Applying for Internal Grants and Paid Leave
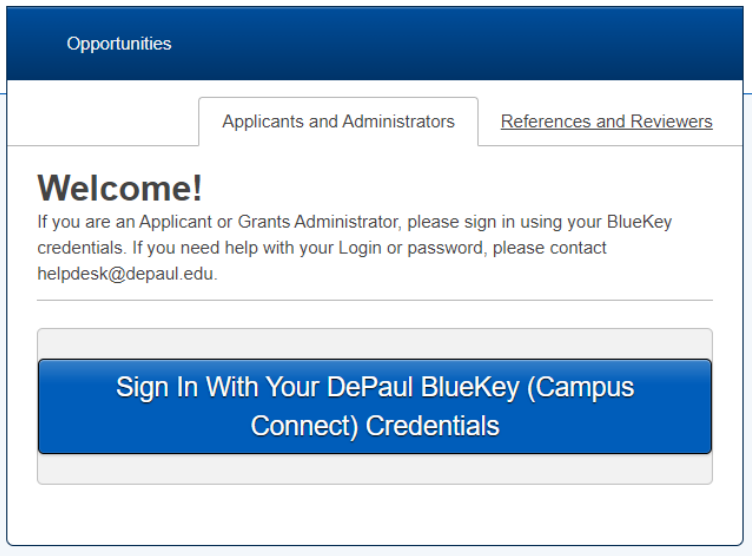
The Office of Research Services has launched a new grant application system at **https://go.depaul.edu/grants**.

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Logging In

1. Go to https://go.depaul.edu/grants. Please make sure to use an up-to-date browser to access the system (internet explorer will not work).
2. Click the big blue button to sign in with your BlueKey (aka Campus Connect) credentials.

3. ***If you are also a grants administrator or reviewer:***
   a. Click on your initial at the upper right and choose Applicant to switch from your administrator dashboard to the applicant view.
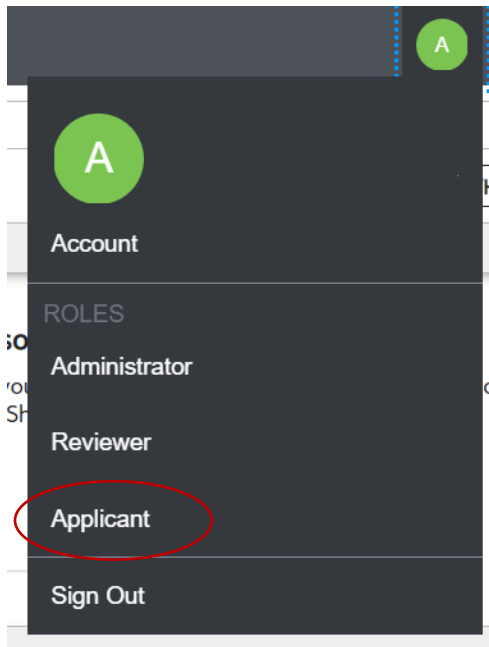
Applying for a Grant or Paid Leave

Step One: the General Application

1. The first step is to complete the General Application. This will include general profile questions, including your name and job information. This information on the General Application will be used to determine which grants you qualify to apply for in the second step of your application. You can Save your work and keep editing at a later date, or Finish and Submit when you've finished. You will receive a confirmation email once you click Finish and Submit.
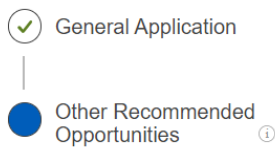
Step Two: Applying for Specific Grants

1. Upon submitting the General Application, you will be brought to a page called Recommended Opportunities. This page will show the OPEN grants you are eligible to apply for (based on your General Application answers. You can click the grant name for more information about the grant. Clicking Apply to the right of the grant name will bring you to the specific set of application questions for that grant.

   We recommend clicking the Save and Keep Editing button frequently so you do not lose any work if the page times out or your browser closes. Once you've answered the questions and clicked Finish and Submit, you will receive a confirmation email and your application will be finished. You may return to this page to apply for a second grant, if applicable.

   Please pay close attention to the instructional text. We have attempted to address any anticipated questions within the application.

2. **Important note:** the process for Reference Letters has changed. Instead of applicants including reference letters within the application, we will now ask for your reference's name and email address. An email will be sent directly to your reference with instructions on how to log into the system to upload their letter. Please notify your references they will be receiving an email soon with upload instructions.
   a. If your reference has lost the email, or you would like to send a reminder email to remind them to submit their letter before the due date of your application, you can resend the email by going to your References tab, and clicking the Resend Request button.

Editing or Withdrawing your Application Before the Due Date

1. If you wish to update, change, or withdraw your application before the due date, you may do so by visiting the My Applications tab.

2. This page will show your General Application under the heading General Applications. Click the Update button before the deadline to update your application.

Status

Recommended Opportunities Submitted **1 of 25**	Reference Letters Submitted **0 of 2**
General Applications Submitted **1 of 1**	

General Application ⓘ

General Application

Submitted

Update

3. Your grant-specific applications will be shown under the heading Current. Click the Update button before the deadline to update your application.

Current ⓘ

PSC - Community-Engaged Teaching Grant - Individual (Spring Quarter)

Submitted
Deadline   03/15/2021

Update

4. If you wish to withdraw a submitted application, please email the appropriate council before the application due date.

Receiving a Grant or Paid Leave

1. Once your proposal has been reviewed by the appropriate Council, you will receive an email either notifying you your proposal has been funded this grant cycle or has been declined. The email will include the total funding you have been awarded and information about next steps.
2. You will receive a follow up email with feedback on your proposal and the Council's review.
3. If you have been awarded funding and wish to decline the grant for any reason, please email the appropriate grant council.

Submitting a Progress Report

1. When your annual or final progress report is due, you will receive a reminder email from the system. Your report will be due within 30 days.
2. Click the link in the email to be brought to the progress report screen. This may also be referred to in the system as a Renewal.
3. Answer the questions for the progress report, upload any additional supporting material, and submit.