

**DISTINGUISHED RESEARCH FELLOWSHIPS FOR GRADUATE STUDENTS**  
**Guidelines and Application Procedures**

**PROPOSAL CONTENT:**

- Page 1      Application Cover Page (see below)  
Signature needed for the sponsoring faculty member.
- Page 1a     Continuation of signatures from cover page if necessary
- Page 2      Budget Request Form with the Budget Narrative (500 words maximum)  
Where appropriate, explain in details describing how funding items are necessary for the successful completion of the project. Budget requests and expenses must comply with University policies. A detailed budget form must be submitted.
- Pages 3 – 5    Description of Project (3 pages maximum)  
Provide the committee a full but concise description of your project. This narrative should be limited to a maximum of (3) continuation pages in no smaller than 11-pt type and no less than 1 inch margins. This description should cover as many of the following topics as are relevant to your project:
- a) Statement Project Objectives. Provide detailed information that would allow a generalist full understanding of the project and why funding is requested. Applicants should make a special effort to “language” their proposals so that an “average reader” who may be unfamiliar with the topic or specific terminology will have a clear understanding.
  - b) Procedures/Methodology. This section should include a plan of the proposed activities, how they will be accomplished and a rationale for using this method. You may include work already completed. A time line or work plan is suggested.
  - c) Importance or Value. Describe how your project will contribute to the evidence base of concepts, theories, and/or practice within one’s discipline. How will your specific project contribute to the broader category of scholarship being conducted by others?
  - d) Further Research or Study. Describe what your next steps might be, once the project is completed.
  - e) Outcome. Will your research result in a peer-reviewed journal article and/or presentation at a professional conference, seminar or workshop on the state, national, or international level? How will the project be shared with the campus community?
  - f) Community Sharing. The committee requires an *on campus* poster session or presentation. Researchers may consider submitting proposals to the Graduate Research Symposium hosted by the Office of Graduate Studies or the Stockton’s Day of Scholarship hosted by the Grants Office. If you need other accommodations, please contact 609.626.3640 for more information.

Supplementary Materials (i.e., copy of the formal invitation to present at a conference or to exhibit, copy of contract for publication etc.). If an applicant is uncertain whether or not supplementary material is required, the applicant should contact the Office of Graduate Studies for advice. Contact 609.626.3640 or email: [gradschool@stockton.edu](mailto:gradschool@stockton.edu). NOTE: Detailed budget is required.

**COMMITTEE COMPOSITION/EVALUATION/REVIEW CRITERIA**

The Office of Graduate Studies will coordinate the application and selection process including the selection of the review committee which will include:

- a) Four faculty representatives from the graduate programs (serving staggered 2-year terms)
- b) Two students from the graduate programs who are not current fellowship applicants (serving staggered 2-year terms)
- c) The director of Graduate Studies or designee

The **Proposal** will be evaluated according to the following:

- a) adherence to format
- b) completeness, including signatures and summary form of funding history
- c) clarity

The **Project** will be evaluated according to the following factors:

- a) Intrinsic merit (i.e. whether the project addresses an important issue, and/or contributes to scholarship, and/or supports a programmatic/divisional/university goal)
- b) Qualifications of the applicant to carry out the project and the likelihood that the project will be completed with intended outcome(s). All projects should be completed prior to the student's completion of their degree work.
- c) Whether the methods are appropriate and likely to result in successful and timely outcome(s).
- d) Interest of the student and relevance to the student's professional development.
- e) Benefit to the overall campus community.



# STOCKTON UNIVERSITY | GRADUATE STUDIES

**Project Title:** \_\_\_\_\_

Researcher signatures continued if necessary:

I (we) understand that if I should be granted this award, **I (we) will administer the project to comply with University Policies and Procedures.** Further, I am (we are) required to submit a written report regarding my findings at the conclusion of the project to the Office of Graduate Studies. Additionally, I (we) understand there is a required **poster session or presentation that must take place at either the Graduate Research Symposium or the Day of Scholarship.** I (we) also understand that any monetary award may be subject to Internal Revenue Service Guidelines, visit for <https://www.irs.gov/uac/Tax-Benefits-for-Education:-Information-Center> more information. A 1098T Form will be mailed to you by the Bursar's Office by January 31<sup>st</sup>.

