

**Arts and Sciences
Dean's Undergraduate Conference Travel Fund**

Grants are available from the Dean of the College of Arts and Sciences and University College to support travel to conferences for undergraduates presenting research. Applications are accepted on an ongoing basis. *Student must be enrolled in the Camden College of Arts and Sciences or University College–Camden at the time of their participation in the conference.*

Applicants should include:

- The signature page;
- The application form;
- An abstract of your research (no more than 300 words);
- Documentation of acceptance for the conference;
- A copy of your transcript (an unofficial copy will suffice);
- A letter of support from the faculty member who supervised your project; and
- A detailed budget explaining how funds will be used (the maximum amount available is \$500, although additional monies may be available for international conference presentations).

Incomplete applications will not be reviewed.

Applicants should be aware that reimbursement for travel must follow university policies and procedures. All recipients must discuss the specific instructions on reimbursement prior to the funded trip with their departmental secretary, who will be responsible for processing the reimbursement.

Grants are made possible with funds donated to the Arts and Sciences Academic Excellence Funds. Students are required to present their research at the annual Celebration of Undergraduate Research and Creative Activity (CURCA), which will be held on April 18, 2019, and may be asked to meet with donors on selected occasions.

Return the entire application packet to:

Julie Roncinske, Assistant Dean III for the Faculty of Arts and Sciences–Office of the Dean
jstrasse@camden.rutgers.edu

Arts and Sciences Dean's Undergraduate Conference Travel Fund Application Checklist

- The signature page;
- The application form;
- An abstract of your research (no more than 300 words);
- Documentation of acceptance for the conference;
- A copy of your transcript (an unofficial copy will suffice);
- A letter of support from the faculty member who supervised your project; and
- A detailed budget explaining how funds will be used (the maximum amount available is \$500, although additional monies may be available for international conference presentations).

Be sure that you have submitted all parts of the application together in one packet;
incomplete applications will not be reviewed.

**Arts and Sciences Dean's Undergraduate Travel Fund
Signature Page**

I have read the guidelines for using the grant money for expenses associated with presenting my research at a conference and agree to abide by them. In addition, I agree to present my work during the Celebration of Undergraduate Research and Creative Activity (CURCA) which will be held in April 2019, and to meet with donors to the funds that support these grants as requested.

I understand that, if awarded, this grant will be used to reimburse travel after it has occurred and I must discuss reimbursement policy and procedure with my departmental secretary prior to my trip. Other questions about the grant can be directed to Ms. Julie Roncinske (phone: 856-225-2953; email: jstrasse@camden.rutgers.edu).

Student name: _____

Student signature: _____

Date: _____

**Arts and Sciences Dean's Undergraduate Conference Travel Fund
Application**

Name: _____ RUID: _____

Local Address: _____

Email (be sure that this email address is one you will check): _____

Major(s): _____ Minor (if applicable): _____

Date of anticipated graduation: _____

Conference to be attended: _____

Date(s) of conference: _____ Location of conference: _____

Total budget requested (not to exceed \$500): _____

Title of Project: _____

Project Author: _____

(if more than one student is presenting at the conference or meeting, each should complete an application, but all applications should be submitted together)

Brief (no more than fifty words) description of project (***be sure also to attach an abstract of no more than 300 words***):

Faculty member under whose guidance you conducted the research:

Name: _____ Department: _____

Email: _____ Campus phone number: _____

**Arts and Sciences Dean's Undergraduate Conference Travel Fund
Faculty Recommendation**

Student's Name: _____ RUID: _____

Title of Project:

Faculty Mentor's Name: _____ Department: _____

Email: _____ Campus phone number: _____

In the space below, please indicate why you believe this student is an appropriate candidate to receive a grant from the Arts and Sciences Dean's Undergraduate Conference Travel Fund. Your statement should discuss the conference that the student has been invited to and evaluate the importance of this conference. You should also describe the role you have played in directing this student's work. Your signature below indicates that you agree that the student is deserving of an Arts and Sciences Dean's Undergraduate Conference Travel Fund grant.

Faculty mentor's signature: _____

**Arts and Sciences Dean's Undergraduate Conference Travel Fund
Budget**

Name: _____ RUID: _____

Conference to be attended: _____

Total budget requested (not to exceed \$500): _____

Registration fee: _____

Transportation: _____

Lodging: _____

Food: _____

Feel free to attach documentation such as airfare projections from the airline or other online services and hotel rates.

Note that this grant will be used to reimburse travel after it has occurred and that you must discuss reimbursement policy and procedure with my departmental secretary prior to my trip.

Student signature: _____ Date: _____

Faculty mentor's signature: _____ Date: _____

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

Do not write below this line!

Approval of Associate Dean Michelle Meloy: _____

Date: _____ Approved Budget: _____