



COMMITTEE COMPOSITION/EVALUATION/REVIEW CRITERIA

The Office of Research and Sponsored Programs in conjunction with the School of General Studies & Graduate Education, will coordinate the application and selection process including the selection of the review committee which will include

- a) Five faculty representatives from the graduate programs (serving staggered 2-year terms)

The Proposal will be evaluated according to the following:

- a) Adherence to format
- b) Completeness, including signatures and summary form and 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 W X Graduate Program development
- e) Benefit to the overall campus community.

BUDGET REQUEST FORM

Project Title: _____

1. Equipment*	\$ _____	\$ _____
(*Equipment purchased with Distinguished Research Funds remains the property of the University)		
2. Materials & Supplies	\$ _____	\$ _____
3. Guest Speakers:		
Stipends	\$ _____	\$ _____
Refreshments	\$ _____	\$ _____
4. Travel		
Lodging	\$ _____	\$ _____
Transportation	\$ _____	\$ _____
5. Other (specify):	\$ _____	\$ _____
	\$ _____	\$ _____
TOTALS	\$ _____	\$ _____

Budget Narrative and Explanation: (500-word maximum)
 In the space below, explain how the budget 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 items in order of importance, according to the list above.

Developing a Distinguished Research Fellowship Budget:

The budget is an important part of the Distinguished 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 estimated 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 \$2,000.00 each are available for graduate students in pursuit of projects of a research and/or creative nature. Please note the Committee 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 \$2,000.00. 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

Travel Outside the Continental USA:

Students wishing to travel outside of the United States should contact the [Office of Global Engagement](#) for more details. [The Office of Environment/Health/Safety](#) may 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 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 with requirements, should you receive an award.

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 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 topic and proposal and will advise/mentor the student for the duration of the project.

Faculty Advisor Signature: _____

Date: _____