The “Stockton Board of Trustees Distinguished Research Fellowships for Graduate Students” program was established by the Board of Trustees in June of 2006, modeled after the program for undergraduate students that began in April of 1986. It supports student-initiated research under a faculty advisor or faculty-student collaborative research in keeping with the graduate mission of The Richard Stockton College of New Jersey. Fellowship awards are a stipend, payable directly to the student in two installments: 50% at the beginning and 50% at the successful completion of their project. The amount of the individual fellowship stipend is determined by the awards committee, based upon an evaluation of the application and the budget and within the annual limit set by the College Board of Trustees.

Eligibility Criteria

Students who meet the following criteria are eligible to apply for funds under this program:

1. Enrolled full or part-time as a matriculated graduate student at Stockton during the semester of application and during the semester in which funds will be utilized.

2. Successfully completed at least ¼ (25%) of the graduate academic credits required by their respective program prior to the funds being utilized.

3. In good academic standing as defined by a minimum cumulative grade point average of 3.00 or higher on a 4.00 scale.

4. Selected a research project that meets all of the following:
   □ will contribute to the evidence base of concepts, theories, and/or practice within one’s discipline.
   □ will result in a peer-reviewed journal article and/or presentation at a professional conference, seminar or workshop at the state, national, or international level.
   □ can be completed within a semester and a break period either following or preceding the semester and/or within a specified funding period (or has been completed and been accepted for presentation at a professional conference, seminar or workshop at the state, national, or international level and the student is seeking a stipend to support travel, registration, and/or hotel accommodations).

All students receiving fellowship monies will be expected to provide their program and/or campus community with a presentation detailing the findings from their project, as appropriate. Copies of final projects as well as promotional materials and other materials used before and/or during the presentations must be forwarded to the Dean of The School of Graduate and Continuing Studies for inclusion in the program file.

While the typical project would involve one graduate student with one faculty advisor, up to two graduate students may apply for a joint research project conducted with up to two members of the faculty, with one being the project advisor. In this case, full stipends may not be available for each student; two students working as part of a research team may have to share a stipend.
Procedures for Application

Notices advertising the availability of applications will be sent to all faculty and staff, posted on Graduate Studies web site, and distributed to all graduate students. Applications are available at www.stockton.edu/grad and in the Office of Graduate Studies in (E-226).

There are two funding cycles with the following deadlines:

- **October 31 for the Fall Funding Cycle**: for this cycle, projects must be completed by June 1 of the next calendar year, or the semester immediately following the award.

- **March 31 for the Spring Funding Cycle**: for this cycle, projects must be completed by December 1 of the same calendar year, or the semester immediately following the award.

Since projects normally extend beyond one semester, the application should be submitted for the semester in which the application is filed and the project is scheduled to begin.

Applicants must submit the following:

- The *Application Cover Sheet* (with basic information and a 1–2 paragraph Executive Summary of the project).
- A 3 - 5 page (double spaced) narrative clearly detailing the following, in order:
  1. Goals and objectives of the project.
  2. The justification/value of your project to your discipline and the College or community, if applicable.
  3. How you will accomplish your goals and objectives; and an evaluation plan.

  *Applicants should make a special effort to “language” their proposals so that an “average reader” who may be unfamiliar with the topic or specific terminology will have a clear understanding of the project and its impact.*

- An itemized budget detailing any expected expenditures for the project. (The awards committee reserves the right to modify the budget as appropriate.)
- A description of how the project will be shared with the campus community.
- Bibliographic references (if any).
- A one-page (double spaced) autobiography.
- A printout of your unofficial academic transcripts from Stockton.
- An *Advisor Form* (see attached) and a letter of recommendation from your advisor(s) outlining her/his support and involvement. The letter is to be in a sealed envelope and addressed to the Dean of The School of Graduate and Continuing Studies.
- A letter of recommendation from the Director of the graduate program. (If more than one application is submitted per program, then the program Director must address an additional letter to the Dean of The School of Graduate and Continuing Studies that relates the sense of the program faculty in terms of the ranking of the applications from the academic program.) These letters are to be in a sealed envelope and addressed to the Dean.

