

ARESTY RESEARCH GRANT PROGRAM GUIDELINES

To encourage and support independent research by undergraduates, the Aresty Research Center for Undergraduates (ARC) has established the Aresty Research Grant Program. Students conducting independent research projects under the supervision of a faculty mentor may apply for small grants to partially defray the costs of conducting research and disseminating its results to the scholarly community. Before undertaking a project, students should carefully examine their work load and the strength of their commitment. Students are invited to speak with ARC staff with their questions or concerns at any point in the research process.

I. Eligibility

- a. Any Rutgers-New Brunswick undergraduate student is eligible to receive funds.
- b. Each applicant will need to have a faculty advisor who is willing to supervise his/her project.
- c. Projects may range from an idea that the student is beginning to pursue on his/her own, to a joint student-faculty project in which either the student or the faculty member is the principal investigator.
- d. In all cases, **the undergraduate must have significant involvement and independence in both formulating the question and conducting the investigation.** NOTE: The ARC does not fund faculty projects or graduate students.
- e. If the application is for funding to continue a project previously granted an Aresty Research Grant, no award will be made unless the applicant submits a progress report relating the previous work done to the currently proposed stage of the project and justification for new funding.
- f. If the project will be conducted by multiple undergraduates, only one application may be submitted.
- g. Examples of fundable projects may include: the editing and study of texts, literary history and criticism, linguistic analysis, biography; performances, exhibitions, or specific projects in art, music, writing, and theater that are accompanied by a substantial research component; research in the natural and mathematical sciences; anthropological surveys, behavioral studies, political theory analyses; and presentation of a student's research product at a professional conference or symposium.

II. Items That May Be Funded

- a. Expendable supplies and services directly related to the student's proposed research (limited to those items not normally provided by the student's research department).
- b. Limited photocopying (e.g. surveys to be distributed). Photocopying will not be considered an alternative to note taking and must be specifically justified in the proposal.
- c. Individually initiated travel to special collections, libraries, archives, research facilities, research sites, and other special resources. Costs that may be covered include transportation (airfare, rail tickets, gasoline, highway tolls, etc.) and lodging.
- d. Books (when unavailable through the Rutgers University libraries or via Inter-Library Loan). The student should attempt to find used copies before buying them in new condition.
- e. Conference registration and fees. NOTE: **Student must have already been accepted to present at the conference prior to applying for these funds.**

III. Items That May NOT Be Funded

- a. Meals.
- b. Living expenses (e.g. rent, clothing, laundry, Internet service, utilities, etc.).
- c. Tuition at Rutgers University or any other educational institution, domestic or abroad.
- d. Stipends/per diems.
- e. Equipment (e.g. computers, software) that will be used beyond the duration of the specified research project.

IV. Procedures

- a. The application deadline will be the Friday of the first full week of classes each Fall and Spring semester. The ARC does not accept off-cycle applications.
- b. Applications for Aresty Research Grants are available online at <http://aresty.rutgers.edu/funding.htm>. Only **typed** or **legibly hand-written** applications will be considered. The form must be signed by both the student and the faculty advisor.
- c. A complete Research Grant application includes the application form and **all** of the following materials:
 - i. *Project Overview*. (see application form for complete details)

- ii. *Additional Information.* A description of the personal interests that led the student to undertake his/her research.
 - iii. *Human Subjects Clearance.* If applicable to the project, the student must include a photocopy of the letter with this application. Clearance must be obtained **before** an award will be made.
 - iv. *Budget Request.* A detailed, itemized list of expenses using the budget form, available online at <http://aresty.rutgers.edu/budgetform.pdf>, including any other sources of funding applying for or already received (e.g. grants, departmental matching funds, research stipends, etc.). A sample budget is available online at <http://aresty.rutgers.edu/budgetsample.pdf>.
 - v. *Letter of Endorsement.* A letter from the student's advisor addressing how ARC funding will enhance his/her research experience. The letter may be campus mailed or emailed (aresty@rci.rutgers.edu) to the ARC. It must be received **before** an award will be made.
- d. The student should be registered for a research course in order to receive funding. However, the student **must** have a faculty advisor with whom s/he is closely working.
 - e. The student must be the author of the project overview, additional information, and budget request; however, the ARC encourages the faculty advisor to help the student develop these materials.
 - f. **Only one application may be submitted per project.** If it is a year-long project, the student may apply in either semester, but **not both** unless the project has changed significantly and requires new expenditures.
 - g. If the project represents a joint effort by multiple undergraduate students, all students involved should collaborate on the application materials. One student should fill out the application form as the group's representative. In the project overview, the applicant must mention that it is a group project and list the names of all students involved.
 - h. The student may request as much funding as the projects requires; the ARC will give full consideration to the budget in the context of the other requests the ARC has received and the funding available for that semester.
 - i. The average amount of an Aresty Research Grant is \$475.00. In general, **the ARC does not fully fund student research projects**; students are strongly encouraged to seek funding from multiple sources.
 - j. The entire research proposal, including a comprehensive description of the project, a clearly-defined budget, and all information on the application (including GPA) will be considered when determining whether the student will be awarded research funding. Students must be in good academic standing in order to receive funding from the ARC.
 - k. Applications are evaluated by the ARC staff and faculty advisory committee.
 - l. The ARC will notify all applicants of the decision concerning their applications via email within 4 weeks of the application deadline.
 - m. In some cases, the student may be asked to submit additional information or a new application, should the ARC Administrative Director have questions or concerns about the proposal.

