



College of Liberal Arts and Social Sciences

2020-21 GRADUATE RESEARCH FUNDING (GRF)

University travel remains restricted at present by COVID-19 mitigation measures. For the time being, GRF funds therefore will not be granted for support of student travel for any purpose. However, reimbursement is available to offset the cost of virtual conference registration where one is presenting original research or creative work. (The GRF does not provide funding for professional development or networking purposes.) During this restricted period, the GRF may also offset fees necessary to access site-specific, digital archives or materials that do not involve travel and otherwise conform to GRF guidelines.

Students may apply for reimbursement of virtual conference registration costs before submitting to or being accepted by a particular conference. This pre-approval process allows a student to determine if the conference would be affordable with or without GRF Funding. Please note that payment/reimbursement will not occur until the expenses are incurred (see guidelines).

The guidelines below address typical circumstances. As students prepare an application and speak or correspond with their faculty sponsor, the current restrictions above must be understood to modify the guidelines. Graduate students with questions about their eligibility or application for GRF support during COVID-19 restrictions are encouraged to contact [Erica Godfrey](#) in the LAS dean's office.

Purpose

The Graduate Research Funding (GRF) supports DePaul graduate students in their pursuit of research and scholarship. The program allows graduate students to receive funding for planning, implementation, and dissemination of research and scholarship at locations beyond DePaul. Providing financial assistance for conducting and presenting research at professional and academic conferences enhances the learning experiences of our students. This funding contributes to students' overall academic experience, and more effectively meets the needs of graduate level training.

Students may apply for funding to attend an academic conference before submitting to or being accepted by a particular conference. 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.)

Eligibility

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

Available Funding

There is no specific cap on the amount of money available to travel under the GRF. However, the process is competitive and the use of funds closely regulated, as described below. 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 financial hardship who are unable to prepay expenses. (See the [FAQs](#) for more information about reimbursement policy and procedures.)

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. *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. Your application for funding is understood as recognition that we will communicate with you *only* by way of this email address.

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 travel to the applicant's professional development and graduate-level learning.
- Verified acceptance to present at an academic conference or the confirmation of a faculty member and Graduate Director of the scholarly value and necessity of a place-based research trip
- 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

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.

Supported Activities

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

- Engage in short-term, place-specific data collection, archival work, and/or creative activities
- Present original research/scholarship at regional, national, or international academic conferences

Allowable Expenses Related to Supported Activities

The College reserves the right to disallow requests for reimbursement based on university policy and DePaul Business purpose. However, 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 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

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 purposes)
- 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.)
- 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 review of a GRF application

Guidelines Governing Reimbursement

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

- Reimbursement requests submitted more than 60 days after the last date of travel will not be reimbursed under any circumstances by university policy
- 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) in the LAS dean's office.

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

https://depaul.academicworks.com/users/sign_in

GRF Frequently Asked Questions (FAQs)

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/emailed 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.
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.

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.)?

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 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 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 (58 cents per mile in 2019); **this per-mile allowance covers 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.

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

**Students attending a conference 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 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.
2. 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.
3. 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 will not come through the online system. Rather, it will be awarded via email.

11/09/20