

February 7, 2012

TO: ALL ECONOMICS GRAD STUDENTS
FROM: John List, Director of Graduate Studies
RE: GOOD NEWS! -- Two Funds For Students

NOTE: This memo will come out twice each year: once in June and once in January, early February. Ideally, we will be able to commit to funding before you incur any expenses. However, as explained below, we will not be able to reimburse until receipts are presented.

1. CONFERENCE FUND -- The Department has a fund to allow graduate students to apply for money to partially defray travel expenses in order to give a paper at a professional meeting or to participate in selected student workshops. The maximum reimbursement is limited to \$500 for domestic and \$900 for international meetings, although these upper limits will be reached only in rare circumstances. We recognize that this will not cover all your expenses in some instances, but the total amount of the fund is limited and we hope to cover at least some of the need for several students.

The year is divided into two periods. If you have presented at such a meeting between July 1, 2011 and January 31, 2012, you may apply for these funds through February 15, 2012; if you will present at such a meeting from February 1, 2012 – August 31, 2012, these applications are due no later than June 4, 2012. You may apply for these funds through Julie Less in the Office of Graduate Student Affairs (RO 203).

2. FIELD RESEARCH/DATA ACQUISITION FUND* -- The Department also has funds to partially defray expenses to do a pilot study in the field, to gather your own data, or to acquire an existing data set. The maximum reimbursement for such data expenses is generally limited to \$1,500 per student. The application periods are the same as above.

*NOTE: Please contact the Institutional Review Board prior to conducting research involving Human Subjects at <http://sbsirb.uchicago.edu/> and access <https://sbsirb.uchicago.edu/page/guidance-irb-review-research-involving-existing-data-sets> when purchasing an existing data set. Please contact Sherry Manick at smanick@uchicago.edu to process Non-Disclosure Agreements or paying Human Subjects.

Please also note that the University will not reimburse the purchase of computer equipment costing over \$500 in accordance with University policy.

Priority for funding may be given to students who have not received such travel or data support from these funds in the past.

All grants will be in the form of reimbursements. This means that you cannot be paid before receipts are presented. After approval of an application for these funds, reimbursement will require the presentation of original receipts to the Department. [NOTE: for e-ticket airline reservations, please request an original "Passenger Receipt."]

Application forms for both funds are available in the Office of Graduate Student Affairs (RO 203) or at http://economics.uchicago.edu/index_graduateforms.shtml .