

THIS IS A SIMULATION-NOT GRANTS ARE ACTUALLY BEING OFFERED
INSTRUCTIONS FOR COMPLETING THE COVER PAGE AND BUDGET FORM

All proposals submitted to the University Research Council should include the standard cover page and budget form.

All programs are reviewed anonymously. The cover page with applicant's personal information will not be sent to the Councils.

1. Project Director(s) Information

If more than one person is submitting the application, each person should complete and sign a cover page. One person should be designated as the project director.

2. Project Title

The title should be brief and descriptive.

3. Program

Circle the name of the program to which you are applying.

4. Amount Requested

For Competitive Grants, Summer Stipends, Departmental Initiatives, and Conferences enter the total funding requested.

5. Grant Period Requested

For Competitive Grants, Summer Stipends, Departmental Initiatives, and Conferences enter the project dates.

6. Signature of Project Director(s)

All applications must be signed. Signature of the cover page indicates acceptance of all applicable conditions and regulations described in this book, as well as all applicable University regulations.

Budget Form

All proposals except applications should include the budget form. If the total project cost is greater than the funding available through the Councils, indicate the source of the additional funding in the appropriate column. Conference proposals should also include any registration income. The budget form should be accompanied by a budget narrative describing the source of the figures and short explanations of each budget item.

Abstract

All applications should include an abstract of not more than 10 lines on a separate page.



1. Project Director (other participants should complete a copy of this page)

Name _____

Department _____ College _____

Class Year _____

Local Address _____ Local Phone _____

Year of First Enrollment _____ Graduation Year _____

2. Project Title

3. Program (circle one)

QIC

URC

PSC

Competitive Instructional Grant

Competitive Research Grant

Service Learning Grant

Departmental Initiative Grant

Research Conference Program

Department Grant

Individual Technology Grant

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4. Amount Requested _____

5. Grant Period Requested _____

6. Signature of Project Director

Name _____ Date _____

For Office Use Only

Previous Award Date	_____	Ref. Number	_____
Final Report Submitted?	_____	Status	_____
Previous Leave Date	_____	Project Period	_____
Previous Leave % Pay	_____	Amount	_____

**THIS IS A SIMULATION-NOT GRANTS ARE ACTUALLY BEING OFFERED
BUDGET FORM**

This form should be used with all programs. A budget narrative should accompany this form.

Expense Category	Budget Code	Council Request	Other DePaul Support	External Support	Total
Part-time Salaries	501G				
Benefits*	540G				
Equipment	525G				
Office	533G				
Professional Service	534G				
Meeting Expense	539G				
Supplies	549G				
Conferences	551G				
Travel - Domestic	552G				
Travel - Foreign	553G				
Other (indicate)					
TOTAL		*			

Categories: Part-time Salaries includes student service; Benefits should be calculated at 7.65% for students working during the summer or December break; Office includes postage, telephone, printing, copying; Professional Services includes payment to all non-DePaul speakers or consultants; Meeting Expense includes entertainment; Conference includes workshop and seminar registration.

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Funding Limits: QIC or URC Competitive Grants: \$3,000

URC Research Conference Program: \$4,000

QIC Departmental Initiative Grant: \$5,000

PSC Service Learning Grant: \$1,500 (including \$3,000 stipend)

Include a budget narrative on a separate page.