

**The University of Illinois at Chicago  
The Graduate College**

**The Provost's Awards for Graduate Research &  
The W. C. and May Preble Deiss Fund for Biomedical Research**

**Guidelines Fall 2016 & Spring 2017 Competition**

**Deadline: 4:00pm, October 21, 2016 for the fall competition and March 17, 2017 for the spring competition.** The completed application and supporting documents must be submitted by the student's department to the Graduate College by the deadline. Note:

- The student is responsible for obtaining documents and submitting to his/her department early enough to allow time to process and submit to the Graduate College.
- The student's department will submit a PDF file of the documents to the Graduate College.

**Objectives of the Programs:**

- A. **The Provost's Awards for Graduate Research** are designed with five objectives in mind:
- To improve the quality of research conducted by graduate students at UIC;
  - To augment the professional training of graduate students by providing an experience in grant-writing;
  - To stimulate applications by graduate students to external funding agencies;
  - To speed degree completion.
  - To improve the placement of UIC graduates by conferring distinction on promising researchers.
- B. **The W. C. and May Preble Deiss Fund for Biomedical Research** is an endowment established in 1985 to provide for research fellowships and grants for research materials to be awarded to graduate students engaged in research in the areas of clinical or basic medical sciences.

To these ends, all awards are granted on a competitive basis. The terms of the competition replicate those of the Campus Research Board and external funding programs. All applications require endorsement of the student's advisor and Director of Graduate Studies.

**Eligibility:** While all degree-seeking students in good academic standing in Graduate College programs would be eligible, the Provost's Award for Graduate Research, and **The W. C. and May Preble Deiss Fund for Biomedical Research** are intended primarily for students who are actively engaged in research for a project, thesis or dissertation. For PhD students, this typically will involve having completed the preliminary exam. Students at other stages of masters or doctoral work may be competitive if they show exceptional research promise, with justification from the student's research advisor and program director. A student may receive only one award during his or her pursuit of a particular degree.

**Eligible Expenses:** Awards are designed to allow students to take advantage of unique opportunities to further their research, and to aid progress toward their degrees. Grants will not be awarded for routine expenses, or for expenses which are ordinarily covered by other sources, such as the grant of a major advisor. Examples of allowable expenses are: travel to field sites (domestic or international) where research is to be conducted; travel to archives; travel to confer with collaborators or with distinguished researchers who can make an unusual contribution to the student's research project; expenses related to attending specialist conferences directly in the student's research area; expenses of conducting surveys; expenses for performances or exhibitions; expenses for extraordinary laboratory materials; access to databases or libraries; significant and unusual photocopying expenses (e.g of archival materials); or special software essential to research.

**Examples of expenses which will not be allowed are:** purchase of routine equipment or software that is already available to students in department labs and facilities, stipends, journal subscriptions, books, professional society dues, computers for routine use, travel to professional society meetings or general conferences.

**Application Procedure:** Applications for the award consist of seven parts. The student must provide the:

1. Application form with applicant information, including compliance with requirements of the Office for Protection of Research Risks.
2. Guarantee of Matching Funds form (when total requested funds are greater than \$2000). The student will obtain written approval and signature from the research director/advisor, director of graduate studies or department head who will provide the matching funds. The Guarantee of Matching Funds form that the student completes only requests details of this agreement (not the actual letter or signature, although it may be requested from the student at a later date). See “Matching” section below for additional information.
3. Itemized Budget Proposal form. See the form for further information.
4. Proposal Statement of no more than 700 words, written by the student, outlining the proposed research and justifying expenses. The statement should be typed or pasted into the table on the form provided.
5. Condensed CV, not to exceed two pages. The CV should be typed or pasted into the form provided.
6. In addition, the student must arrange to have a confidential endorsement letter for the proposal from the student’s graduate advisor (or research director), on letterhead, submitted to the department. Consult with the department to determine if they would prefer to receive an electronic or hard copy from the author. Also, the student should contact the department to ensure it has arrived in time.

**The student should consult with his/her department to determine how they would like to receive the above listed documents. The forms are fillable PDFs and may be completed/saved and emailed to the department, or completed and printed and given to the department as paper.**

The department must add:

1. The advisor or research director’s letter of endorsement of the project, and,
2. The Director of Graduate Studies/Department Head Approval form, which is located on the Bluestem protected section (for dgs/heads/staff) of the Graduate College website.

The department will combine the file of the five items requested from the student with the two above items, make a single PDF file (named “PD\_F16\_Deptabbr\_studentLastNameFirstInitial.pdf” for example PD\_F16\_Hist\_GeschichteJ.pdf ) and upload it through a secure Box link provided on the Graduate College Bluestem protected section of the website. The Graduate College must receive the upload by the deadline.

**Budget Guidelines:** Students may apply on a competitive basis for awards up to \$3,000 in support of their research. Request the minimum amount that will allow you to conduct the research. Enter **whole dollars** only on the budget form. Be sure to justify each item fully and provide the source of your cost estimates.

Allowable expenses vary according to the disciplinary area of the proposal. Recipients of awards will have approximately one calendar year in which to use their Provost’s Research Award. **Note: Recipients of the award may receive less than the requested amount, if that is what is determined by the reviewers.**

**Matching:** There will be no requirement for cost-sharing with advisors, departments and disciplinary colleges for awards up to \$2000. Awards in excess of \$2000 require a 1:1 match, and the proposal must include letters of commitment signed by funders. For example, see table below. If expenses for the proposed activity exceed the amount requested (even when no match is required) an explanation should be provided as to how the excess will be paid.

Graduate College	If Dept, DGS or Advisor Match is:	THEN Graduate College Match is:	Total Budget
Up to \$2000	\$500	\$500	\$3000
Up to \$2000	0	0	\$2000

In the first example, the requested/awarded budget is \$3000, \$500 of which must be matched by the advisor/department.

**Selection Process:** Applications will be reviewed once each semester by a subcommittee of the Graduate College Awards Committee, and its recommendations transmitted to the dean, who will make the final determination of awards. Applications for summer support may be submitted to either the fall or spring competition.

Awards will be made on the basis of scholarly merit, subject to available funding. Applications may, at the committee's or the dean's discretion, be deferred to a later competition, or re-submissions may be invited.

The following criteria that will be used to evaluate all proposals for Provost's Research Awards:

- **Significance:** Extent to which the project, if successfully carried out, will make an original, important, and novel contribution to the field of study;
- **Approach:** Extent to which the conceptual framework, design, methods, and analyses are properly developed, well integrated, and appropriate to the aims of the project;
- **Feasibility:** The likelihood that the proposed work can be accomplished by the investigator within a reasonable timeframe, given his or her documented experience and expertise, past progress, preliminary data, requested or available resources.
- **Impact:** The likely impact of the award on the successful completion of the student's academic program.

**Notification:** Awards announced to departments on:

Fall competition: December 1, 2016

Spring competition: April 24, 2017

**Post Grant Responsibilities:** The student is responsible for submitting a brief (one page) report to the Graduate College outlining what they have accomplished during the period of their grant, how these accomplishments fit with their original aims, and whether there were any necessary deviations from the proposed budget and research activities. Research Award recipients must submit this short report within six months after the end of the grant period, but not later than the date that all degree requirements are completed. The short report should be copied to their advisor.

The student's advisor is responsible for submitting a letter or email to the Graduate College certifying that the student completed the funded research and used the awarded funds appropriately.

**Questions:** On eligibility for, or further details on the Provost's Awards for Graduate Research and The W. C. and May Preble Deiss Fund for Biomedical Research contact:

- Marie Khan – Fellowship Coordinator  
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