

# R.I.S.E Grant Guidelines

Once you have read these R.I.S.E. guidelines completely, further questions about R.I.S.E. should go to Luisa Scott, Center for Student Research Assistant. Questions/clarifications will occasionally be escalated to the Director, Dr. Peter Sheldon, and/or the Student Scholarship Committee (SSC) and may take up to two weeks before a policy determination is made. You must discuss your ideas with your academic advisor before beginning the proposal process.

## Eligibility

1. You are eligible to receive the R.I.S.E. grant only one time, regardless of the amount awarded, with the exception of presenting your work at a conference. (IE. If your proposal is awarded, but not awarded the full \$2000.00, then you may apply a second time for the remainder of the **\$2000 for the purpose of presenting at a conference**. (Your first application may also be for traveling to and presenting at a conference.)
2. All students are eligible to apply for a R.I.S.E. grant up to \$2,000 starting in the fall of their sophomore year i.e. first year students may apply in advance for any projects that begin in sophomore year.
3. You should have a minimum of a 2.0 GPA.
4. Grants will only be awarded to those applicants who demonstrate a **legitimate academic purpose** for these resources. Do not assume you will be granted funding.
5. If you are applying for an internship or study abroad program (*study abroad is defined as a Randolph College sponsored program/course; a nationally or internationally accredited program/course; or a similar credit bearing program/course.*) then you should apply for R.I.S.E. before or by the same deadline as your program's application. Do not wait until you have received your program's seat to apply for R.I.S.E.
6. For all other endeavors R.I.S.E. applications are due FOUR weeks prior to when you intend to incur any expense for any part of your project.
7. If you do not have four weeks before you need to commit to a project, then you must request an exception request explaining reasons for the shorter deadline.
8. You must discuss your project with an academic advisor, faculty sponsor, or staff mentor who has agreed to supervise your project before beginning your R.I.S.E. application.

## All Applicants

1. All R.I.S.E. projects will fit one of the following categories: independent study/research, senior capstone, internship, summer research program, enhancing class project, or a study abroad (*study abroad is defined as a Randolph College sponsored program/course; a nationally or internationally accredited program/course; or a similar credit bearing program/course.*) If you are applying to present at a conference, then the work must originate from one of these categories.
2. R.I.S.E. funds cannot be used for Randolph College tuition (including summer semester), general college fees, required textbooks, nor expenses related to job searches or graduate student applications.

3. If you do not complete the project as stated in your proposal, you will be held responsible for repaying the College any spent funds. In the event of such an occurrence, the amount will be billed to your student account. Exceptions may be made for situations beyond your control.
4. *Proposals will not be considered over winter break.* Applications must be submitted four weeks before the last day of finals for projects that start during winter break. Proposals submitted during winter break will be evaluated within four weeks from the date that the College reopens in January. Proposals will be considered throughout the summer within the regular four-week review period.
5. If the SSC requests clarifications or corrections 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).
6. If awarded a R.I.S.E. grant, you must submit a final reflection paper and present your project at a suitable Randolph College event such as the Symposium of Artists and Scholars, Study Abroad Fair, Involvement Fair, Family Weekend, or other event approved by the Student Scholarship Committee.

## Transfer Students

Transfer students must complete one semester before applying for a R.I.S.E. grant. Students transferring away from Randolph the semester immediately following their project will be required to return R.I.S.E. funds.

## Seniors

1. Seniors must apply for their R.I.S.E. grant *by the last day of fall classes* during their senior year.
2. Senior reimbursement requests for equipment must be completed by spring break, travel reimbursements by the last day of spring classes. Grant monies will not be reimbursed post-graduation from Randolph College.
3. Graduating seniors who have not previously applied for R.I.S.E. and are going into Randolph's MAT graduate program can apply for up to \$1000 R.I.S.E. funding for a project during their graduate program. The application must be received by the last day of classes as an undergraduate senior.

## Preparing Your R.I.S.E. Grant Proposal

Be thorough when preparing your R.I.S.E. proposal. Complete all data fields on the application, answer the essay prompts concisely, and research your budget costs thoroughly. Include documentation in support of your budget such as screen shots or direct links of potential expenses from the sources you are citing. You must submit your completed proposal four weeks before you need to expend funds for your project in order for your proposal to be considered, or if a study abroad concurrent to your program's deadline.

1. Download the PDF application, save and complete it electronically. Handwritten applications are not accepted.
  - a. Note about Project Budget: Include all expenses related to your project that are in the approved categories (essential food, travel, lodging, and equipment) on the R.I.S.E. Project Budget form even if you plan to cover those expenses with other funds. If your budget exceeds \$2000, list your additional funding sources (such as Global Studies scholarships, paid internships, and personal funds.)

