

GRADUATE RESEARCH FUND (GRF) PROGRAM

College of Science and Health

Instructions

Purpose – The Graduate Research Fund (GRF) Program is to support DePaul graduate students in their pursuit of research and scholarship in recognition of their contribution to the academic rigor of our programs.

The program provides funding for the implementation of research and scholarship, and for supporting the presentation of research outcomes at professional and academic conferences.

Eligibility – All full-time and part-time graduate students in good standing are eligible to apply. Selection will be based on merit of the proposal and any other considerations that may be deemed necessary for equitable distribution of resources by the award committee. Because funds are limited, **CSH can only support travel for students who are the sole or main author and identified as the lead presenter in the conference program. A student can only receive funding once per year (July 1-June 30).**

Research Awards

- **Awards of up to \$500 for travel to *present* at a professional academic conference OR**
- **Awards of up to \$300 to support a specific research activity** (e.g., equipment, supplies, participant incentives), **or for short-term travel to conduct research** (excluding local travel).

Payment – If approved for funding, you will receive a payment in the amount of up to \$300 or up to \$500, depending on the nature of your application and amount requested. Once your application has been accepted and approved, you will be contacted by the CSH Business Coordinator to arrange for and receive further information regarding your payment.

Application cycle deadlines – There are three application dates per year: applications are due October 1 (Fall Quarter), February 1 (Winter Quarter), and May 15 (Spring/Summer Quarters). Applications should be submitted during the quarter for which travel has occurred or will occur, or conference registration has or will be paid. If presenting at a conference, students should wait until they have confirmation of acceptance of their first-author presentation before applying for this award. Late applications will not be considered, so please allow time for your faculty sponsor to submit the endorsement. Students should discuss the GRF and their plans for submission with their faculty sponsor, as well as ask for an endorsement at least 2 weeks prior to the deadline.

Application – Graduate students should complete the **GRF Application** online. This application includes the project title, project description, detailed budget, presentation abstract, and documentation of acceptance (if giving a professional presentation at an academic conference). Faculty sponsors should complete the **GRF Sponsor Endorsement** online that addresses the importance and merit of the proposed research-related fund request, how the proposal fits with the

applicant's educational and professional goals, and how obtaining the requested funds will further the applicant's progress. Be sure to obtain appropriate IRB/IBC approval prior to conducting research and applying for funding.

Applications will be reviewed for merit by the CSH Graduate Research Fund Committee.

Criteria for Approval of Graduate Student Requests for Funding include:

1. The value of the scholarly presentation or research project for the career development of the student
2. The potential of the funding to support the applicant's professional development and engagement in graduate-level learning
3. The justification for why the need for research support cannot be met by the student's home department
4. The equitable distribution of available funding

Taxability of Research Awards

Since award recipients will not be required to account to the university as to how an award is spent, award amounts may be subject to tax reported, and in some cases tax withholding, by the university in the year an award is paid to a recipient, as required by IRS rules and regulations. Regardless of whether or not an award amount is tax reported, the recipient is responsible for determining the income tax liability they may have, if any, associated with receiving an award. The university recommends recipients consult with a qualified tax professional.

Questions regarding the GRF should be directed to Steven Reese, Administrative Assistant, at sreese1@depaul.edu or Dr. Susan D. McMahon, Associate Dean for Research and Faculty Development, at smcmahon@depaul.edu.