

THE UNIVERSITY OF CHICAGO
Divinity School

**Supplemental Funding
Information**

Autumn 2024- Spring 2025
Academic Year

The Divinity School makes available supplemental funding to support the academic and professional development activities of students. There are two types of supplemental funding: professional development and academic training.

Applicant Eligibility: Any active degree-seeking student in the Divinity School is eligible to apply for supplemental funding. Students must be in good academic standing to receive supplemental funding. Students must be active in their program at the time of the proposed activity.

Professional Development Supplemental Funding

Students may apply for grants supporting professional development activities, such as presenting a paper at a conference or workshop. Students may receive one professional development grant per academic year (Autumn-Spring).

Required Application Materials:

1. Cover Letter (single-spaced, no more than 1 page) outlining the professional development activity, including date, location, and a brief explanation of how your participation will advance your professional goals.
2. Detailed Proposal Budget outlining the amount requested and rationale. Please explain in your proposal how you will participate in the experience if you receive partial funding for your request. Because of budget constraints, proposals may not be funded in full.
3. CV or resume.
4. Brief letter of support from a Divinity School faculty advisor or faculty program director. Applications without a supporting letter at the time of application will not be considered. Faculty should send supporting letters to divinitydos@uchicago.edu.
5. Acceptance letter for conference or workshop presentation.

Supplemental funding for professional development may be awarded up to \$650 for domestic activities and up to \$1250 for international activities.

Academic Training & Research Supplemental Funding

Students may apply for grants supporting off-campus language study, fieldwork, and/or archival research. These awards are usually awarded for summer study, but students may propose an alternative plan if necessary. Students may receive one academic training grant per academic year.

Required Application Materials:

1. Cover Letter (single-spaced, no more than 1 page) outlining the activity, including date, location, and a brief explanation of how your participation will advance your academic project.
2. Detailed Proposal Budget outlining the amount requested and rationale. Please explain in your proposal how you will participate in the experience if you receive partial funding for your request. Because of budget constraints, proposals may not be funded in full.
3. Brief letter of support from a Divinity School faculty advisor or faculty program director. Applications without a supporting letter will not be considered.

Application Instructions: Application materials should be uploaded as a single PDF document to the application using the [form linked here](#). Applications or supporting materials not submitted through the form will not be reviewed. Applications should be named “Last Name, First Name Supplemental Funding Application Quarter Year.” Students are encouraged to apply for funding through various sources. Students may also apply for funding through [fellowship opportunities](#) at UChicagoGRAD.

Application Deadline: Please see the following quarterly deadlines:

Submission Deadline	Notification	Payment Date
Autumn 2024- 10/22/2024	10/30/2024	11/15/2024
Winter 2025- 1/28/2025	2/5/2025	2/21/2025 (estimated)
Spring 2025- 4/15/2025	4/23/2025	5/16/2025 (estimated)

Applications are reviewed by the Dean of Students and are evaluated partially based on the availability of funds. As a result, not all proposed projects will be approved for funding. Funding priorities for professional development supplemental funding are:

1. Graduating students participating in career development workshops or other placement activities (all programs).
2. Students presenting at a conference or leading a workshop (all programs)
3. Ministry students, completing a third field placement experience, for denominational ordination or chaplaincy certificate requirements.
4. All other requests (all programs).

Funding priorities for academic training and research supplemental funding are:

1. Doctoral students conducting fieldwork and/or archival research in preparation for a programmatic milestone, such as qualifying examinations, dissertation proposals, etc.
2. Students completing language training for required languages not taught at the University of Chicago (all programs).
3. Immersion language study programs (all programs).

Funding Notes:

1. Supplemental funding is usually awarded to students in the form of a stipend, which is subject to all tax withholding stipulations of the University. Learn more here about taxes.
2. Stipends are delivered to students on the bi-weekly payment schedule. Students can expect to receive their stipends in approximately 3-4 weeks after a decision on the application has been made.
3. Students may apply for supplemental funding before the event occurs. If the award is made before the event, students will be required to submit copies of receipts no later than 30 days after the event has concluded. Students who do not submit receipts within 30 days of the event will forfeit their eligibility to apply for future awards. Receipts must be submitted in one attachment via email to divinitydos@uchicago.edu.
4. Supplemental funding will not be awarded for activities that take place after the expected date of graduation. Students may not delay graduation to receive a supplemental award.
5. If you receive further funds for the work described in your proposal, please notify Philip Guzman. Depending on the amount of the other award, the Divinity award may be withdrawn or adjusted in order to free funds for other students. The Divinity School reserves the right to adjust or withhold funding should we be notified by another funding source that your funding situation has changed.
6. Supplemental funding is made available by generous donors to the University of Chicago Divinity School. Students who receive supplemental funding may be asked to complete a thank-you letter or participate in a web feature to highlight funded activities.