RISE Grant Application

You MUST read the separate "RISE Guidelines" document. Lack of following directions will result in a rejected proposal or a denied request for reimbursement. If you do not understand any portion of this either the guidelines or this application, please contact csr@randolphcollege.edu for assistance.

Your RISE application deadline is concurrent to your specific study abroad, internship, tour program, application deadline. Submit your RISE grant application before or by the deadline established by your program/opportunity. (IE if the application for your opportunity is due by 1/1/19, then your RISE application is also due by 1/1/19.)

RISE deadlines for all other projects (senior capstone, independent study) must be made minimum of four (4) weeks prior to expenditure of any your project's budget funds. Download, save in a local file folder, and complete this document. Handwritten applications are not accepted.

Name_____   Graduation Year_____   Major_____

Phone_____   Email_____

Project Title: _____

My project fits in the category of a/an: _____ (*Independent study/research class, a senior capstone, an internship, summer research project, study abroad experience, or enhancing a class project.*) Project Start and End Dates: _____

Each of the following documents must be submitted as attachments to csr@randolphcollege.edu:

- Essay
- Project Timeline
- Project Budget
- Budget Justification
- Transcript (unofficial)

Indicate if you require the following additional documentation:

Institutional Review Board (IRB)/Institutional Animal Care and Use Committee (IACUC) Approval: Yes   ...   N/A

If the project involves research on humans (this includes surveys) or animals, the project <u>must first be approved</u> by either the the Institutional Review Board (humans) or the "Institutional Animal Care and Use Committee (IACUC). Contact Michael Sechler regarding IRB and Dr. Amanda Rumore regarding IACUC. Documentation of full approval from the appropriate committee must be sent to csr@randolphcollege.edu before any RISE funds are spent.

Tax policy consultation for international students   Yes   N/A

Certain tax reporting and/or withholding implications may result from RISE grants to international students. Please contact the Business Office to determine your tax status, prior to grant submission. Tax implications which may arise will not affect the College's decision to make the award in question. Documentation from the Business Office indicating your funding eligibility <u>must be received</u> before your RISE grant can be awarded.

RISE Project Budget

Description	Amount
Project Supplies and Fees	
Equipment (software, tools, etc.)	
Media (books, recordings, etc.)	
Registration/program fee(s)	
Travel	
VISA/Passport	
Commercial Fare	
Vehicle rental	
Private vehicle mileage (# of miles x 0.50 per mile)	
Lodging $_____per day for _____days =	
Meals (refer to RISE guidelines for allowances) $_____per day for _____days =	
Other: List and explain any other expenses in the budget justification, and enter the total amount of *other* expenses.	
Your budget should include ALL estimated expenses that you may incur during your project even if it totals greater than the RISE cap of $2000.00*.* ***TOTAL PROJECT COST:***	
Funding from other sources: If the total cost exceeds $2,000.00, list all additional funding *sources* and *amounts* below (such as other grants, personal funds, etc.) If you have no need for additional sources then type "N/A."	
This should equal TOTAL PROJECT COST minus FUNDING FROM OTHER SOURCES, and cannot be greater than $2000. **TOTAL RISE AMOUNT REQUESTED:**	

RISE Grant Permissions

I, _____

- Understand that legitimate, itemized receipts are required for reimbursements, including food.

- Acknowledge that by using this grant I will submit a 500-word final reflection paper and I will also present my project at a Randolph College event.

- Certify and affirm that all information presented in this proposal is true and correct, and that the information included in all supporting documentation is true and accurate.

- Understand that if I do not complete my proposed project (unless it is beyond my control), I will be required to repay any used grant monies. If I withdraw or transfer the semester directly after my project end date then I will be required to repay any used grant monies. If Randolph College policies or the laws of the Commonwealth of Virginia are violated during my RISE funded experience or project, I forfeit the RISE grant and must return the funds.

- Give Randolph College my permission to use my name and image in promotional materials related to my use of RISE funds.

Your name entered below serves as your electronic signature:

-

_____   Date submitted_____

Approvals: Your proposal **will not be processed** without emailed approvals to the Center for Student Research at csr@randolphcollege.edu from the entities below. Your signees' names on the lines below indicate that you have emailed your completed proposal to each.

Faculty/Staff Mentor Name: _____

Your mentor must review your proposal thoroughly. Your Mentor's emailed approval is her/his statement that all of the information pertaining to the project budget, budget justification, and timeline is accurate and that s/he has committed to overseeing the proposed project. If an equipment request is included in the budget portion of the proposal, your mentor's signature states that the equipment is essential to the successful completion of the project, and that Randolph College does not already own the necessary equipment that you may use.

Academic Advisor Name: _____

Your academic advisor must read your proposal thoroughly. Your advisor's emailed approval is his/her statement that he/she believes your project will be a useful enhancement to your academic success and that you are capable of successfully completing your project.

Major Department Chair Name: _____

Your major department chair must review your proposal. Your department chair's emailed approval is his/her statement that he/she is aware of your project and your participation in the project.

If the SSC requests clarifications or correction to any part of your application following submission, then you must respond with the information requested within one week or the process will begin over again with resubmission of the entire application (and resubmission will not be accepted if it is past the four week deadline).

V.5 August 2017