

**Arts and Architecture Opportunity Fund
for Undergraduate Research and Creative Activities
AY 2023**

GUIDELINES:

The Office of the Dean of the College of Arts and 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 consult and support is required, the student is responsible for initiating the funding request.

Allocations are provided in the form of jointly funded reimbursements, 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 the 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).

PROCEDURE:

1. **Students** 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. **Note:** the research and creative activity engagement must be active. The student needs to be presenting or actively creating, performing, or accessing research materials. Simply attending a conference, performance, museum, or other locations alone will not likely be approved for joint funding by the College. Therefore, the nature of the engagement needs to be clearly articulated in the application.
2. The faculty mentor must approve the form, 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 department head/school director must approve the 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 approved, the College's allocation will be transferred to the school/department for disbursement to the student (in the form of a reimbursement for travel related expenses).

THIS SECTION TO BE COMPLETED BY THE FACULTY MENTOR

Statement of Support for Research / Creative Activity: _____

Faculty Mentor Signature: _____

FUNDING APPROVALS

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

Amount: _____ Associate Dean Signature: _____ Date: _____

For College Approval Send to:

Office of the Associate Dean for Academic Affairs
& Outreach
c/o Cori Donaghy
aaundergrad@psu.edu

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Penn State University
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