



## College of Liberal Arts and Social Sciences

### Undergraduate Research Funding (URF) Guidelines

**New: As of Summer, 2022, URF applications must be preceded by student travel registration. Be sure to note the section below titled Travel Registration before opening an application.**

#### **Purpose**

The Undergraduate Research Funding (URF) supports DePaul undergraduate students in their pursuit of research and scholarship. The program allows undergraduate students to receive funding for planning, implementation, and dissemination of course-related research and scholarship at locations beyond DePaul, including virtual conferences. 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 undergraduate education.

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 URF Funding. (See the [FAQs](#) for more information about reimbursement policy and procedures.)

#### **Eligibility**

The URF is available to students whose primary major is in the College of Liberal Arts and Social Sciences. (For a complete list of LAS majors, see [here](#).) Applicants must also be full-time students in good academic standing with an overall GPA of 3.00 or higher. Students may receive more than one award per year, but preference is given to applicants applying for the first time within the academic year. Previous awardees are eligible to reapply in subsequent years. The URF supports students who are sole or main authors and are identified as presenters in the conference program or in a letter of acceptance from the conference organizers (proof of acceptance is required as part of the application).

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

- Coursework provided by another institution.
- Tuition
- Attendance at a conference where one is not presenting original research or creative work. (The URF 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 safety or mobility concerns. 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. As of September 23, 2019, any expenses, other than conference registration, that are incurred prior to the submission or acceptance of an URF application
- Trips unrelated to an accepted speaking role at a legitimate academic conference hosted by an academic institution or professional organization
- 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 URF does not support travel related to internship credit.**

### **Supported Activities**

This program is intended to provide undergraduate students with financial support to travel outside the city of Chicago to 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. 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. The College will reimburse the least expensive method of travel or route for any given business trip regardless of the method or route used. Given a substantial discrepancy in the cost based on the mode of travel, LAS will reimburse the lesser amount unless extenuating circumstances necessitate the more expensive mode. (see [FAQs](#) for more information). When renting a car, gas and tolls may be reimbursed by receipt.
- Mileage for travel by personal vehicle **Mileage includes gas and tolls.** (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 or conference location
- In the case of approved activities in the city of Chicago and suburbs, conference registration fees only

### **Guidelines Governing Reimbursement**

Before applying to the URF, 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 URF 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. 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/emailed receipts. Applicants should anticipate paying first and being reimbursed after their trip.* Other options for payment 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.)

### **URF 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 URF requires that you disclose this information in your application. Acceptance of a URF 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**

Applications are reviewed and decisions are made on a rolling basis throughout the academic year until funds are depleted. Applications may be submitted online as soon as you have received confirmation of your acceptance in the event's program. In that application, you are required to provide the name of a faculty member who has agreed to endorse your application. **You are encouraged to apply as soon as you have all information necessary to 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. 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:** This link will 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. **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 and complete project description outlining the applicant's project as it will be presented. This will typically be the conference "abstract" or "proposal" rewritten for a non-specialist audience.
- 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 brief but full statement of the relationship of the opportunity to the applicant's professional development and undergraduate-level learning.
- Proof of Selection: Verified acceptance to present at an academic conference.
- 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.**
- The endorsement of a full-time faculty member familiar with the student's ongoing academic work
- Equitable distribution of available funding, to include special consideration of first-time applicants
- International trips require that students complete [Travel Registration](#) consistent with the University's [Student Travel Policy](#). No application will be considered without prior approval through this process. It is the student's obligation to pursue timely registration and forward proof of registration commensurate with the application.

### **IRB and Human Subjects**

*The Institutional Review Board (IRB) must first review projects that involve human research subjects before URF 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 Undergraduate Research Fund, follow the link below.  
For assistance completing the application, see the FAQs that follow.**

**<https://depaul.academicworks.com/>**

## Frequently Asked Questions (FAQs)

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

Yes. All DePaul students intending to travel beyond the city of Chicago with the support of the URF 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.

### **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 URF 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 URF 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 URF, 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. The College reserves the right to deny any expenses, even after submitted, if they do not adhere to requirements explained in this document.

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 may be provided with the award letter.
3. Upon submission for reimbursement, the student must provide receipts and not confirmations. 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 on the date of travel.

**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 [lasgrants@depaul.edu](mailto:lasgrants@depaul.edu) PRIOR to submitting an application.

**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? 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 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 URF usually pays for the following expenses:

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

- 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. 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 URF will fund lodging one night prior to and one night after academic conferences, not exceeding 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**. We will also not reimburse for travel between the conference site and the alternate lodging site if it dramatically increases the cost of alternate lodging. **Any planned lodging other than the use of conference-affiliated hotel charges must be fully explained in the Budget Narrative.**

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

Ground transportation (not authorized for Chicagoland area unless safety or mobility are of concern)

- To/from local airport
- To/from lodging

- If a student is traveling by rental car, car rental and receipts for tolls and gas are allowable expenses.
- 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) 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.**

The URF 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 virtually or 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 safety or mobility concerns 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.*

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