived materials on research trips.

Travel Insurance (for international travel only, for the approved segment of your travel, when included in budget narrative)

The GRF *does not* pay for the following:

- Travel or lodging to/from locations in the Chicagoland area\*
- Attendance at a conference at which the student is not presenting
- Books
- Meals and incidentals
- Technology purchases
- Purchases made with points, mileage or rewards
- Domestic or international trips unrelated to work for an active, for-credit (including thesis or dissertation credit) course
- Place-based or archival research trips lasting longer than five days, travel inclusive.

*\*Students attending a conference virtually or conducting research within the City of Chicago and surrounding area may request payment for conference registration or research fees. Local travel costs are not reimbursed. Exceptions will be made in the case of late-night travel in which students may consider taking a taxi or ride-share for safety purposes. Please note this exception on the receipt or in the budget narrative within the application.*

### **What steps do I take when applying for the GRF?**

To apply for the GRF you must complete the following steps:

1. Complete the required Travel Registration explained in the Travel Registration section of the Guidelines. (Note that you must provide evidence of travel registration within the application, so do not move to Step 2 before completing step 1.
2. Complete the General Application on the [DePaul Online Scholarship Application](#) website.
  - a) Log into the DePaul Online Scholarship Application using your Campus Connect ID and password.

- b) Complete and submit the General Application.
    - i. Your General Application will be marked with a green checkmark to indicate that it has been completed and submitted successfully.
    - ii. If it is gray, the application was not submitted successfully; try again.
3. After submitting the General Application, you will automatically be routed to opportunities for which you qualify. For this award, you are specifically looking for the *LAS Graduate Research Funding* opportunity. Please note, this is not a need-based award, therefore you do not have to complete a FAFSA to be considered.
4. If you are recommended for additional scholarships, you will be able to view a list of opportunities. Apply for them by clicking on the blue “Apply” button beside each scholarship. Additional questions or information may be required to complete the application process.

Acceptance notification will come via email, not through the online system.

*December 2023*