Arts and Architecture Opportunity Fund
For Undergraduate Research and Creative Activities
Guidelines
AY 2012-13

The Office of the Dean of the College of Arts and Architecture is able to provide funds to support undergraduate research and creative activities. The purpose of these funds is to provide undergraduate students with the opportunity to engage in research or creative activities related to their field of study and should be planned in close consultation with a faculty mentor in the student’s major field of study and supported by the faculty mentor on the Funding Request Form.

These are matching funds with the contributions coming 1/2 from the Office of the Dean and a minimum of 1/2 from the student’s home department or school. This funding sets a cap of $300/student/year from the college. With matching funds from the department/school, this can provide students with up to, and in some instances depending on the unit match, more than $600 in funding. If the student is a Schreyer Honors student then s/he should apply for additional funding from the Schreyer Honors College.

There is an open, rolling deadline for application for these funds; hence students are encouraged to submit requests as early as possible in the academic year. Once these funds have been allocated for the academic year, there is no further awarding of grants available through this program.

Procedures:

1. Students whose program of study involves research/creative activity should complete the attached form including a brief statement about the nature of the project that will be undertaken and an estimate of costs such as travel, meals, and lodging. This form should be submitted to the student’s faculty mentor.

2. The faculty mentor must approve the form and provide a brief statement of support regarding the importance of this project and submit the completed form to the department head or school director.

3. The unit head/director must approve the support for research and indicate the amount of funding that the unit will provide to the student. After this approval has been secured, send the request to the Gary Kesler, Associate Dean for Undergraduate Studies, Instruction and Outreach, 104 Borland Building.

4. Once approved by the Office of Undergraduate Studies, money will be transferred to the unit for disbursement to the student.

For “undergraduate travel to present research or other creative endeavors” students may apply to the A&A Opportunity Fund, as well as to the University’s Office of Undergraduate Education (417 Old Main) for up to $300 in additional funding. To do so, please fill out and submit the “Undergraduate Research Conference Travel Request” form in addition to the A&A form included on page 4 of these Guidelines.
Arts and Architecture Opportunity Fund
For Undergraduate Research and Creative Activities
Request for Funding
AY 2012-13

Student Name: ___________________________ Student ID No.: _______________________
Department or School: ___________________ Major: _______________________________
Campus Address: _________________________ Email: _____________________________
Faculty Mentor: __________________________
Description of Research Support:____________________________________________________
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________
Location: ________________________________ Date: _________________________________

Itemized anticipated expenses (materials, transportation, lodging, registration, etc.):
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________
THIS SECTION TO BE COMPLETED BY THE FACULTY MENTOR

Statement of Support for Research:


Faculty Mentor Signature: ______________________________


FUNDING APPROVALS

Amount: __________________  Unit Head Signature: ______________________________

Amount: __________________  College Signature: ______________________________

For College Approval Send to:

Gary Kesler
Associate Dean for Undergraduate Studies, Instruction & Outreach
College of Arts & Architecture
104 Borland Building
The Pennsylvania State University
University Park, PA 16802
2012-13 Undergraduate Research Conference Travel Request

Note: Requests for more than one student attending the same conference should be submitted together. Please provide student and presentation information and the mentor’s endorsement for each student. When applicable, a combined statement of itemized anticipated expenses for all students may be attached in place of completing the corresponding section of the form for each student.

Student Name: ___________________________ PSU ID: ___________________________

College: ___________________________ Major: ___________________________

Campus Address: ___________________________ Email: ___________________________

Faculty Mentor: ___________________________

Name of Conference: ___________________________

Location: ___________________________ Dates: ___________________________

Title of Presentation: ___________________________

Type of Presentation (check one): ______ Oral ______ Poster ______ Panel ______ Other

If other, please specify: ___________________________

Presentation Accepted by Conference: ______ Yes ______ Not yet (anticipated notification date: ______)

Itemized anticipated expenses attach additional pages if needed):

- Lodging ___________________________
- Transportation ___________________________
- Meals ___________________________
- Miscellaneous (specify) ___________________________
- Registration ___________________________
- Total ___________________________

ATTACH STATEMENT OF SUPPORT FROM MENTOR/DEPARTMENT (REQUIRED).

Approvals:

Amount: ___________________________ Dept./Division/Campus Signature: ___________________________ Date

Amount: ___________________________ College Signature: ___________________________ Date

Amount: ___________________________ Schreyer Honors College: ___________________________ Date

(if applicable)

Amount: ___________________________ Undergraduate Education: ___________________________ Date

After other approvals are in place, send to Assistant Dean Mary Beth Crowe, 417 Old Main, University Park.