

**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 are accepted three times each academic year; the due dates for the 2016-2017 academic year are September 28<sup>th</sup>, December 7<sup>th</sup>, and April 26<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 graduation.

Applicants should include:

- The signature page;
- The application form;
- A proposal (two pages total) 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 project,
  - an explanation of the methodology to be employed,
  - a timeline for completion of the project, and
  - expected outcomes for the project;
- A list of the literature supporting the proposed research (one page total);
- A professional statement that details how this grant will promote your future plans (250 word maximum);
- A copy of your transcript (an unofficial copy will suffice);
- 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).

Be careful to avoid discipline-specific jargon; not all of the grant reviewers will be from your field of study. Be sure to indicate both your knowledge of the topic to be studied and the relevance of this issue to people outside of your field. Students should indicate the extent to which they have experience already doing the sort of work they are proposing (e.g., past experience working with this mentor, class experience, other qualifications) and what they hope to gain from engaging in this research (e.g., experience that will help prepare you for graduate study).

**Incomplete applications will not be reviewed by the Arts and Sciences Dean's Undergraduate Research Committee.**

If awarded, either your faculty advisor may charge expenses associated with your research to an account that you will be created for you, or you may file for reimbursement of expenses following university regulations. Any questions about reimbursement for expenses may be directed to Ms. Louise Waters in the dean's office (phone: 856-225-6096; email: [louisew@camden.rutgers.edu](mailto:louisew@camden.rutgers.edu)).

Grants are made possible through donations to the Arts and Sciences Academic Excellence Fund. Students are required to present their work at the annual Celebration of Undergraduate Research and Creative Activity (CURCA), tentatively scheduled for April 13<sup>th</sup>, 2017, and may be asked to meet with donors on selected occasions.

Return the entire application packet to:

Julie Roncinske  
Assistant Dean III  
Rutgers University–Camden  
Armitage Hall  
FASC–Office of the Dean  
Room 393  
311 N. 5<sup>th</sup> Street  
Camden, NJ 08102-1405

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

- The signature page;
- The application form;
- A proposal (two pages total) 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 timeline for completion of the project,
  - expected outcomes for the project,
- A list of the literature supporting the proposed research (one page total);
- A copy of your transcript (an unofficial copy will suffice);
- A professional statement which discusses how this grant will promote your future plans (250 word maximum);
- 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).

Be sure that you have submitted all parts of the application together in one packet; **incomplete applications will not be reviewed by the Arts and Sciences Dean's Undergraduate Research Committee.**

**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 (CURCA), tentatively scheduled for April 13<sup>th</sup>, 2017, 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 Ms. Louise Waters in the dean's office (phone: 856-225-6096; email: [louisew@camden.rutgers.edu](mailto: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 Ms. Julie Roncinske (phone: 856-225-2953; email: [jstrasse@camden.rutgers.edu](mailto:jstrasse@camden.rutgers.edu)).

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

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

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

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

Name: \_\_\_\_\_ RUID: \_\_\_\_\_

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

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

Major(s): \_\_\_\_\_ Minor (if applicable): \_\_\_\_\_

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

Period of time grant will cover: \_\_\_\_\_

Total budget requested (not to exceed \$500): \_\_\_\_\_

Brief (no more than fifty words) description of project:

Faculty member under whose guidance you will work (be sure to attach a 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 mentor's signature: \_\_\_\_\_

Recommendation of Department Chair:

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Email: \_\_\_\_\_ Campus phone number: \_\_\_\_\_

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

Student's Name: \_\_\_\_\_ RUID: \_\_\_\_\_

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

Faculty Mentor'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.

Faculty mentor's signature: \_\_\_\_\_

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

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 (for example: visiting archives in New York City); 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: \_\_\_\_\_ Date: \_\_\_\_\_

Faculty mentor's signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*Any supplies purchased as part of the Arts and Sciences Dean's Undergraduate Research Fund will be and will remain the property of Rutgers University.

\*Software must be purchased through University Procurement, not through the individual.

\*Independent contractors, such as data processors and web designers, will not be reimbursed through the grant.

