

STUDENT AWARDS PROGRAM GUIDELINES

STOCKTON | OFFICE OF RESEARCH
UNIVERSITY | & SPONSORED PROGRAMS

609-652-4844

grants@stockton.edu

www.stockton.edu/orsp

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General Guidelines and Requirements

Student funding is made available to support undergraduate and graduate research, creative work, independent studies, shared research with faculty, and/or travel expenses for creative work or presenting research.

Student awards are offered for projects consistent with the mission, educational philosophy, and goals of the University.

It is the responsibility of the applicant to ensure that the submitted application includes all required elements of the proposal as well as adheres to program guidelines as outlined under the individual fund. Incomplete applications and those not adhering to the guidelines will be scored accordingly and/or deemed ineligible for review by the committee.

Awards are competitive and funding is limited. Some meritorious proposals may not be funded. All award programs are subject to availability of funds.

Eligibility

- Internal award student funding programs are limited to Stockton University Undergraduate or Graduate students.
- Student applicants are expected to be in good academic standing as defined by a minimum cumulative grade point average of 3.00, or in some instances 3.5. (See individual award information)

Awards and Accountability

Please see the individual fund for submittal date guidance.

INDIVIDUAL PROGRAM SPECIFIC INFORMATION AND DESCRIPTIONS

GRADUATE DISTINGUISHED RESEARCH FELLOWSHIPS

Purpose, Eligibility Specifics

Supports graduate students in pursuit of projects of research and/or a creative nature. The project must contribute to the evidence-based concepts, theories, and/or practice within one's discipline and result in a peer-reviewed journal article and/or presentation at a professional conference, seminar, or workshop on the state, national, or international level. To be eligible, students must be enrolled full or part-time as a matriculated graduate student at Stockton during:

- a.) the semester immediately preceding the awarded fellowship;
- b.) the semester in which funds will be utilized;
- c.) the semester in which the second half of the funding is paid. Students must be in good academic standing as defined by a minimum cumulative grade point average of 3.00 on a 4.00 scale.

Funds Available

Awards (stipends) are available up to \$2000 per project. Funds may be used for:

- Travel to conferences
- Equipment, materials, and supplies
- Guest speaker(s) stipends and/or refreshments

Required Content

- Online Application Cover Page - (completed in its entirety)
- Budget Request Form with the Budget Narrative (500 word maximum) – Where appropriate, explain in detail describing how funded items are necessary for the successful completion of the project. Budget requests and expenses must comply with university policies.
- Description of Project (3 page maximum, no smaller than 11pt type and no less than 1-inch margins) – Provide the committee a full but concise description of your project. 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 word proposals so that a 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 timeline 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:** Please include any plans for future research.
 - 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 Office of Research and Sponsored Programs.
- Supplementary Materials (i.e., copy of the formal invitation to present at a conference or to exhibit, copy of contract for publication, etc.) Email the Office of Research and Sponsored Programs at grants@stockton.edu or call 609-652-4844 with any questions regarding supplementary materials.

Process

The Office of the Provost will coordinate the application and selection process of the review committee, which will include five faculty representatives from the graduate programs. Applications will be accepted on a rolling basis until the funds are either depleted or the deadline to apply has been reached. Applications will be sent to the Office of Research and Sponsored Programs (ORSP) at grants@stockton.edu and routed to the committee for review. The fall semester deadline to apply is December 1 and the spring semester deadline to apply is March 1.

The **proposal** will be evaluated according to adherence to format, clarity, completeness, including signatures and summary form of funding history. The **project** will be evaluated according to the following:

- 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) Level of student's interest and relevance to the student's professional development.
- e) Benefit to the overall campus community.

RESEARCH EXPERIENCE FOR UNDERGRADS (REU)

Purpose, Eligibility Specifics

Funding allows for students and faculty to share in a research experience at Stockton University. Students must be enrolled full time as sophomores, juniors, or non-graduating seniors, with a minimum cumulative 3.00 GPA. Funds are only available while in student status and cannot be accessed once a student graduates.

Funds Available

Funding to support research endeavors includes up to \$1,000 for the undergraduate student and up to \$250 for the faculty mentor. Funding can be linked to an independent study for which the student is registered during the Fiscal Year's summer, fall and/or spring semester(s). Suggested items or expenditures are:

- Equipment (Equipment will be retained by the faculty mentor's school at the completion of the project, and must be related to the project and justified in the proposal.)
- Off-campus field or similar research
- Purchase of books, materials, or specialized software
- Research-related travel. REU funding is to be used only for research-related activities. Any desired travel to a conference or professional meeting to present research findings, the student should submit a separate application to the provost's "Student Travel Fund" (STF) initiative. *Students are permitted to apply for both REU and STF funds.*
- Funds cannot be salary-related and so cannot be used as a stipend or wages to pay for work undertaken by either the faculty member or the undergraduate student.
- Funds are to be encumbered by May 15th and expended by June 15th of the Fiscal Year they have been awarded. Unexpended funds will not be available beyond the Fiscal Year which ends on June 30th.
- Arrangement for expenditures should be made through the student's Deans office and follow all applicable University policies.

Required Content

- Online Application - (completed in its entirety)
- Copy of student's current transcript must be submitted with the application. (Unofficial transcripts will be accepted)
- In addition to the application form, additional support documentation can be submitted via the Jotform application.

