

**Arts & Architecture Opportunity Fund
for Undergraduate Research and Creative Activities
Request Form AY 2027**

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, creative activities, or co-curricular 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 this 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, the first ends on June 30 and the second begins July 1. The completion date of travel determines which fiscal year is considered.

PROCEDURE:

1. **Students** should complete the embedded form including a brief statement about the nature of the project or activity that will be undertaken and an estimate of total 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 or activity, 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 or co-curricular 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 Undergraduate Education, 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, they should submit all travel receipts to the financial assistant who will build the necessary SAP Concur report.
6. 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.

[illegible]

Statement of Support for Research / Creative Activity: _____

[illegible]

Faculty Mentor Signature: _____

Amount Approved: _____ Dept. Head/School Director Signature: _____ Date: _____

Amount Approved: _____ Associate Dean Signature: _____ Date: _____

Office of the Associate Dean for Academic Affairs &
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