Graduate Research Cooperative (GRC) Application Process

Step 1: Student matches with a Primary Academic Research Advisor with an Argonne/Fermilab appointment, coordinates completion of the PME Academic Match Form, and returns signed form to PME Academic Programs.

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Step 2: PME Academic Programs notifies PME Dean of Students of the match.

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Step 3: Primary Academic Research Advisor with Argonne/Fermilab Appointment contacts GRC Faculty Director regarding participation in GRC.

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Step 4: Primary Academic Research Advisor with Argonne/Fermilab Appointment coordinates completion of UChicago GRC Student Application Form and returns to the GRC Faculty Director.

Detailed Instructions

Step 1: The **student** identifies a match with a Primary Academic Research Advisor(s) and, if applicable, Primary PhD Program Advisor. The **student**, **Primary Academic Research Advisor(s)**, and, if applicable, **Primary PhD Program Advisor** sign the PME Academic Match Form. The student returns the completed match form to PME Academic Programs. Match forms are available from and should be returned to pme-academics@uchicago.edu.

N.B. Signing of the match form by the **Primary Academic Research Advisor with Argonne/Fermilab Appointment** represents an attestation that they are a CASE member affiliated with PME, and therefore eligible to serve as a research advisor for PME PhD students, and a commitment to ensuring continuous financial support for the student over the course of their PhD degree.

Step 2: PME Academic Programs notifies PME Dean of Students of academic matches.

Step 3: The **Primary Academic Research Advisor with an Argonne/Fermilab Appointment** contacts the GRC Faculty Director about participation in the Graduate Research Cooperative. GRC participation is a separate process independent from completion of the PME match form. The current contact for GRC inquiries is Tracy Gierstikas (tracyg@uchicago.edu).

N.B. Academic matching and GRC application submission do not automatically authorize GRC funding. GRC funding must be authorized by the GRC Faculty Director and communicated to PME Dean of Students and University Research Administration (URA).

Step 4: If GRC participation proceeds, the **Primary Academic Research Advisor with Argonne/Fermilab Appointment** obtains from the GRC Faculty Director the UChicago GRC Student Application form and coordinates completion of the following steps **in the following order**.

4.1. The **student** and **Primary Academic Research Advisor with Argonne/Fermilab Appointment** prepare and attach a 1–2-page proposal that describes (i) the GRC research project, (ii) the national laboratory location of the project, (iii) the national laboratory source of support, and (iv) the proposed project duration.

Students must submit a statement of work that clearly describes the proposed research project to be conducted at Argonne/Fermilab to be reviewed with the GRC Director. The statement should be 1–2 pages in length and must include the following components:

- Project Title: Provide a clear and descriptive title that reflects the research focus.
- Student and Program Information: PhD program and department at the University of Chicago; name(s) of Primary Academic Research Advisor(s) and GRC Advisor, if different.
- A brief summary of the project's objectives and its relevance to national lab mission areas. Specify how the research supports the PhD requirements and aligns with the academic program.
- Identify the national lab division, group, or team where the research will be conducted. Name of the GRC-affiliated PI and other collaborators, if applicable.
- Organize your research plan into clear tasks. Each task should include goals, methods, and expected outcomes.
- Describe the specific tools, techniques, and national lab facilities to be used. Mention any UChicago or external collaboration labs that will support the work.
- Define tangible outputs (e.g., papers, devices, data). Describe how the work contributes to your dissertation and benefits the broader scientific or technological community.

4.2. The **student**, **Primary Academic Research Advisor(s)**, and, if applicable, **Primary PhD Program Advisor** sign the form.

4.3. The **Primary Academic Research Advisor with Argonne/Fermilab Appointment** contacts and secures the signature of the relevant national lab division director.

4.4. The **Primary Academic Research Advisor with Argonne/Fermilab Appointment** contacts and secures the signature of the PME Vice Dean for Education and Outreach by sending a request to PME Academic Programs at pme-academics@uchicago.edu.

4.5. The **Primary Academic Research Advisor with Argonne/Fermilab Appointment** contacts and secures the signature of the GRC Faculty Director for review, approval, and final signature and processing. The current contact for GRC inquiries is Tracy Gierstikas (tracyg@uchicago.edu).