

COURSE CONNECTIONS MICROGRANT PROCEDURES GUIDE



We are excited to collaborate with you on your experiential learning opportunity! Please refer to the following procedures as you plan your event or project:

1. Once your event/project has been approved, confirm the details of your event with Margaret Decker (margaretdecker@uchicago.edu):
 - For speakers: exact amount of any honoraria; any room reservations and/or special equipment (audio/video) required; exact date, time, and location(s) of event.
 - For field trips: exact date; departure and return times; pickup/drop-off locations (if using bus or van transit); any tickets or meals that must be pre-purchased; any pre-paid Visa cards that must be purchased and their amounts.
 - For experiential learning: exact details of any goods, services, or subscriptions that must be purchased (including costs and preferred vendors); any room reservations and/or special equipment required.
2. Determine how we can best pay for the event/project:
 - **Whenever possible, payments will be made using the Chicago Studies GEMS card.** Most of the time, we will make purchases for your project/event in advance. We can pay vendors directly, order tickets online, etc.
 - In some cases, it may be necessary for you to borrow the Chicago Studies GEMS card. Such arrangements must be made with Chris Skrable and Margaret Decker. **Please keep your receipts.** Give receipts to either Chris or Margaret when returning the card to the UCSC Offices (5525 S. Ellis, Suite 160).
 - In certain situations, Chicago Studies may provide you with a pre-paid Visa Gift Card in the amount you were granted. The cards and any receipts, **must** be returned to the UCSC Offices after the event, **even if the card has no remaining value.**
 - To further document your purchases, take a photo of **all receipts** right away and email (cskrable@uchicago.edu) or text (773-414-5926) them to Chris, indicating that they are part of a course connection.
3. Fill out and return any required documents (the sooner the better!):
 - For speakers:
 - **[Consultant and Independent Contractor Questionnaire](#), [W9 form](#), and [invoice](#)** indicating the speaker's name, date of their services, nature of services provided, and amount due to the speaker
 - For transportation:
 - **[Charter Bus Request Form](#)**
4. Review the Chicago Studies **media guide** and if appropriate, designate one or more of your students to document the event.
5. Reach out to chicagostudies@uchicago.edu with any questions!