

**To: Faculty**

**Re: Spreading the word to students about the availability of Randolph's Innovative Student Experience (RISE) Award**

Faculty are encouraged to discuss the availability of the RISE award with their students. This award might be particularly helpful for students conducting scholarship in their capstone course or for an independent study or summer program that requires equipment, travel, books, software, or other materials. Any questions can be directed to Beth Schwartz, Elizabeth Perry-Sizemore, or Ron Gettinger, Assistant Deans of the College.

**Eligibility for the RISE Award:**

In November 2010, the College announced the RISE program, designed to promote students' intellectual or creative growth by providing grants for student scholarship. First year students entering the College in the fall of 2009 and thereafter are eligible to receive a \$2,000 RISE award during their junior or senior year. Although the program was designed for incoming students, the College did want to provide a similar benefit to those students already enrolled. Therefore, students in the class of 2011 are eligible to receive a \$300 RISE award and those in the class of 2012 a \$600 RISE award. An application can be submitted by students at any time following the start of the fall semester in their junior year. The award is available for all students, but will be given only to those students who demonstrate a legitimate academic purpose for these resources. Students are strongly encouraged to discuss their ideas with their academic advisors before starting the application process.

Here are just a few possibilities for the RISE Award:

- Attend a national conference
- Purchase easels, paint, or other material necessary for an artistic piece
- Travel to another country to improve your conversation skills
- Buy computer software
- Purchase equipment or apparatus for your capstone project
- Travel to sites for research endeavours

*Note: All students are eligible to apply for RISE awards, but the following limitations must be kept in mind: RISE funds cannot be used for Randolph College tuition, general College fees, required textbooks, or expenses related to job searches or graduate student applications. In addition, certain tax reporting and/or withholding implications may result from RISE awards to international students. IRS regulations are particularly complex and stringent in matters involving financial disbursements to international students, including payroll, scholarships, research stipends, etc. Precise implications to an international student vary based on several factors, including country of citizenship, visa type, possible other financial disbursements previously made to the student, etc. Please notify Paula Hutt in the Business Office to research and determine any unique implications on a case by case basis, prior to award approval and student notification. Any tax implications which may arise, however, will not affect the College's decision to make the award in question*

## The Application Process:

A copy of the application is attached and can also be found on the College website site under Academics, in a PDF file and MS WORD file at <http://www.randolphcollege.edu/rise>.

The application includes the following:

- 1) A 500 word essay explaining the rationale for the award, describing how the student's plans and program of study or creative project will:
  - enhance the student's overall degree program, emphasizing the tenets of *The Randolph Plan*
  - contribute to the student's educational, professional, and personal goals
- 2) A detailed budget with documentation justifying the items included (see line-item budget form included with the application)
- 3) An unofficial copy of the student's transcript obtained from the Registrar's Office
- 4) Letters from the IRB and/or business office as applicable
- 5) Signatures from the student and the student's academic advisor.

Once complete, the student should e-mail the application to Lynn Barlotta ([lbarlotta@randolphcollege.edu](mailto:lbarlotta@randolphcollege.edu)), the administration assistant in the Dean's office. Students will receive a confirmation email that the proposal was received. The Assistant Deans will review all applications and make a recommendation to the Dean of the College for final approval. The Dean's office will send a decision to the student approximately two weeks after submission of the proposal. Notification will be sent to the student, the academic advisor, and if necessary the appropriate department chair for purchase of equipment/materials. The student and academic advisor will review the disbursement of funds process described in the award letter. Both the student's and the academic advisor's signatures are required on a copy award letter received, which needs to be on file in the Dean's office before funds will be available.

Upon the student's receipt of a RISE award, the academic advisor must contact an Assistant Dean to determine the best way to make purchases for the project. While it may be possible for students to make purchases and file for personal reimbursement, in some cases that will not be possible. Some purchases may need to be made by departments and others through the Dean's Office. Students must also be sure to receive either Institutional Review Board (IRB) or Animal Research Committee approval, if applicable, prior to submitting a proposal for a RISE award. International students need to set up a meeting at the Business Office to discuss the financial disbursement policy that applies to this award, prior to submitting a proposal for a RISE award.

Reimbursement requests should be submitted to DOC using the Randolph College Reimbursement Request form available on the portal under MyLinks: Campus Community: Business Expense Reimbursement Form. Receipts should be attached to this form, along with a copy of the budget form completed with the application, with the related parts of its "actual expenses" column filled out. It is not necessary to wait until the completion of a project to submit all receipts. They can be filed for reimbursement as they come in. Receipts are needed for ALL travel expenses incurred such as (but not limited to) airline or train tickets, taxi or bus service, parking, lodging,

meals, registration fees and conference materials. Receipts should be submitted timely and within two weeks after completion of a project. Failure to submit receipts for expenses claimed may result in the delay of the reimbursement process and/or the right of the Business Office to refuse payment.

