

## 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 will be accepted three times a year; the due dates are September 20<sup>th</sup>, December 11<sup>th</sup>, and April 30<sup>th</sup>. 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 they have earned their bachelor's degree.

Applicants should include the application form; a statement (no more than two pages) explaining the nature of the project, including the student's interest in the subject, a description of the methodology that will be employed, and a timeline for completion; a copy of your transcript; 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**). **Incomplete applications will not be reviewed by the committee.**

Please note that not all those reading applications may be familiar with terminology or subjects particular to your discipline; thus, you should avoid jargon and technical terms and provide enough detail about the project so that people outside your discipline can appreciate what the work will entail. Be sure that your application explains what your project is and tells us what you will be doing.

If awarded, a mini-fund earmarked for your research will be established within our Dean's Office accounts. Your faculty advisor may charge expenses associated with your research to this account or you may file for reimbursement of expenses following university regulations. Any questions about reimbursement for expenses may be directed to Mrs. Nancy Hoover in the Dean's Office (phone: 856/225-6096; email: [achoover@camden.rutgers.edu](mailto:achoover@camden.rutgers.edu)). Other conditions of the award must also be met before final payment is approved by the Associate Dean for Administration and Academic Program Development.

These grants are made possible through funds donated to the Arts and Sciences Academic Excellence Funds. Students will be expected to present their work at the annual Celebration of Undergraduate Research and Creative Activity and may be asked to meet with donors on selected occasions.

Return the entire application packet to:

Nancy G. Rosoff, Ph.D.  
Associate Dean  
Administration & Academic Program Development  
Faculty of Arts and Sciences  
Armitage Hall – Room 393  
Rutgers University – Camden  
311 N. 5<sup>th</sup> Street  
Camden, NJ 08102-1405

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

### Checklist

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

- signature page
- application form
- two-page statement about the project (including methodology and timeline)
- copy of your transcript (an unofficial copy is acceptable)
- letter of support from faculty mentor
- detailed budget



**Arts and Sciences Dean's Undergraduate 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. In addition, I agree to present my work during the Celebration of Undergraduate Research in the spring and to meet with donors to the funds that support these grants as requested.

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](mailto: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 Nancy Rosoff.

Student name \_\_\_\_\_

Student signature: \_\_\_\_\_

Date: \_\_\_\_\_

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

Name \_\_\_\_\_ Student ID # \_\_\_\_\_

Local Address \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_  
(be sure that this email address is one you will check)

Major \_\_\_\_\_

Additional major/Minor (if applicable) \_\_\_\_\_

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 Department Chair:

Signature \_\_\_\_\_

Name \_\_\_\_\_ Email \_\_\_\_\_

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

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

Student 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; 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: \_\_\_\_\_

Faculty Advisor's signature: \_\_\_\_\_

*Note that if awarded, a mini-fund earmarked for your research will be established within our Dean's Office accounts. Your faculty advisor may charge expenses associated with your research to this account or you may file for reimbursement of expenses following university regulations.*

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

Student name \_\_\_\_\_ SSN \_\_\_\_\_

Title of Project \_\_\_\_\_

Faculty advisor'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.

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. You may charge expenses associated with the student's research to this account or the student may file for reimbursement of expenses following university regulations.*

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Faculty advisor's signature

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Date