Process

In determining finalists for funding, REU Awards Committee will:

- Consider results from previous REUs supervised by the sponsoring faculty member and the student applicant. Preference will be given to new projects over continuing ones.
- Give preference to projects that are likely to be published and/or disseminated in public forums.
- Give preference to new (over continuing) projects each year.
- A final report on research completed by the student and his/her mentor must be submitted within 30 days of the award period.

STUDENT REQUEST FOR TRAVEL FUNDING – UNDERGRADUATE (STF)

Purpose, Eligibility Specifics

STF supports students who are involved in creative activity or presenting research. A Stockton graduate is also eligible to apply for Student Travel Funds for creative/scholarly activity scheduled in the term following graduation. If more than one student is applying for the same event/conference/activity, only one Student Request Form for Travel Funding is required, but all students' names must be included on the official confirmation of the conference acceptance and the letter of support from a faculty mentor or preceptor. It is expected that the event/conference/activity will be in, or closely related to, a student's program of study or research. For example:

- Presenting a paper or poster at a national or widely recognized conference in the student's discipline
- Participating in a creative activity such as a music performance or theatrical play

Funds Available

Participating students can apply for up to \$1,000 in travel expense funds for the following categories:

- Travel Expenses (ex: airfare; train ticket; mileage reimbursement if driving, etc.)
- Hotel/Lodging
- Conference Fees/Registration
- Groups of four or more students can apply for a maximum of \$4,000 in travel funds per event/conference, activity.
- Funds are to be encumbered by May 15 and expended by June 15 of the Fiscal Year for which the award is made. Unexpended funds will not be available beyond the Fiscal Year end date of June 30.
- Arrangement for expenditures should be made through the student's Deans office and follow all applicable University policies.
- Travel and event documentation is required for reimbursement. (Paid receipts of the same will be submitted after the event for reimbursement to occur)

Required Content

- Online Application - (completed in its entirety inclusive of all students' names)
- Official confirmation of conference acceptance (names of all students must appear).
- A letter of support from a faculty mentor or preceptor (names of all students must appear).
- A transcript from each student (unofficial is acceptable).
- Information regarding previous STF funding (if applicable) – such as a previous year's award letter.
- Reservation estimates (hotel, airline, car rental etc.) Screenshots of estimated cost of hotel, airline and car rentals are acceptable. Confirm reservations after Student Travel Funds are awarded.
- Contact grants@stockton.edu for information on specific requirements for Stockton graduates.

Process

Students should submit their application materials at least four weeks before event travel. Applications will be reviewed by the committee and students with GPAs of 3.0 or higher will be given first consideration. The amount to be awarded will depend on the quality and thoroughness of the application. If awarded, it is expected that students will present results and share their experiences in a forum at Stockton University (Galloway campus or instructional sites), such as a Day of Scholarship exhibit.

STUDENT REQUEST FOR TRAVEL FUNDING – GRADUATE (GSTF)

Purpose, Eligibility Specifics

GSTF supports students who are involved in creative activity or presenting research. A Stockton graduate is also eligible to apply for Student Travel Funds for creative/scholarly activity scheduled in the term following graduation. If more than one student is applying for the same event/conference/activity, only one Graduate Student Request Form for Travel Funding is required, but all students' names must be included on the official confirmation of the conference acceptance and the letter of support from a faculty mentor or preceptor. It is expected that the event/conference/activity will be in, or closely related to, a student's program of study or research. For example:

- Presenting a paper or poster at a national or widely recognized conference in the student's discipline
- Participating in a creative activity such as a music performance or theatrical play

Funds Available

Participating students can apply for up to \$1,000 in travel expense funds for the following categories:

- Travel Expenses (ex: airfare; train ticket; mileage reimbursement if driving, etc.)
- Hotel/Lodging
- Conference Fees/Registration
- Groups of four or more students can apply for a maximum of \$4,000 in travel funds per event/conference, activity.
- Funds are to be encumbered by May 15 and expended by June 15 of the Fiscal Year for which the award is made. Unexpended funds will not be available beyond the Fiscal Year end date of June 30.
- Arrangement for expenditures should be made through the student's Deans office and follow all applicable University policies.
- Travel and event documentation is required for reimbursement. (Paid receipts of the same will be submitted after the event for reimbursement to occur)

Required Content

- Online Application - (completed in its entirety inclusive of all students' names)
- Official confirmation of conference acceptance (names of all students must appear).
- A letter of support from a faculty mentor or preceptor (names of all students must appear).
- A transcript from each student (unofficial is acceptable).
- Information regarding previous STF funding (if applicable) – such as a previous year's award letter.
- Reservation estimates (hotel, airline, car rental etc.) Screenshots of estimated cost of hotel, airline and car rentals are acceptable. Confirm reservations after Graduate Student Travel Funds are awarded.
- Contact grants@stockton.edu for information on specific requirements for Stockton graduates.

Process

Students should submit their application materials at least four weeks before event travel. Applications will be reviewed by the committee and students with GPAs of 3.5 or higher will be given first consideration. The amount to be awarded will depend on the quality and thoroughness of the application. If awarded, it is expected that students will present results and share their experiences in a forum at Stockton University (Galloway campus or instructional sites), such as a Day of Scholarship exhibit.