

**Arts and Architecture Opportunity Fund
For Undergraduate Research and Creative Activities
Guidelines
AY 2018-19**

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 student's home department or school and up to 1/2 from the Office of the Dean. 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 Scott Wing, Associate Dean for Academic Affairs and Outreach, 104 Borland Building.
4. Once approved, money will be transferred to the unit for disbursement to the student.

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:
Scott Wing
Associate Dean for Academic Affairs
College of Arts & Architecture
104 Borland Building
The Pennsylvania State University
University Park, PA 16802