



RUTGERS
CAMDEN

Graduate Student Research Fund Application

Limited grants are available from the Dean of the Faculty of Arts and Sciences and the Graduate School to support graduate student travel to conferences and research expenses. The maximum amount available is \$500.

Please note that these funds are for reimbursement purposes only and money **will not** be given out up front, but only after receipts have been submitted. *Applicants should be aware that reimbursements for research must follow university policies and procedures; please contact Ms. Louise Waters, FAS-Accounting Assistant, at 856-225-6096 or louisew@camden.rutgers.edu if you have any questions on this process.*

These grants are made possible through funds donated to the Arts and Sciences Academic Excellence Funds. Students may be asked to present their research or meet with donors on selected occasions.

Return the completed application to:

Dr. Luis T. Garcia
Associate Dean–Graduate School
Rutgers University-Camden
Faculty of Arts and Sciences-Dean’s Office
Armitage Hall-Room 377
311 N. 5th Street
Camden, NJ 08102-1405

Research Fund Signature Page

I have read the guidelines for using the grant money for expenses associated with my research and agree to abide by them.

If I have any questions about spending or reimbursement associated with the grant, I will contact Ms. Louise Waters in the FAS-Dean's Office (phone: 856-225-6096; email: louisew@camden.rutgers.edu). I understand that I should speak with her in advance about costs that will need to be reimbursed, so that I can follow the correct procedures and provide appropriate documentation. Other questions about the grant can be directed to Associate Dean Luis Garcia or Julie Strasser, the administrative assistant of the Graduate School.

Name: _____

Signature: _____

Date: _____

Research Fund Application

Date: _____

Name: _____ Student ID: _____

Mailing Address: _____

Telephone: _____ Email: _____

Graduate Program: _____

Title of Project: _____

Period of Time Grant Will Cover: _____

Total Budget Requested: _____

Brief (no more than fifty words) description of project (be sure also to attach a statement of no more than two pages explaining the project in more detail):

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

Name: _____ Department: _____

Campus Extension: _____ Email: _____

Institutional Review Board (IRB) Approval: The sponsoring faculty member should check the appropriate statement below and give his/her signature; one of these statements must be checked and signed, or the application will not be considered.

Permission/approval to conduct this research has been applied for or received from the IRB.

IRB permission/approval is not required for this project.

Faculty Advisor's Signature: _____ Date: _____

(Application Continues on Next Page.)

Research Fund Application
(continued)

Recommendation of Graduate Program Director:

Name: _____ Department: _____

Signature: _____ Email: _____

Approval by the Associate Dean of the Graduate School:

Signature: _____ Date: _____

Research Fund Budget

Name: _____

Total Budget Requested (not to exceed \$500): _____

Indicate in as much detail as possible how the amount requested will be used (e.g. lodging, gas expenses, train tickets, equipment, etc.)

Research Fund Faculty Recommendation

Student's Name: _____

Title of Project: _____

Faculty Advisor's Name: _____

In the space below, please indicate briefly (no more than a paragraph) why you believe this student is an appropriate candidate to receive a research fund grant. Your statement should discuss the student's research or creative capacities and his/her potential to carry out and complete the project. 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.

In addition, please note that if awarded, a mini-fund earmarked for the student's research will be established within the FAS-Dean's Office accounts. The student may file for reimbursement of expenses following university regulations.

Faculty Advisor's Signature: _____ Date: _____