

Graduate Student Research Fund Application

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. The maximum amount available is \$500.

When submitting the application, please include a detailed statement explaining the project (two pages maximum) and a letter of support from your faculty mentor.

Please note that these funds are for reimbursement purposes only and money **will not** be given out up front, but only after receipts have been submitted. The application must be submitted prior to the start of the research. Students will not be reimbursed for subjects and labor cost.

Applicants should be aware that reimbursements for research must follow university policies and procedures.

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. Howard Marchitello
Associate Dean of the Graduate School
Rutgers University-Camden
Faculty of Arts and Sciences-Dean's Office
Armitage Hall Room 377
311 N. 5th Street
Camden, NJ 08102-1405

Contact Ms. Bethany Chroniger, Graduate School Administrative Assistant, at 856-225-6149 or b.chroniger@rutgers.edu with questions regarding the application process.

Research Fund Signature Page

I understand 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 Ms. Louise Waters in the FAS-Dean's Office (856-225-6096 or 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 Associate Dean Howard Marchitello or Ms. Bethany Chroniger, the Graduate School Administrative Assistant, at b.chroniger@rutgers.edu or 856-225-6149.

Name _____

Signature _____

Date _____

Research Fund Application

Date _____

Name _____ RUID _____

Mailing Address _____

Telephone _____ Email _____

Graduate Program _____

Title of Project _____

Period of time the grant will cover _____

Brief description of the project (fifty words maximum)

In addition, attach a statement explaining the project in more detail (two pages maximum).

Total Budget Requested (\$500.00 maximum) _____

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

(application continues on next page)

Research Fund Application

(continued)

Faculty Member under whose guidance you will work:
(be sure to attach letter of support)

Faculty Advisor (print)

Department

Faculty Advisor (signature)

Faculty Advisor E-mail

Institutional Review Board (IRB) Approval: The sponsoring faculty member should check the appropriate statement below; one of these statements must be checked 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.

Recommendation of Graduate Director:

Graduate Director (sign and print)

Department

Approval of Associate Dean of Graduate School:

Associate Dean (sign and print)

Date