  *Note: if the Director of the graduate program and the faculty Advisor are the same individual, then the Director shall serve as the Advisor and designate a substitute member of the graduate program to serve as “Director” for all Director duties associated with the fellowship procedures.*

Applicants applying for funds for travel, registration, and/or hotel accommodations for a professional conference, seminar or workshop must also submit the following:

- A copy of the letter of acceptance for the project being presented
- A copy of the abstract of the accepted presentation
- An itemized budget detailing any expected expenditures for the conference
- A description of how the project will be shared with the campus community
Completed applications must be submitted in person (not by fax or e-mail) to the Office of the Dean of The School of Graduate and Continuing Studies (E-226) by 5:00 pm on the due date. The following deadlines are in effect throughout the awards process:

<table>
<thead>
<tr>
<th>Funding Cycle</th>
<th>Applications Available</th>
<th>Application Deadline</th>
<th>Notification Date</th>
<th>Final Report Due</th>
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<tbody>
<tr>
<td>Fall</td>
<td>week of Sept. 10</td>
<td>Oct. 31</td>
<td>Dec. 15</td>
<td>upon completion or June 1</td>
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<tr>
<td>Spring</td>
<td>week of Jan. 20</td>
<td>Mar. 31</td>
<td>May 15</td>
<td>upon completion or Dec. 1</td>
</tr>
</tbody>
</table>

**Awards Panel and Selection Criteria**

1. The School of Graduate and Continuing Studies will coordinate the application and selection process.

2. A panel will review all applications and make recommendations for funding to the Provost and the President. The review panel will include:
   - Four faculty representatives from the graduate programs (serving staggered 2-year terms)
   - Two students from the graduate programs who are not current fellowship applicants (serving staggered 2-year terms)
   - The Dean of The School of Graduate and Continuing Studies or a designee

3. Criteria to be used by the review panel will include (but are not limited to) the following:
   - Quality of the written proposal (concise, well-written, understandable, etc.)
   - Level of creative and/or innovative thought exemplified
   - Interest of the student and relevance to student’s professional development
   - Benefit to the overall campus community
   - Potential for project completion within the funding period, and
   - Degree to which the project budget and alternate funding sources are detailed and reasonable for the nature of the project

4. Candidates will be notified in writing by the notification date.
Method of Payment

Initial payment will be made to individual awardees when their project advisor forwards the following package to the Dean of The School of Graduate and Continuing Studies:

- A Payment Request Form.

The Form should indicate that the project is ready to begin pending purchase of needed supplies and/or equipment, along with a list of the needed supplies and/or equipment and the costs. In this case, the Form should also include notification from the Project Advisor that all program requirements have been met.

Alternatively, the Form should indicate that the project has been accepted for presentation at a professional conference, seminar or workshop, along with a copy of the letter of acceptance. In this case, the form should also include an itemized budget detailing any expected expenditures for the conference, seminar or workshop.

Final payment will be made to individual awardees when their Project Advisor forwards the following package to the Dean of The School of Graduate and Continuing Studies:

- A Payment Request Form. The Form should indicate that the project has been completed satisfactorily. The Form should also include notification from the faculty advisor that all program requirements have been met.

- A copy of the student’s completed project (in paper, on a disk or CD).

- A two-page Final Report from the student that includes:
  1. A description of the major proposal objectives attained.
  2. Copies of all materials used to publicize the project.
  3. A summary of the dissemination venues (conference, seminar or workshop brochures, professional publications, etc.).
  4. An expenditure report and any receipts.
  5. Summary of any plans for continuation of the project beyond the funding period.

The deadlines for receipt of the final materials are:

Fall funding cycle: Date Project Completed or June 15 (whichever occurs first)
Spring funding cycle: Date Project Completed or Dec. 1 (whichever occurs first)