

The University of Chicago Committee on Education (IES/COE) Fellowship Grant Guidelines

Funding Policy

Research funds can be spent on the following:

- Economy Airfare and lodging for conferences
- Ground Transportation: Uber/Lyft/Taxi/Rental Vehicle
- Food/Beverage during travel (excluding alcohol)
- Programs needed to compute data
- Academic memberships related to your area of study
- Poster and printing fees
- Research-related needs and expenses
- Transcription of interviews
- Computer/Laptop* (exceptions apply)

* If you would like to purchase a computer with your funds, the computer must be returned at the end of your study at the university. Computers must be purchased in collaboration with our SSCS IT Department, sscs-support@lists.uchicago.edu, be formatted to fit university guidelines and affixed with an asset tag. If you are interested in keeping the computer after your term with the university ends, SSCS IT can sell it to you at a greatly depreciated price. Computers are to be used only for purposes related to your academics.

If you are uncertain whether an expense is allowable, please contact the Department Administrator for the Committee on Education. Prior approval is required for retail purchases over \$500. Unauthorized purchases cannot be reimbursed.

Using Your Funds

There are two methods to access/use your funds:

Method One:

Step 1: Send one email with the **Student Certification for Business Related Expense Form** attached to sraudenb@uchicago.edu and the Department Administrator for approval.

Step 2: Pay cost out of pocket – keep itemized receipts for all costs you will be submitting reimbursement for.

Step 3: Submit receipts to the COE Department Administrator for reimbursement, along with the **UChicago SSD LBC Reimbursement Form**. If this is for an event, it cannot be reimbursed until after the event occurs.

Method Two: The COE Department Administrator can purchase what you need directly from your account. Please email a **Student Certification for Business Related Expense Form** to sraudenb@uchicago.edu and the Department Administrator for approval and next steps.

This information is subject to change