CHANCELLOR’S INDEPENDENT STUDENT RESEARCH
GRANT APPLICATION

Application Instructions

Students: Complete all sections in Part A of this Application Form (pages 2-4) including uploading the required attachments. The name and email address of your Faculty Advisor must be entered accurately on the DocuSign form for them to receive an email to verify your application upon submission. Only completed applications verified by the student’s Faculty Advisor will be considered for funding. Retain a copy of your completed form for your records.

Faculty Advisors: You will receive an email with the student’s completed application upon their submission. Please read all information provided by the student and then complete all proceeding questions in Part B (page 5). All attachments submitted by the student are visible to you at the end of the document (following page 5). Only completed applications reviewed by the student’s respective Faculty Advisor will be considered for funding. Retain a copy of the reviewed form upon submission for your records.
APPLICATION FORM

PART A (must be completed by student)

STUDENT INFORMATION

Name: _____________________________________                RUID: ____________________

Email Address: ________________________________________________________________

Mailing Address: ______________________________________________________________

Major(s): _____________________________________________________________________

Minor(s) (if applicable): _________________________________________________________

Anticipated Graduation Month/Year:  _____________________________________________

Title of Project: ________________________________________________________________

Period of time grant will cover: ___________________________________________________

Brief (250 word maximum) description of project (please bear in mind that the committee is made up of faculty members from all different disciplines, so please tailor your descriptions for a generalized audience unfamiliar with technical language and terms):

Provide a statement which discusses how this grant will promote your future professional plans (250 word maximum).
BUDGET INFORMATION

In as much detail as possible, please indicate the specific expenses anticipated:

<table>
<thead>
<tr>
<th>Item/Service</th>
<th>Estimated Cost</th>
<th>Purpose Related to Project</th>
</tr>
</thead>
</table>

**TOTAL ANTICIPATED COST:** _________________________

Visit [https://research.camden.rutgers.edu/grants/reimbursement-process/](https://research.camden.rutgers.edu/grants/reimbursement-process/) for reimbursement guidelines.
SUPPLEMENTAL ATTACHMENTS

1. Upload a two-page proposal for your research or creative project that includes:
   - A statement of the problem to be studied or creative focus of the project
   - Specific aims of the project or creative work
   - A description of the utility of studying this issue (i.e., what are the applications of this research?). If creative work, where do you envision the final output will reside? What will it be applied and used for?, etc.,
   - 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

   Please bear in mind that the committee is made up of faculty members from all different disciplines, so please tailor your descriptions for a generalized audience. Avoid technical language to those outside your discipline.

2. Upload a one-page reference list of the literature supporting the proposed research.

3. Upload a copy of your unofficial transcript.

______________________________  ________________________
Student Signature                  Date
PART B (must be completed by student’s Faculty Advisor)

1. Is all information provided by the student in their application accurate?
   If no, please explain:

2. Attach a letter of support (2 pages max) that addresses why you believe this student is an appropriate candidate to receive a research grant. Your statement should discuss the student’s research or creative capacities and their potential to carry out and complete the project. You should also describe the role you will play in directing this student’s work.

IRB STATEMENT

Institutional Review Board (IRB) Approval – Projects requiring IRB review cannot begin until IRB approval has been obtained. Note that the IRB application must include any compensation plan for participants as well as the student’s role. Students awarded a research grant who do not yet have IRB approval at the time of application must submit the IRB protocol number, approval date and expiration date once approval has been obtained before reimbursements for any work are made. If IRB permission has been obtained for this project, the information below must be listed. The IRB protocol number must be active for the duration of the project.

The sponsoring faculty member should sign the appropriate statement below. One of these statements must be checked.

IRB permission/approval is not required for this project.

Permission/approval to conduct this research has been received from the IRB:

- Active IRB protocol number: ___________________________
- IRB number expiration date: __________________________
- Study Title: _______________________________________
- Name of Principal Investigator: _______________________

IRB application submitted. Awaiting approval. Submission date: ___________________

Your signature on page one of this application indicates that you agree to supervise the student’s research or creative project and that you will ensure it is carried out in compliance with the professional expectations of your field.

_________________________________________________                              ____________
Dissertation Advisor Signature                Date