

**Arts & Architecture Opportunity Fund
for Undergraduate Research and Creative Activities
AY 2024**

GUIDELINES:

The Office of the Dean of the College of Arts & Architecture provides funds to help undergraduate students take advantage of the opportunity to engage in research or creative activities related to their field of study. These activities should be planned in close consultation with a faculty mentor and supported by the faculty mentor on the Funding Request Form. While the Faculty mentor's consultation and support is required, the student is responsible for initiating the funding request.

Allocations are provided in the form of **jointly funded reimbursements** (to be processed and paid post-travel), with contributions coming from the student's home department or school, and the Office of the Dean. If the student is a Schreyer Honors student, they can apply for additional funding from the Schreyer Honors College, after securing funds through the home department or school and college.

There is a rolling application deadline for these funds. Students are encouraged to submit requests as early as possible in the academic year, prior to engaging in research or creative activity. Once the Opportunity Fund has been depleted for the fiscal year, no further awards will be made until the start of the next fiscal year (July 1). Note, for the purpose of administering this program, the summer is split between two fiscal years.

PROCEDURE:

1. **Students** should complete the embedded 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, provide a brief statement of support regarding the importance of the project, and submit the completed form to the department head or school director.
3. The department head/school director must approve their financial support for the research / creative activity, and indicate the reimbursement amount the unit will provide to the student. After this approval has been secured, the department head / school director should forward the request to the Office of the Associate Dean for Academic Affairs and Outreach, 104 Borland Building.
4. The Associate Dean will review the request and if approved, will allocate an additional amount for reimbursement.
5. Once the college's allocation is approved a letter will be sent to the student, with the faculty mentor on copy (as well as the financial assistant for the school / department) outlining the student's responsibility post-travel; within 2-weeks of returning, she / he should submit all travel receipts to the financial assistant who will build the necessary Sap Concur report.
 - a. **NEW FOR FY '24:** The staff finance assistant will be able to charge the college's portion directly to the IO established for the Opportunity Fund in the SAP Concur report.

