Graduate Council Individual Fund Rules & Eligibility

Introduction
The Individual Fund is an initiative from the Graduate Council in association with UChicagoGRAD that provides funding for graduate students at UChicago to attend academic conferences, networking events, and other venues. **Recipients will receive a lump sum stipend that may be considered taxable income.** Funding is available for two broad categories - Research and Personal Development.

**Research** awards will facilitate in-person conferences attendance or registration fees for virtual conferences.

*For virtual conferences:* The maximum award value is **$300** if a student is presenting their work, or **$200** if a student is not.

*For in-person conferences:* The maximum award value is **$750** if a student is presenting their work, or **$500** if a student is not.

We are also accepting applications from those who want to travel for a research project for some time. The applicants will need to submit certification (offer letter from the supervisor or similar document) after receiving funding. The award value for traveling for a research project is **$750**.

**Personal Development** awards are intended to fund an in-person professional development event, online course, license, or other relevant endeavors that are meant to enhance a student’s personal and professional development. These awards will carry a maximum value of **$500**.

Every full-time graduate or professional student is invited and encouraged to apply. Students are strongly recommended to apply at least **one (1) month** before the event takes place. Please note that the fund does not review applications during breaks. **Upon receiving an award, you will be expected to provide receipts to document budget.**

Due to increased demand for these awards, the Grad Council has been working to automate the application system to better meet the needs of our constituents. **Therefore, please read the instructions below carefully.** Inaccurate applicant contact information could result in delayed or rejected applications. Please send all questions not addressed below to Jo Nixon at ejnixon@uchicago.edu.

We look forward to reviewing your applications and learning about your work and achievements during this year. Ultimately, the goal of the Individual Fund is to allow graduate students to enrich their graduate experience. We hope that this new fund works toward accomplishing this goal.
Application Rules and Eligibility Requirements

- Applicants must be enrolled in full-time graduate programs at the University of Chicago.
- Applications may be submitted **up to two (2) quarters in advance** of an event date but **no later than one (1) month before** the date of an event.
- You may only receive one (1) GC Individual Fund award per year at the University of Chicago, including interruptions of student status.
- Applications that are found to be duplicates of other applications or to have borrowed heavily from other applications will be withdrawn.
- Awardees must truthfully list all sources and amounts of other funding. This is especially important as funding sources are limited.
- If funded, students may only use the provided funds for the general purposes outlined in their application.
- Awardees must submit their receipts no later than **fourteen (14) days** after the final day of the event.
- Rejected applicants are encouraged to apply again in the future using a new application. Applicants are discouraged from submitting the same application twice.
- Any violation of these rules or the application instructions to follow may result in the application being rejected.

Application Instructions

1. Go to [https://gc.uchicago.edu/individual-fund](https://gc.uchicago.edu/individual-fund) to start the application.
2. Press the “Apply Now” button.
3. Fill out all the requested personal information.
4. Be sure to include a correct UChicago email address. If you do not receive a confirmation email, see the FAQ. Note that if your email address is not a UChicago email address, your application may not be processed.
5. Carefully consider the listed questions and provide your responses in the space provided.
6. Enter the approximate start date for the event that would be covered by this award.
7. Provide an itemized budget that is as thorough as possible for the expenses that you are applying for. Even if the listed expenses are greater than the allotted award amount, please list the full amount that you require, as partial values can be awarded. If applying for a specific workshop, event, etc., then these prices should be exact. A tentative list of what is and what is not fundable is included in this document.
8. List all other funding sources (with amounts) that you have applied for or have received. We encourage you to look for as many funding sources as possible in order to ensure that graduate students with less available funding are not negatively impacted in the application process.
9. Click “Submit” only if you have read and understood these instructions.
10. Within **14 days** of the event, provide receipts and other documentation (i.e. conference registration) to Jo Nixon at ejnixon@uchicago.edu. If possible, please provide receipts...
that have the applicant's name and a date on them. Please provide digital copies with sufficient resolution. Though discouraged, you may use copies of credit card statements in extraordinary circumstances in place of a receipt.

Examples of Eligible Expenses

What is covered under “Research” (non-exhaustive):
- Virtual or in-person conferences (inc. registration, transportation, or lodging expenses)
  - Proof of registration must be submitted with receipts after the event
- Research projects outside of UChicago
  - Certificate of conducting research must be submitted after the event

What is covered under “Personal Development” (non-exhaustive):
- Virtual or in-person professional development events (inc. registration, transportation, or lodging expenses)
  - Proof of registration must be submitted with receipts after the event
- Courses or boot camps for building a certain skill or generating knowledge
- Licenses for research tools or software

What is NOT covered by this award (non-exhaustive):
- Discretionary funds or non-specific miscellaneous expenses (i.e., emergency cash)
- Meals, food, drinks, coffee, or other beverages (including alcohol)
- Any purchases not pre-approved in the application budget