

**Arts and Sciences
Dean's Undergraduate Research Fund**

Grants are available from the Dean of the College of Arts and Sciences and University College to support undergraduate research projects or creative work. The work must be done under faculty supervision. Applications are accepted three times each academic year; the due dates for the 2018-2019 academic year are September 28th, December 7th, and April 26th. Applicants should indicate the period of time the grant is meant to cover (for example, semester, academic year, or summer). *Students must be enrolled in the Camden College of Arts and Sciences or University College–Camden throughout the period covered by this grant. Funding cannot be offered to students to support research after graduation.*

Applicants should include:

- The signature page;
- The application form;
- A proposal (two pages total) that includes:
 - a statement of the problem to be studied,
 - specific aims of the project,
 - a description of the utility of studying this issue (i.e., what are the applications of this research?),
 - a brief overview of the relevant research that informs the project,
 - an explanation of the methodology to be employed,
 - a timeline for completion of the project, and
 - expected outcomes for the project;
- A list of the literature supporting the proposed research (one page total);
- A professional statement that details how this grant will promote your future plans (250 word maximum);
- A copy of your transcript (an unofficial copy will suffice);
- A letter of support from the faculty member who will supervise your project; and
- A detailed budget explaining how funds will be used (the maximum amount available is \$500).

Be careful to avoid discipline-specific jargon; not all of the grant reviewers will be from your field of study. Be sure to indicate both your knowledge of the topic to be studied and the relevance of this issue to people outside of your field. Students should indicate the extent to which they have experience already doing the sort of work they are proposing (e.g., past experience working with this mentor, class experience, other qualifications) and what they hope to gain from engaging in this research (e.g., experience that will help prepare you for graduate study).

Incomplete applications will not be reviewed by the Arts and Sciences Dean's Undergraduate Research Committee.

If awarded, either your faculty advisor may charge expenses associated with your research to an account that you will be created for you, or you may file for reimbursement of expenses following university regulations. Any questions about reimbursement for expenses may be directed to your 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 in April 2019. Students also 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 Research Fund Application Checklist

- The signature page;
- The application form;
- A proposal (two pages total) that includes:
 - a statement of the problem to be studied,
 - specific aims of the project,
 - a description of the utility of studying this issue (i.e., what are the applications of this research?),
 - a brief overview of the relevant research that informs the subject,
 - an explanation of the methodology to be employed,
 - a timeline for completion of the project,
 - expected outcomes for the project,
- A list of the literature supporting the proposed research (one page total);
- A copy of your transcript (an unofficial copy will suffice);
- A professional statement which discusses how this grant will promote your future plans (250 word maximum);
- A letter of support from the faculty member who will supervise your project; and
- A detailed budget explaining how funds will be used (the maximum amount available is \$500).

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 Research 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), scheduled for 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 Research Fund
Application**

Name: _____ RUID: _____

Local Address: _____

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

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

Title of Project: _____

Period of time grant will cover: _____

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

Brief (no more than fifty words) description of project:

Institutional Review Board (IRB) Approval – the sponsoring faculty member should sign the appropriate statement below. One of these statements must be checked. If permission from the IRB is needed for this project, the information below must be listed. The IRB number must be active for the duration of the project. The IRB application must include the compensation plan as well as the student's role.

- IRB permission/approval is not required for this project.
- Permission/approval to conduct this research has been received from the IRB.
 - Active IRB number: _____
 - IRB number expiration date: _____
 - Study Title: _____
 - Name of Principal Investigator: _____
- Faculty mentor's signature: _____

**Arts and Sciences Dean's Undergraduate Research Fund
Application**

Faculty member under whose guidance you will work (be sure to attach a letter of support):

Name: _____ Department: _____

Email: _____ Campus phone number: _____

Recommendation of Department Chair:

Name: _____ Signature: _____

Email: _____ Campus phone number: _____

**Arts and Sciences Dean's Undergraduate Research 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 Research Fund. Your statement should discuss the student's research or creative capacities and her/his 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 below 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.

Faculty mentor's signature: _____

**Arts and Sciences Dean's Undergraduate Research Fund
Budget**

Name: _____

Indicate in as much detail as possible how the amount requested will be used for the following purposes. *Within each category, indicate the specific expenses anticipated.*

I. Supplies and Services* Total requested: _____
(This category includes expenditures for such items as duplication, postage, equipment, materials, etc.)

II. Travel to conduct research Total requested: _____
(Travel funds may be used to pay for the costs involved in conducting research (for example: visiting archives in New York City); reimbursement for travel must follow university policies and procedures. Grants to fund travel to present at conferences require separate application.)

III. Other expenses Total requested: _____

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

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: _____