STUDENT AWARDS PROGRAM GUIDELINES

STOCKTON | OFFICE OF RESEARCH
U N I V E R S I T Y | & SPONSORED PROGRAMS

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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. This includes presenting research through conference papers, posters, or panels, as well as participating in creative exhibits such as theatrical productions, musical recitals, art installations, or literary readings. Student awards are offered for projects consistent with the mission, educational philosophy, and goals of the University.

Funding will not be awarded for activities that do not involve active academic or creative participation. The following activities are typically considered ineligible for funding:

- General observation, attendance at networking events, leadership conferences, or career fairs where the student is not presenting.

- Professional development workshops such as résumé building, interview skills, unrelated to research or creative work.

- Certification or exam fees.

- Internships or employment-related travel.

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)

- Priority will be given to students who have not previously received funding through these programs, in order to support equitable access to academic and creative opportunities.

Agreement to Fulfill Service Requirements

Student(s) who receive funding and subsequently withdraw or do not participate in the approved activity or fail to participate in required Stockton-sponsored events—such as Day of Scholarship presentations or any activity directly tied to their funding— will **face potential penalties**. For this reason, it is very important that the student fully understand the terms and conditions of the award obligation before acceptance.

Student(s) must notify their Faculty Mentor/Sponsor and the funding committee in writing no later than ten (10) business days before the scheduled event or activity if their plans change. Failure to provide timely notice or failure to participate without proper documentation will also result in the student becoming ineligible to apply for future student funding opportunities within the same academic year. Exceptions may be considered for extenuating circumstances, which must be documented and reviewed by the funding committee.

Funding Use and Fiscal Year Deadlines

The funding cannot be stipend (salary-related) and so cannot be used as a stipend or as wages to pay for work undertaken by students. All Funds must be encumbered by the beginning of fiscal year on May 15th and fully expended before fiscal year end on June 15th. Ordered items must be received and invoiced by June 1st. Unexpended funds will not be carried over and will not be available beyond the current fiscal academic year. Students who are awarded travel funds will be expected to present results and share their experiences in a forum such as Day of Scholarship.

PROGRAM SPECIFIC INFORMATION AND DESCRIPTIONS

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).
- Copy of student's current transcript with their name visible must be submitted with the application. (Unofficial transcripts will be accepted)
- 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 on a quarterly basis. Students are encouraged to refer to the deadlines and review dates on the ORSP website to ensure their application will be reviewed prior to their scheduled event. If the committee is not scheduled to review applications until after a student's scheduled event, immediately contact grants@stockton.edu. 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 provide a conclusion report and 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).
- Copy of student's current transcript with their name visible must be submitted with the application. (Unofficial transcripts will be accepted)
- 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 on a quarterly basis. Students are encouraged to refer to the deadlines and review dates on the ORSP website to ensure their application will be reviewed prior to their scheduled event. If the committee is not scheduled to review applications until after a student's scheduled event, immediately contact grants@stockton.edu. 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 provide a conclusion report and present results and share their experiences in a forum at Stockton University (Galloway campus or instructional sites), such as a Day of Scholarship exhibit.

RESEARCH EXPERIENCE FOR UNDERGRADS (REU)

Purpose, Eligibility Specifics

Funding allows 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 with their name visible 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

Applications will be reviewed by the committee on a quarterly basis. Students are encouraged to refer to the deadlines and review dates on the ORSP website to ensure their application will be reviewed prior to their scheduled event. If the committee is not scheduled to review applications until after a student's scheduled event, immediately contact grants@stockton.edu. 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 provide a conclusion report.