



**College of Liberal Arts and Social Sciences**

**GRADUATE RESEARCH FUNDING (GRF) PROGRAM**

**GUIDELINES**

**QUARTERLY DEADLINES:**

Autumn Quarter 2018	September 24, 2018
Winter Quarter 2019	January 21, 2019
Spring Quarter 2019	April 29, 2019
Summer Quarter 2019	July 15, 2019

**GUILLERMO VÁSQUEZ DE VELASCO, LIBERAL ARTS AND SOCIAL SCIENCES DEAN**

**2018-2019**  
**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 **twice** 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.

**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

**GRF Committee approves the following expenses:**

- International travel to *present* at a conference (airfare, hotel, registration fee, ground transportation)\*
- Travel within the U.S. and Canada to *present* at a conference (airfare, hotel, registration fee, ground transportation)\*
- 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.

*There is no monetary amount given. Reimbursement amounts are determined by the student's expenses and the committee's discretion. It is our hope to fully fund all above initiatives.*

### **College of Liberal Arts and Social Sciences Graduate Research Funding Financial Guidelines**

Prior to completing the budget request, please read the financial guidelines to ensure that all financial considerations are being made and you are able to adhere to LAS and University policy and procedure.

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. Further information on the process will be provided in the award letter.
3. If a student has inquiries or concerns regarding expense, travel or deadlines, please contact Shajuan Young ([syoung1@depaul.edu](mailto:syoung1@depaul.edu)) for assistance. The student must address the issue PRIOR to submitting an application.
4. The GRF does not pay for the following:
  - a. Attendance at a conference at which the student is not presenting
  - b. Books
  - c. Copying costs
  - d. Meals
  - e. Technology purchases
5. 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 should consider taking a taxi or Uber/Lyft for safety purposes. Please note this exception on the receipt or in the application.
6. For students presenting at conferences or traveling for research outside of the City of Chicago, the GRF will pay for airfare/travel, hotel, and registration fee and ground transportation. *The GRF does not reimburse meals and incidentals.*
  - a. 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.
  - b. The reimbursement must be made to the person that incurred the charge. If another person besides 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 pays the ticket on their credit card, we will send them the money. We can submit multiple reimbursement requests if needed.

- c. If a student is traveling by car, car rental with receipts for tolls and gas is an allowable expense. 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. Mileage is calculated with the University allowance (54cents/mile in 2016) and includes gas and tolls. Further car-travel receipts do not have to be provided when reimbursing mileage.
- d. 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.

## **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 following 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