

Provost's Award for Graduate Research and Deiss Award in Biomedical Research
Spring 2008 Guidelines

1. Recipients must be currently enrolled in a UIC graduate degree program during the time they hold the award.
2. **Due to changes in Federal Tax Laws, the University requires payment to be made directly to the student's account. Consequently, the department of the Award recipient will no longer reimburse the student directly. Since these funds are now considered an award and no longer treated as a reimbursement they may be taxable. The process is as follows:**
 - a. **Students must show the department representative proof that they have complied with the stated objectives of their application. It can be done by showing receipts, proof of travel, etc.**
 - b. **Once the department confirms that the work has been completed, the Graduate College's Assistant Budget Director, Yolanda Rodriguez, should be notified in writing.**
 - c. **Upon notification, the Graduate College will request the transfer of funds to the student's account.**

The Graduate College expects the department to review the documents needed to affirm completion of work. The students also need to be aware that if they owe any money to the University, the award will cover the debt first and the rest, if any, will go directly to their account. If the student is not enrolled in direct deposit, they will have to pick up a check.

3. Awards are designed to allow students to take advantage of unique opportunities to further their research, and to aid progress toward their degree.
4. Funds may not be used for routine expenses, or for expenses that are ordinarily covered by other sources, such as grant of a major advisor. Examples of expenses that will not be allowed are: stipends, journal subscriptions, books, professional society dues, computers for routine use, travel to professional society meetings or general conferences.
5. Examples of allowable expenses are: 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.
6. Award funds must be expended substantially in accord with the budget submitted with the proposal. Significant variations from that budget must be approved in advance by the Graduate College. Under no circumstances will the Graduate College assume responsibility for expenses in excess of the amount of the award.
7. Equipment purchased with Graduate Research Award funds will remain the property of the student's home department, for the primary use of the award recipient and other graduate students.
8. Expenses for Spring 2008 awards must be incurred between May 1, 2008 and December 31, 2008.
9. Research Award recipients must submit a short report within six months after the end of the grant period, but no later than the date that all degree requirements are completed.