V. Disbursement

- a. Aresty Research Grants may be in the form of checks – made payable directly to the student – and/or copy cards for use at university libraries. Checks are issued in the full amount of the award. Copy cards are in small increments (of \$5 to \$40) and dispersed on an as-needed basis up to the amount awarded.
- b. Funds are available approximately 6-8 weeks from the application deadline. Students will be contacted for pickup. Aresty Research Grants must be picked up in person.
- c. If the student's supplies are to be purchased by the research department (e.g. science lab supplies), the student should endorse the check and turn it over to the department for administration on his/her behalf.
- d. If the student will administer the award him-/herself, the check may be cashed or deposited into a personal account. The student is responsible for monitoring the balance and making appropriate withdrawals from these funds.
- e. Only those items which were specifically delineated and approved in the student's budget proposal may be purchased using Aresty Research Grant funds.
- f. If the student's necessary expenses deviate from those listed in the budget proposal, s/he must submit a revised budget to the ARC for approval **prior to** making the relevant purchase(s).
- g. Receipts must be collected for all expenses paid using Aresty Research Grant funds. These receipts must be turned in to the ARC by the last day of classes the semester in which the award was made.
- h. **Any remaining balance of more than \$10 must also be returned** by the receipts deadline, either via cash or a personal check made payable to "Rutgers, The State University of NJ" with "ARC Research Grant – unused balance" in the check's memo line.
- i. The types of receipts accepted are as follows:
 - i. Any itemized receipt from a store (including online stores) is valid.

- ii. If working within a laboratory or department that will be making purchases on the student's behalf, a copy of the purchase order will suffice.
- iii. Receipts for gasoline (if vehicular travel was an approved expense) are not accepted; the university pays for vehicular travel at the rate of \$0.31 per mile, which covers both gasoline and general wear to the vehicle. In lieu of a receipt, the student is asked to use a service such as <http://maps.google.com> or <http://www.mapquest.com> to calculate the exact distance between the point of origin and destination. The student should then hand in a printout of the directions, showing the calculations for the round trip mileage and total reimbursement amount.
- iv. Unless issued copy cards as part of the Aresty Research Grant, if a student uses funding for photocopying services s/he should turn in a piece of paper noting the number of copies made and the cost per copy. The student may also submit receipts for any copy cards purchased.
- j. If any of the student's expenses will not be incurred until after end of the semester, s/he must submit a written request for an extension, including documentation of the estimated expenses (e.g., a printout of the hotel rates) and their dates. The student must turn in actual receipts once they become available.
- k. **All students with year-long projects must submit all receipts/return the Research Grant balance at the end of each semester, or request an extension by the receipts deadline.**

VI. Conditions

- a. The student may spend Aresty Research Grant funds only on pre-approved budget items or, if the budget changes, submit a new budget to the ARC for approval prior to expending the funds.
- b. The student will use the funds for his/her project only; should s/he not complete the project or use all funds, s/he may not transfer the funds to another student or faculty member.
- c. The student will submit receipts accounting for the sum total of his/her approved expenses and/or return the balance of the award to the ARC by the last day of classes this semester, or risk academic sanction.
- d. As a condition of receiving an Aresty Research Grant, the student **must** submit an abstract by the specified deadline (in February each year) for consideration in the annual ARC Undergraduate Research Symposium.
- e. If the abstract is accepted, the student **must** present his/her project at the Symposium, held in April each year. Although this is an obligation connected with the Aresty Research Grant Program, it is also an opportunity for the student to receive due recognition for his/her work.
- f. Any publication resulting from a project supported by an Aresty Research Grant shall include an appropriate acknowledgement of assistance from Rutgers University and the Aresty Research Center for Undergraduates. A copy of the publication shall be forwarded to the ARC.