

PREVIEW ONLY - DO NOT FILL OUT!

TRAVEL GRANTS FOR COLLEGE OF ARTS AND SCIENCES  
AND UNIVERSITY COLLEGE-CAMDEN STUDENTS

Application, Page 1

Name: \_\_\_\_\_

RUID: xxx00xxxx \_\_\_\_\_

Email Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Major(s): \_\_\_\_\_ Minor(s) (if applicable): \_\_\_\_\_

Title of Project: \_\_\_\_\_

Are you presenting at a conference? If so, state the conference name, location, and time period:

\_\_\_\_\_

Are you traveling to conduct research? If so, state the location to which you need to travel and for what specific purpose:

\_\_\_\_\_

Total budget requested (not to exceed \$2,000.00): \_\_\_\_\_

Student's Signature: \_\_\_\_\_

Faculty Mentor's Name and Department: \_\_\_\_\_ Department Name

Faculty Mentor's Signature: \_\_\_\_\_

Department Chair's Name: \_\_\_\_\_

Department Chair's Signature: \_\_\_\_\_

Brief (no more than fifty words) description of project (please bear in mind that the committee is made up of faculty members from all different disciplines, so please tailor your descriptions for a generalized audience):

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***IRB Statement, Page 2***

Institutional Review Board (IRB) Approval – Projects requiring IRB review cannot begin until IRB approval has been obtained. Note that the IRB application must include any compensation plan for participants as well as the student’s role.

Students awarded a research grant who do not yet have IRB approval at the time of application must submit the IRB protocol number, approval date and expiration date once approval has been obtained before reimbursements for any work are made. If IRB permission has been obtained for this project, the information below must be listed. The IRB protocol number must be active for the duration of the project.

The sponsoring faculty member should sign the appropriate statement below. One of these statements must be checked.

- IRB permission/approval is not required for this project.
- Permission/approval to conduct this research has been received from the IRB.
  - Active IRB protocol number: \_\_\_\_\_
  - IRB number expiration date: \_\_\_\_\_
  - Study Title: \_\_\_\_\_
  - Name of Principal Investigator: \_\_\_\_\_
- IRB application submitted. Awaiting approval. Submission date: \_\_\_\_\_

Faculty mentor’s signature: \_\_\_\_\_

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***Abstract, Page 3***

Attach an abstract of at minimum 300 words.

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*Budget Information, Page 4*

In as much detail as possible, please indicate the specific expenses anticipated.

*Item/Service\**

*Estimated Cost*

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Visit <https://research.camden.rutgers.edu/files/Procedures-for-Requesting-Reimbursement.pdf>  
for reimbursement guidelines.

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***Documentation of Acceptance to Present at a Conference, Page 5***

Upload documentation that you have been accepted to present at a conference.

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*Transcript Instructions, Page 6*

Upload a copy of your unofficial transcript.

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***Faculty Recommendation, Page 7***

Please indicate why you believe this student is an appropriate candidate to receive a travel grant from the Faculty of Arts and Sciences--Camden Office of the Dean. Your statement should discuss the student's research or creative capacities and their potential to carry out and complete the project. You should also describe the role you will play in directing this student's work. Your signature on page one of this application indicates that you agree to supervise the student's research and that you will ensure it is carried out in compliance with the professional expectations of your field.

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*Approval of the Associate Dean, Page 8*

Dr. Jane Siegel, Associate Dean for Undergraduate Education

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Approved Budget: \_\_\_\_\_

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