To ensure that funds will be available, students are strongly encouraged to apply for a RISE award prior to incurring expenses for any project. Upon completion of a RISE project, the student must submit a final report summarizing his or her specific use of the RISE funds. This report should be submitted to the office of the Dean of the College within two weeks following the completion of the RISE project. DOC will maintain all reports in a binder that future applicants can view to see examples of RISE projects.

# RANDOLPH COLLEGE RISE AWARD APPLICATION

Name: \_\_\_\_\_ Class: \_\_\_\_\_

Campus Contact Information: Mailbox \_\_\_\_\_ Extension : \_\_\_\_\_

E-mail (1) \_\_\_\_\_ E-mail (2) \_\_\_\_\_

Project Title: \_\_\_\_\_

## Category (Check all that apply):

Artistic or Creative Project       Domestic Off-Campus Study       Independent Study

Internship (Domestic or International)     Senior Capstone Research       Study Abroad

Other \_\_\_\_\_

Anticipated Project Date:     Fall \_\_\_\_\_       Spring \_\_\_\_\_

Full year \_\_\_\_\_ - \_\_\_\_\_       Summer \_\_\_\_\_

## Additional Documentation:

IRB or Animal Research Committee Approval  Yes       Not Applicable

A copy of the letter of approval from the committee must be included with your RISE application.

Tax policy consultation for international students  Yes       Not Applicable

A copy of the letter from the Business Office indicating your funding eligibility must be included with your RISE application.

## Essay & Transcript:

Prepare a minimum **500-word essay** explaining your rationale for the RISE award. The essay should describe how your plans and program of study or creative project will 1) enhance your overall degree program, emphasizing the tenets of *The Randolph Plan*, and 2) contribute to your educational, professional, and personal goals. An unofficial copy of your transcript obtained from the Registrar's Office must be attached to your essay.

**Budget:**

A detailed budget (equipment/ services/ requisitions) with supporting documentation that provides a rationale for each expense, must accompany this application. See attached.

\_\_\_\_\_  
Student (Signature)

\_\_\_\_\_  
Date

**Approval Signatures:**

\_\_\_\_\_  
Academic Advisor (Print Name)

\_\_\_\_\_  
Academic Advisor (Signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dean of the College (Signature)

\_\_\_\_\_  
Date

**RISE AWARD BUDGET**

NAME OF APPLICANT: \_\_\_\_\_

DESCRIPTION OF EXPENSE	ESTIMATED EXPENSES	ACTUAL EXPENSES
<b>Project Supplies:</b>		
Equipment (software, lab tools, etc.)		
Media (books, videos, etc.)		
Services		
Other supplies		
<b>Transportation:</b>		
Commercial Fare      Air              Bus              Ship              Train		
Travel to and from airport or station		
Private vehicle (\$0.50 cents per mile)		
<b>Subsistence:</b>		
Lodging (\$              per day for              days)		
Meals (\$50/day limit)		
<b>Other Expenses</b>		
Registration Fee(s)		
Conference Materials		

Telephone Calls		
Local Transportation		
Other (e.g. internet fees at hotel or conference,, hotel or airport parking, baggage fees)		
<b>TOTAL AMOUNT REQUESTED</b>		

*Student and Advisor: Please read the policies on the next page.*

## **Purchase, Reimbursement, and Outcome Report Policies:**

If you receive a RISE award, your academic advisor must contact one of the assistant deans to determine the best way to make purchases for your project. While it may be possible for students to make purchases on their own and file for personal reimbursement, in some cases that will not be possible. Some purchases may need to be made by departments and others through the Dean's Office.

Students must also receive Institutional Review Board (IRB) or Animal Research Committee approval, if applicable, prior to submitting a proposal for a RISE award. The letter from the IRB or Animal Research Committee must be included with the RISE application.

Due to unique U.S. tax regulations applicable to international students, federal tax withholding may apply to international RISE award recipients. Therefore, all international students must obtain a letter from the Business Office indicating their disbursement eligibility, which must be included with the RISE application.

Reimbursement requests should be submitted to DOC using the Randolph College Reimbursement Request form available on the portal under MyLinks: Campus Community: Business Expense Reimbursement Form. Receipts should be attached to this form, along with a copy of the budget form completed with the application, with the related parts of its "actual expenses" column filled out. It is not necessary to wait until the completion of a project to submit all receipts. They can be filed for reimbursement as they come in. Receipts are needed for ALL travel expenses incurred such as (but not limited to) airline or train tickets, taxi or bus service, parking, lodging, meals, registration fees and conference materials. Receipts should be submitted timely and within two weeks after completion of a project. Failure to submit receipts for expenses claimed may result in the delay of the reimbursement process and/or the right of the Business Office to refuse payment.

### **Final outcome report:**

Upon completion of a RISE project, the student must submit a final report summarizing his or her specific use of the RISE funds. This report should be submitted to the office of the Dean of the College within two weeks following the completion of the R.I.S. E. project. DOC will maintain all reports in a binder that future applicants can view to see examples of RISE projects.

Questions? Contact Beth Schwartz, Elizabeth Perry-Sizemore, or Ron Gettinger, Assistant Dean of the College.

***Return completed package to the Office of the Dean of the College.***