\_\_\_\_\_  
Applicant Name Signature Date

# STOCKTON UNIVERSITY | GRADUATE STUDIES

## BUDGET REQUEST FORM

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

	<b>Request</b>	<b>Other Sources</b>
1. Equipment*	\$ _____	\$ _____
(*Equipment purchased with Distinguished Research Funds remains the property of the University)		
2. Materials & Supplies	\$ _____	\$ _____
3. Guest Speaker/s:		
Stipends	\$ _____	\$ _____
Refreshments	\$ _____	\$ _____
4. Travel		
Lodging	\$ _____	\$ _____
Transportation	\$ _____	\$ _____
5. Other (specify):	\$ _____	\$ _____
	\$ _____	\$ _____
<b>Totals</b>	<b>\$ _____</b>	<b>\$ _____</b>

**Budget Narrative and Explanation:** (500-word maximum)

In the space below, explain how the budget request costs above are calculated and specify the particular details of each budget item. Explain how budgetary items are necessary for the successful completion of the project. Number the items in order of importance, according to the list above.

*Clarification of Certain University Policies and Procedures  
Related to Distinguished Research Fellowships for Graduate Students*

Developing a Distinguished Research Fellowship Budget:

The budget is an important part of the Distinguish Research Fellowship process. The Committee is often interested in seeing a picture of what the money will be used for and what outcomes will be delivered. The budget for a project develops directly from the activities and timeline required to complete the research project. It naturally follows the narrative and should be as accurate as possible, based on estimated costs.

In preparing the budget, read carefully the guidelines below. Awards or stipends up to **\$2000.00** each are available for graduate students for pursuit of projects of a research and/or creative nature. Please note the Committee is allocated a portion of the University's budget each fiscal year and this allocation is variable and dependent on various factors. While the typical project would involve one graduate student with one faculty advisor, graduate students may apply for a joint research project conducted with multiple student researchers. In this case, multiple students working as part of a research team may have to share a stipend. Each proposal is not guaranteed the maximum award, which is \$2000.00. If the amount of monies awarded is less than the proposed budget the student will need to decide whether to pursue the project or not and notify the committee accordingly. A proposed budget must also comply with University policies. A budget consists of several categories of expenses, some of which are listed below. The cost within each category must be based on actual calculations which should be explained in a budget narrative.

1. Supplies, Materials and/or Equipment

If materials or equipment are needed the student should coordinate the purchase with the Office of Graduate Studies. We encourage you to contact the office at [gradschool@stockton.edu](mailto:gradschool@stockton.edu) to assist in obtaining appropriate quotes for items and to ensure compliance with University purchasing procedures. If supplies or equipment are purchased, once the project is completed these will be returned to the graduate office and will remain the property of the University for the benefit of the Stockton community.

2. Institutional Review Board (IRB) approval.

Attach a copy of your IRB approval or application if waiting for a response.

3. Collaborative Institutional Training Initiative (CITI) certificate.

Attach a copy of your CITI Training Certificate, a training program that provides research, ethics education to all members of the research community.

4. [Travel](#)

The Distinguished Fellowship Committee is interested in where the outcomes of a project are distributed. This could be at a conference or training session or a publication in a scholarly or professional journal. Also some students have requested travel money in order to accomplish their research tasks. Costs for these expenses should be identified specific to an appropriate conference and/or estimated for the number of people who will be traveling. The application for the conference as well as any and all supplementary pages that will provide a description of what is included in the conference registration should be included. Lodging and mileage costs should be calculated using the allowable rate in New Jersey, but there is no guarantee mileage will be approved. Travel Guidelines as established by the University should be reviewed and strictly adhered to.

**Travel Outside the Continental USA:**

Students wishing to travel outside of the United States should contact the Office of Graduate Studies for more details. The Office of Risk Management will need to review the student's request for travel.

The following travel expenditures will not be considered for funding:

- Personal telephone calls.
  - Expenses for personal services, including those appearing on a hotel bill.
  - Alcoholic beverages
  - Meals served as part of transportation accommodations when the cost is included in the transportation charge
  - Meals served as part of conferences/seminars when the cost is included in the conference/seminar cost
  - Fines and other expenses for motor vehicle violations including parking offenses
  - Parking expenses
  - Attending educational, instructional or other conferences which involve out-of-state or out-of-country travel when equivalent programs are available locally
3. Use of fellowship funds towards tuition is prohibited.

*Your signature(s) below indicates you have read this document and will comply by its requirements, should you receive an award.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Faculty Advisor Agreement**

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

Contact Person: \_\_\_\_\_

Phone number: \_\_\_\_\_

Email: \_\_\_\_\_

Please note: The Distinguished Research Fellowships for Graduate Students is only awarded if an eligible student has the support and assistance of a full-time Stockton University faculty member. The supporting statement attests the student's ability to undertake the proposed project successfully; that the student meets the criteria for participation; and that the faculty advisor will mentor the student throughout the project.

Faculty Advisor Name: \_\_\_\_\_

Faculty Advisor Title: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

I have discussed and approved the student's topic and proposal and will advise/mentor the student for the duration of the project.

Faculty Advisor Signature: \_\_\_\_\_

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

