Name: <First Name> <Last Name>

UCID Number: <your UCID number>

Email: <please enter your uchicago email address only!>

Division or School: <select from a dropdown menu>

Category of Funding: <choose between Research(Travel), Research(Non-Travel) and Personal Development>

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(For Research funds, both Travel and Non-Travel) *This page isn’t shown to you if you chose “Personal Development” under Category of Funding.

Name of conference or event: <write the name of the event of conference>

Attach proof of travel approval by Dean of Students of your division or school: <upload a pdf of the approval>

Conference presentation type (if attending): <choose between Giving a talk/ presenting a poster and Not presenting, just attending>

Conference or Event Start Date: <enter the start date> *if you’re reimbursing for publishing a paper etc, please choose the date when you submitted it to the journal.

Conference or Event End Date: <enter the end date> *if you’re reimbursing for publishing a paper etc, please choose the same date as the start date.

Research Fund: In 300 words or less, describe the importance of this event and why it is relevant to your academic or research interests. Additionally, please explain the nature of your participation in the event. How will attendance further your academic and/or research goals? What opportunities does this event provide and how will it enhance your UChicago graduate experience? <answer in 300 words or less>

Research Fund: In 400 words or less, please explain to your fellow graduate students what your project is and the significance of your research. How does your project contribute to your field of study? This information helps us understand how your event ties into the advancement of your degree. Please use language that would be appropriate for an educated lay-person. If you are not presenting work at a conference,
you are encouraged to expand on how attending the conference furthers your academic goals. <answer in 400 words or less>

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Personal Development: Title of Request (e.g. Grammarly subscription for 1 year) <enter short text> *this won’t be shown to you if you chose “Research (…)” under Category of Funding.

Personal Development Fund: In 400 words or less, describe the situation you are requesting funding for and its importance. Why it is relevant to your academic or research interests? How will attendance or participation further your personal goals as they relate to your graduate student experience? What opportunities does this event provide? <write in 400 words or less> *this won’t be shown to you if you chose “Research (…)” under Category of Funding.

Graduate Council's goal is to build a strong community of scholars from across the University, from which this fund benefits. In 200 words or less, describe how in the months following your attendance you will contribute to the greater UChicago community. This can either tie directly into your event or can instead be general service to your fellow graduate students. (e.g. perhaps you will report back to your school, write a post for a website, create educational material, host a departmental event)? <write in 200 words or less> **this question is common for all

Page 4 (Expenses)

This is a customised page where the applicant is asked to enter the expenses for which the reimbursement is being requested. The applicant is also required to list possible alternate funding sources.