GRADUATE RESEARCH FUND (GRF) PROGRAM

College of Science and Health

Gerald P. Koocher, Dean

Guidelines and Application Form
Autumn/Winter/Spring/Summer 2014-2015

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. A student can only receive funding once per year (July 1-June 30).

Supported Activities—This program is intended to provide graduate students with financial support to do the following:

- Activities related to research and scholarship
- Short-term travel for research activities (excluding local travel)
- Travel to present papers at academic conferences

Awards of up to $500 for travel to present at a conference (airfare, hotel, registration fee, ground transportation) 1

Awards of up to $300 to support a specific research activity, or for travel to conduct research.

Excluded Expenses—The program will not reimburse students for the following: travel that occurred more than three months prior to the application cycle deadline, local travel, books, copying within the university, meals, parking, technology purchases (including computers, peripherals, and video-recording devices). Any and all permanent supplies become property of the college.

Payment—Reimbursement requests must include a signed General Reimbursement Form and original receipts that show proof of payment. Requests will not be processed unless documentation is complete. Instructions on how and where to send your receipts for reimbursement will be provided as part of the award notification. Do not submit receipts with your application. You may request reimbursement for travel and conference registration prior to

1 *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.
attending your conference. Requests for reimbursement must be within 30 days of incurring expenses. It is the student’s responsibility to adhere to these rules and deadlines.

**Application Procedure**

**Application cycle deadlines**—Late applications will not be considered, so please allow time to obtain supporting letters and signatures.

- **Autumn:** 4 pm Friday, October 31, 2014
- **Winter:** 4 pm Friday, January 30, 2015
- **Spring:** 4 pm Friday, May 1, 2015
- **Summer:** 3 pm Friday, July 31, 2015

**Application**—Graduate students should complete the **Application Submission Form** to submit along with the **Project Description**, **Itemized Budget**, and a **Letter of Endorsement** from a faculty member that addresses the importance and merit of the proposed research-related fund request. In addition, all applications must also include a separate endorsement from the **Graduate Program Director**.

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

Check the date at the top of your application form to be sure that you have the current version of the application; changes are made each year.

The fillable pdf allows minimal editing, so it is best to format your text in another program and paste it into the form. If you enter an electronic signature, the application form will lock, i.e. you will no longer be able to add text to the form or edit text already entered in the form. Also, please note the text boxes are not continuous between pages so carefully review your application to be sure no text has been lost in pasting.

Send completed applications (electronic or paper) to:

Margaret Silliker, Associate Dean for Graduate Studies
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