

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. **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* 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 or research expenses that occurred more than three months prior to the application cycle deadline, local travel, books, photocopying, 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 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.

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.

Application cycle deadlines—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, 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, description, and detailed budget. Accounts Payable approval is also required if you are requesting funding for participant incentives. Faculty sponsors should complete the **GRF Sponsor Endorsement** online that addresses the importance and merit of the proposed research-related fund request.

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

Guidelines for Reimbursements:

- Awards will be used for future expenses.
- Participant Incentives (gift cards, checks, cash, MTurk participant fees, etc.) must be pre-approved by Accounts Payable before they can be purchased or reimbursed. You must include the approval with this application. You can find information on that [here](#).
- The cost of a taxi, Uber, Lyft, or similar services will not be reimbursed if public transportation was a viable option. If you request to be reimbursed for these things, you must provide proof that there was not a better alternative.
- Mileage will not be reimbursed if the costs of flying would have been less expensive. The college does not reimburse mileage or car rental for travel within the Chicagoland area where public transportation is a viable alternative. Chicagoland area is defined as Cook, DuPage, Kane, Lake, McHenry, and Will counties.
- Regarding conference participation, if the fees are the same or lower to purchase membership plus registration (versus nonmember registration fees), the membership fee can be reimbursed, but documentation must be provided with reimbursement request. If member rates plus membership cost more than nonmember rates, the membership fee will not be reimbursed.
- Original receipts are required for all transactions. Receipts must be itemized.
- Purchases in a foreign currency require [OANDA](#) conversion or a redacted bank/credit card statement (preferred) that confirms the conversion to dollars.
- Proof of payment is required. For example, if you split a hotel room with someone, you must show the total cost, and that you actually paid for your share. Any fees incurred in transferring funds to another person will not be reimbursed.
- In the case of travel, you will not be reimbursed until after your trip.
- No charitable donations can be made with these funds.

- Requests for reimbursement and submission of documentation/receipts must be within 30 days of incurring expenses.
- Your reimbursement must follow all university and college expense policies in order for it to be processed.

Questions regarding the GRF should be directed to Amanda Copeland, Business Coordinator, at acopela6@depaul.edu or Dr. Susan D. McMahon, Associate Dean for Research and Faculty Development, at smcmahon@depaul.edu.