

Graduate Student Travel and Research Fund

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. Support will be provided for students to attend conferences to present their work and to students conducting research. The maximum amount available is \$500.

There are different applications for the travel grant and for the research grant and **the research grant application consists of four pages**. Both applications are attached below . Please complete the appropriate application and, in the case of the travel fund application, you should include documentation of acceptance for the conference along with an abstract of the presentation.

If awarded, this grant will be used to reimburse travel after it has occurred. *Applicants should be aware that reimbursement for travel must follow university policies and procedures; information about these matters can be obtained through the departmental secretary or the Arts and Sciences Business Office.*

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 Garcia
Associate Dean – Graduate School
Faculty of Arts and Sciences
Armitage Hall – Room 377
Rutgers University – Camden
311 N. 5th St.
Camden, NJ 08102-1405

TRAVEL APPLICATION

Arts and Sciences Dean's Graduate Travel Fund Signature Page

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

If I have any questions about spending or reimbursement associated with the grant, I will contact Mrs. Nancy Hoover in the Dean's Office (phone: 856/225-6096; email: achoover@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.

Student name: _____

Student signature: _____

Date: _____

**Faculty of Arts and Sciences
Graduate School
Dean's Graduate Student Conference Travel Fund Application**

Date _____

Name _____ Student ID # _____

Address _____

Telephone _____ Email _____

Graduate Program _____

Conference to be attended _____

Date(s) of conference _____

Location of conference _____

Title of Paper/Presentation _____

Anticipated budget (not to exceed \$500): _____

Registration fee: _____

Transportation: _____

Lodging: _____

Food: _____

Note that reimbursement for travel must follow university policies and procedures; information about these matters can be obtained through the Arts and Sciences Business Office.

Faculty member under whose guidance you conducted the research:

Name _____ Department _____

Email _____ Campus phone number _____

Recommendation of Graduate Program Director:

Signature _____ Date _____

Name _____ Email _____

Approved by Associate Dean for Graduate Studies:

signature

date

RESEARCH APPLICATION

Arts and Sciences Dean's Graduate 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 Mrs. Nancy Hoover in the Dean's Office (phone: 856/225-6096; email: achoover@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.

Student name: _____

Student signature: _____

Date: _____

Arts and Sciences Dean's Graduate Research Fund Application

Name _____ Student ID # _____

Local Address _____

Telephone _____ Email _____

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

Program of Study _____

Title of Project _____

Period of time grant will cover _____

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 _____

Email _____ Campus phone number _____

Institutional Review Board (IRB) Approval – the sponsoring faculty member should sign the appropriate statement below; 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 member signature)

Recommendation of Program Director:

Signature _____

Name _____ Email _____

Total budget requested (not to exceed \$500) _____
(be sure to attach detailed budget explanation)

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

Student name _____

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

I. Total requested _____

(These funds may be used to pay for the costs involved in conducting research; reimbursement for travel must follow university policies and procedures. Grants to fund travel to present at conferences require separate application.)

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

Student signature: _____

Faculty Advisor's signature: _____

Approved by Associate Dean for Graduate Studies:

signature

date

Note that if awarded, a mini-fund earmarked for your research will be established within our Dean's Office accounts. You may file for reimbursement of expenses following university regulations.

**Arts and Sciences Dean's Graduate Research Fund
Faculty Recommendation**

Student name _____ RUID _____

Title of Project _____

Faculty advisor's name _____ Department _____

Email _____ Campus phone number _____

In the space below, please indicate briefly (no more than a paragraph) why you believe this student is an appropriate candidate to receive a travel research grant. Your statement should discuss the student's research or creative capacities and her/his 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 our Dean's Office accounts. The student may file for reimbursement of expenses following university regulations.

Faculty advisor's signature

Date