

GRADUATE RESEARCH FUND PROGRAM

College of Science and Health Instructions

Purpose – The Graduate Research Fund Program is to support DePaul graduate students in their pursuit of research and scholarship. The program provides funding for the implementation of research and/or for supporting the presentation of research at academic conferences.

Eligibility – All full-time and part-time current ***College of Science and Health (CSH) graduate students*** in good standing are eligible to apply. PhD candidates can apply through their 6th year of study, after which they are no longer eligible for additional funding. Selection will be based on merit of the proposal, evaluation criteria, and equitable distribution of resources.

- ***All research and travel must be completed prior to graduation; we are not able to fund summer research/travel that occurs after graduation.***
- ***Appropriate IRB/IBC approval must be received prior to conducting research and applying for funding.***
- ***Students should check with their home unit about funding*** prior to applying for this grant, as some units have funding for student research expenses.
- ***Students requesting funding for conference travel must:***
 - ***Be a primary author and identified as a lead or co-lead presenter in the conference program.***
 - ***Have documentation of acceptance of their presentation prior to applying.***
 - ***Can apply prior to the conference and must apply no later than 2 months after the conference.***
 - ***Note Local Travel Restrictions:*** For conferences in the Chicago area, suburbs, or nearby cities), only conference registration (& membership if required) are eligible expenses. Food, lodging, and transportation are not covered.
- ***Students requesting research funding must have their project approval by their mentor/committee (and relevant IRB/IBC/IACUC approvals) prior to applying.***

Research Awards

- **Awards of up to \$700 for travel to *present* at a professional academic conference OR**
- **Awards of up to \$700 to support a specific research activity (e.g., equipment, supplies, participant incentives)**

Students can apply for 1 award of \$700 or 2 awards that combine up to this amount per fiscal year (July 1-June 30). Each submission must be for a different conference or research activity.

Note: If you are a Psychology graduate student and your expenses exceed the maximum GRF award of \$700, you may be eligible for a limited amount of additional funds due to a generous donor.

Application cycle – Applications will be accepted on a rolling basis throughout the calendar year. Students presenting at conferences are encouraged to apply after they have confirmation of acceptance to present at a conference and confirm their plans to attend. Students purchasing supplies may apply once their projects have been approved by their mentor/committee and relevant *IRB/IBC/IACUC approvals*, and they have accurate budget proposals. Please allow time for your faculty sponsor to submit their 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 submission.

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 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, how the research advances the field and society, and how obtaining the requested funds will further the applicant's progress. **In cases of co-leadership, both students and faculty mentors must provide justification of co-leadership, authorship, and a description of their individual contributions to the project.**

Applications will be reviewed for merit by CSH Research upon submission. Incorrect or incomplete applications will not be considered for funding, and applicants should have all required materials at the time of submission. An email will be automatically sent to the faculty when the student submits their application. **Faculty sponsorships must be received no later than 1 week following the student application submission.** An email will be automatically sent to the student when their faculty sponsor submits their endorsement, but it is the student's responsibility to ensure they do so. **CSH Research will not follow-up on missing materials after 1 week has passed.** Please carefully read and follow all submission instructions.

Criteria for Approval of Graduate Student Requests for Funding include:

1. The value of the scholarly presentation or research project for student career development and promoting research in the student's academic field.
2. The potential of the funding to support the applicant's professional development and engagement in graduate-level learning.
3. The equitable distribution of available funding.

Award Notification: While we do our best to expedite award notification, please note that award decisions may take 1 to 3 weeks depending on administrative capacity, and payments can take additional time. **Please allow sufficient time for administrative processing (up to 4 weeks) when submitting your**

application during the academic year. If an application is submitted outside of the regular academic year (e.g. over the summer, during holiday breaks, or on dates when the university is closed), application processing may take longer and will resume when the university is open. Please take the above factors into account when planning your submission.

If you receive the GRF Award, you will be contacted by CSH Research with the award notification and a Vendor Information Form (VIF). You will submit the VIF directly to **Accounts Payable** (accountspayable@depaul.edu) to receive your payment. This form is required for all award payouts from the university and must be received directly from the recipient. Forms must be received promptly and no later than 1 month from the date of your award, otherwise funding is forfeited. Please note that Accounts Payable and CSH Research will **not** follow up on unsubmitted forms. **To maintain confidentiality, recipients should not copy or forward their VIF form to CSH Research or other parties outside of Accounts Payable.**

Payment: If approved for funding, and once your Vendor Information Form has been submitted and approved by Accounts Payable, you will receive a payment in the form of a voucher, and the amount will vary depending on the nature of your application, amount requested, and review decision. To have the voucher deposited directly to your bank account, you will need to enter these details on your VIF form. Otherwise, you will receive a mailed check to the address provided on your form.

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. Awards of \$600 or more are taxable. 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.

Project Outcomes

This scholarship is provided by the College of Science and Health and/or donors that contributed to the Graduate Research Fund. If awarded, you will be contacted within 3 months of your award to complete a brief evaluation sharing outcomes associated with your funding. Your participation will help us to continue to secure critical funding for graduate students. With your permission, we may promote your feedback on DePaul social media accounts, websites, and related university business. Completing the follow-up evaluation regarding your research experience is expected, and failure to do so may have consequences for future GRF support.

Questions regarding the GRF should be directed to CSHResearch@depaul.edu or Dr. Susan D. McMahon, Associate Dean for Research and Graduate Programs, at smcmahon@depaul.edu.