

**Arts and Sciences
Dean's Undergraduate Conference Travel Fund**

Grants are available from the Dean of the College of Arts and Sciences and University College to support undergraduate travel to conferences. Support will be provided for undergraduate researchers to attend a conference or professional meeting *to present their work*. Applications will be accepted on an ongoing basis. Applicants should indicate the dates of the conference the grant is meant to cover. Students must be enrolled in the Camden College of Arts and Sciences or University College-Camden at the time of their participation in the conference. Funding cannot be offered to students to attend conferences that occur after they have earned their bachelor's degree.

Applicants should include the application form; an abstract of your research (no more than 300 words); a copy of your transcript; documentation of acceptance for the conference; and a detailed budget explaining how funds will be used (the maximum amount available is **\$500**, although additional monies may be available for international conference presentations).

Incomplete applications will not be reviewed.

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.*

Before you travel, please make an appointment with Nancy Hoover in the Arts and Sciences Business Office to discuss how to keep records so that you can be reimbursed appropriately; Mrs. Hoover can be reached by email (achoover@camden.rutgers.edu) or by phone (856-225-6096).

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. 5th Street
Camden, NJ 08102-1405

Checklist:

- application form abstract signature page
- detailed budget documentation of acceptance

**Arts and Sciences Dean's Undergraduate Travel 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 in the spring 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. *Applicants should be aware that reimbursement for travel must follow university policies and procedures.* Before I travel, I will make an appointment with Nancy Hoover in the Arts and Sciences Business Office to discuss how to keep records so that you can be reimbursed appropriately; Mrs. Hoover can be reached by email (achoover@camden.rutgers.edu) or by phone (856-225-6096).

Student name _____

Student signature: _____

Date: _____

Arts and Sciences Dean's Undergraduate Conference Travel Fund Application

Name _____ Student ID # _____

Local Address _____

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

Major _____ Date of graduation _____

Conference to be attended _____

Date(s) of conference _____

Location of conference _____

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

Title of Project _____

Project Authors _____
(if more than one student is presenting at the conference or meeting, each should complete an application, but all applications should be submitted together)

Brief (no more than fifty words) description of project (*be sure also to attach an abstract of no more than 300 words*):

Faculty member under whose guidance you conducted the research (generally, this person should sign the budget form):

Name _____ Department _____

Email _____ Campus phone number _____

Arts and Sciences Dean's Undergraduate Conference Travel Fund Budget

Student name _____

Conference to be attended _____

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

Registration fee: _____

Transportation: _____

Lodging: _____

Food: _____

Feel free to attach documentation such as airfare projections from the airline or other online services and hotel rates.

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Student signature: _____ Date _____

Faculty member's signature (if the faculty member with whom you conducted the research is not available to sign this form, you may provide the department chair's signature instead):

_____ Date _____