

**SUMMER RESEARCH GRANTS FOR COLLEGE OF ARTS AND SCIENCES
AND UNIVERSITY COLLEGE–CAMDEN STUDENTS**

DUE DATE: March 11, 2022

The Summer Undergraduate Research Grant (SURG) provides undergraduate students in the Rutgers-Camden College of Arts and Sciences or University College-Camden with payment of \$3,600 to support significant student research under the guidance of a faculty mentor. Students must be undergraduates returning to Rutgers-Camden in the fall.

Recipients of a SURG are required to work a minimum of 240 hours over a period of eight weeks, according to a schedule agreed upon with the faculty mentor in advance. Recipients whose research requires travel or materials not otherwise available at Rutgers are eligible to apply for up to \$1,500 for an undergraduate research grant. If the research requires travel (e.g. to an archive, museum, lab), students may also apply for a travel grant by submitting this form: [undergraduate travel grant](#). Applications for those grants are due 4/22/22.

Please note: Applicants will be notified via a separate formal letter whether they have been approved or not for SURG following review by the selection committee.

Applications must include:

- Complete application form, with all required signatures (student, mentor, department chair)
- A copy of an unofficial transcript
- Completed faculty mentor agreement
- Completed student agreement

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Application, Page 1

Name: _____

RUID: _____

Email Address: _____

Mailing Address: _____

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

Title of Project: _____

Start and end date of student work: _____

By signing below, both student and faculty mentor agree to the conditions specified in the Faculty Mentor and Student Agreements on page 8 and 9.

Student's Signature: _____

Faculty Mentor's Name and Department: _____

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 general 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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Proposal Instructions, Page 3

Upload a two-page proposal 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 weekly timetable, including the dates of at least four regular meeting times, and
- expected outcomes for the 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 general audience, using non-technical language as much as possible.

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Supporting Literature Instructions, Page 4

Upload a one-page list of the literature supporting the proposed research.

SAMPLE

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Optional Budget Information, Page 5

If your project requires materials or supplies, please indicate the specific expenses anticipated in as much detail as possible.

*Item/Service**

Estimated Cost

SAMPLE

Visit <https://research.camden.rutgers.edu/grants/reimbursement-process/> for guidelines on purchasing materials with grant funds.

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Transcript Instructions, Page 6

Upload a copy of your unofficial transcript.

SAMPLE

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Professional Statement, Page 7

Provide a professional statement that discusses how this grant will promote your future plans (250-word maximum).

SAMPLE

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Faculty Recommendation, Page 8

Please indicate why you believe this student is an appropriate candidate to receive a summer research 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.

SAMPLE

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Faculty Mentor Agreement, Page 9

FACULTY MENTOR AGREEMENT: Faculty Mentor--Please read the statements below, **write your initials in each box**, and review the student section below. If the information in this agreement meets your approval, please sign at the bottom of page 2.

- The above named student will be involved actively in the research activities outlined in the attached project description. I understand that students who are involved primarily in clerical, clinical, and laboratory maintenance tasks do not qualify for this project.
- I understand that this student will receive a total of \$3,600. **The student will be expected to work a minimum of 240 hours over a period of eight weeks, according to a schedule made in advance with the faculty mentor.**
- I agree to submit a 1-page faculty report of the student's progress at the close of the summer. I understand that this student will not receive their final installment until that report and the student's report are filed with the FAS Dean's Office.

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Student Agreement, Page 10

STUDENT AGREEMENT: Student--Please read carefully the statements below, then **write your initials in each box** indicating that you intend to comply. If the information in this agreement meets your approval, please sign at the bottom of this page. If you have any questions, please contact your faculty mentor.

- I understand that to participate in the Summer Undergraduate Research Grant (SURG), I must be engaged actively in the research activities outlined in the attached project description. I understand that my project must provide me with some measure of independence and fall within the research area of my faculty mentor, and that I will be responsible for completing all assignments in a timely fashion.
- I understand that I will receive a total of \$3,600 and that I will be expected to work at least 240 hours over a period of eight weeks, according to a schedule made in advance with the faculty mentor.** I will meet as scheduled with my mentor and communicate at least once weekly in some way (in person or by email). I will be paid through the Rutgers University payroll system and will meet with FAS Dean's business office to complete appropriate paperwork.
- I agree that my participation in SURG should be my primary employment and that any other employment should not interfere with this obligation.
- I understand that I am expected to participate in the annual Celebration of Undergraduate Research and Creative Activity (CURCA). In addition, I will be available to meet with the donor(s) whose generosity has made this program possible.
- I understand that if I do not complete the work according to the terms of the Student-Faculty Agreement, I will be removed from SURG and will be ineligible to receive the remaining balance of my stipend and unlikely to receive future funding from the college in support of my research as an undergraduate.
- I agree to submit a 1-2-page student report of my accomplishments at the close of the summer. I understand that I will not receive my final payment until that report and the faculty mentor's report are filed with the FAS Dean's Office.

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Approval of the Associate Dean, Page 11

Dr. Jane Siegel, Associate Dean for Undergraduate Education

Signature: _____

Date: _____

SAMPLE