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 travel to conferences for undergraduates presenting research. Applications are accepted on an ongoing basis. Student must be enrolled in the Camden College of Arts and Sciences or University College-Camden at the time of their participation in the conference.

Applicants should include:

- The signature page;
- The application form;
- An abstract of your research (no more than 300 words);
- Documentation of acceptance for the conference;
- A copy of your transcript (an unofficial copy will suffice);
- A letter of support from the faculty member who supervised your project; 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.

Applicants should be aware that reimbursement for travel must follow university policies and procedures. All recipients must discuss the specific instructions on reimbursement prior to the funded trip with Ms. Louise Waters in the Faculty of Arts and Sciences-Office of the Dean. Ms. Waters may be reached by email (louisew@camden.rutgers.edu) or by phone (856-225-6096).

Grants are made possible with funds donated to the Arts and Sciences Academic Excellence Funds. Students are required to present their research at the annual Celebration of Undergraduate Research and Creative Activity (CURCA), scheduled for April 16th, 2015, 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 – Room 393
311 N. 5th Street
Camden, NJ 08102-1405
Arts and Sciences Dean’s Undergraduate Conference Travel Fund Application Checklist

- The signature page;
- The application form;
- An abstract of your research (no more than 300 words);
- Documentation of acceptance for the conference;
- A copy of your transcript (an unofficial copy will suffice);
- A letter of support from the faculty member who supervised your project; 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).

Be sure that you have submitted all parts of the application together in one packet; incomplete applications will not be reviewed.
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 and Creative Activity (CURCA) on April 16th, 2015, 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 and I must meet with Ms. Louise Waters prior to my trip. Applicants should be aware that reimbursement for travel must follow university policies and procedures. Ms. Waters may be reached by email (louisew@camden.rutgers.edu) or by phone (856-225-6096). Other questions about the grant can be directed to Ms. Julie Roncinske (phone: 856-225-2953; email: jstrasse@camden.rutgers.edu).

Student name: _______________________________________________________

Student signature: ____________________________________________________

Date: ___________________________
Arts and Sciences Dean’s Undergraduate Conference Travel Fund
Application

Name: _________________________________  RUID: ________________

Local Address: _______________________________________________________________

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

Major(s): ______________________________  Minor (if applicable): ________________

Date of anticipated graduation: ________________

Conference to be attended: ______________________________________________________

Date(s) of conference: __________  Location of conference: __________________________

Total budget requested (not to exceed $500): __________

Title of Project: _______________________________________________________________

Project Author: _______________________________________________________________

(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:

Name: _________________________________  Department: __________________________

Email: _________________________________  Campus phone number: ____________
Arts and Sciences Dean’s Undergraduate Conference Travel 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 Conference Travel Fund. Your statement should discuss the conference that the student has been invited to and evaluate the importance of this conference. You should also describe the role you have played in directing this student’s work. Your signature below indicates that you agree that the student is deserving of an Arts and Sciences Dean’s Undergraduate Conference Travel Fund grant.
Arts and Sciences Dean’s Undergraduate Conference Travel Fund
Budget

Name: _________________________________  RUID: _________________

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.

Note that this grant will be used to reimburse travel after it has occurred and that you must meet with Ms. Louise Waters prior to your trip. Applicants should be aware that reimbursement for travel must follow university policies and procedures. Ms. Waters may be reached by email (louisew@camden.rutgers.edu) or by phone (856-225-6096).

Student signature: _________________________________  Date: ____________

Faculty mentor’s signature: _________________________________  Date: ____________

Do not write below this line!

Approval of Associate Dean Howard Marchitello: _________________________________

                          Date: ____________  Approved Budget: ____________