- b. Note for Reading program applicants only: If you choose to be reimbursed for only program fees and your flight then you only need to budget the program fees and flight and how you
  - c. determined those costs You need to include supporting documentation.
2. Prepare the following additional documents
- a. Essay: Write an essay of approximately 500 words using the criteria below.
    - i. Margins: 1-inch, Font: Times New Roman, Font Size: 12
    - ii. Name, project title, class year, and project beginning/end dates
    - iii. The essay should include the following:
      - 1. The goals of the project
      - 2. Your involvement in the project
      - 3. A rationale explaining how the project fits into your overall academic plan as well as professional and personal goals
  - b. Project Timeline: Include specific dates illustrating the progression of events that will take place during your project/study program. Include the date(s) the money will be spent and the dates that the reimbursements will be requested. A sample timeline is available on the R.I.S.E. website.
  - c. Budget Justification: Include where you will purchase your items, how much they will cost, and *why* you need each item. Write the budget justification in the same order as the line items on your Project Budget form. Include supporting documentation such as screen shots or direct links from the sources you are citing.
    - i. NOTE: If there are significant adjustments to make to your budget after your proposal has been approved by the SSC, then you must formally request exceptions from the committee.
  - d. Transcript: Include an unofficial electronic copy of your transcript. If you have a hold on your account, then contact the Registrar's office and request a copy be given to the Center for Student Research.
3. Additional Documentation:
- a. Institutional Review Board (IRB)/Animal Research Committee (ARC) approval
    - i. If the project involves research on humans (this includes surveys) or animals, the project must first be approved by either the Institutional Review Board (humans) or the Animal Research Committee. Work with your faculty mentor and contact the Chair of the appropriate committee for more information. Documentation of full approval from the appropriate committee must be sent to [csr@randolphcollege.edu](mailto:csr@randolphcollege.edu) before any R.I.S.E. funds are spent. IRB approval is not required to submit your R.I.S.E. proposal, but money will not be reimbursed until IRB/ARC approval has been received.
  - b. Tax policy consultation for international students. Certain tax reporting and/or withholding implications may result from R.I.S.E. grants to international students. Please contact the Business Office to determine your tax status, prior to grant submission. Tax implications which may a R.I.S.E. will not affect the College's decision to make the award in question. *Documentation from the Business Office indicating your funding eligibility must be included with your R.I.S.E. proposal if applicable.*
4. Obtain approvals: Send your entire proposal electronically to your faculty/staff mentor, faculty advisor, and your major department chair. They must approve your proposal before it is considered officially submitted for committee review by emailing [csr@randolphcollege.edu](mailto:csr@randolphcollege.edu).

5. Submit your proposal (*application, essay, budget justification, timeline, and transcript*) electronically to the Center for Student Research via Google forms. If you do not reply within a week to any SSC revision requests and/or questions, then you will need to re-submit the entire proposal and the process will start over.
6. Email notification will be sent to you. For projects that start during winter break, applications must be submitted at least four weeks before the last day of finals in December. Proposals will not be considered over winter break. Any proposals submitted during winter break will be considered starting when the College reopens around January 2, and decided upon up to four weeks from then. Proposals will be considered throughout the summer within the regular four-week review period.

## Travel Guidelines

**If travel is associated with your R.I.S.E. project, be sure to read the following in its entirety before you apply, and ask questions about anything you do not understand.**

Granting agencies typically do not cover personal expenses that may occur while you are travelling, such as toiletries, entertainment, and clothing. Exceptions are costs for transportation, food and lodging, since you would not have these additional costs if you were not travelling. The R.I.S.E. grant can be used to fund travel for an internship, conference, travel away from home for a research project, or study abroad costs (*study abroad is defined as a Randolph College sponsored program/course; a nationally or internationally accredited program/course; or a similar credit bearing program/course.*). The R.I.S.E. grant is consistent with granting agencies in that it funds the following travel related expenses:

1. **Transportation:** Transportation expenses related to the project, such as travel to get from home to the site and back, but not for travel that is not directly connected to the project. College policy dictates federal mileage rates will be reimbursed, not fuel receipts.
2. **Food:** (subject to daily limits): If you are at a conference and a hotel, the limit is \$35/day, but if you are doing an internship and living away from home, you are expected to have the resources to cook for yourself, and the limits are \$10/day. For study abroad, account in your proposal if food costs are included in your program fees. If you are living at home or at school where you already have access to food/meal plan for the duration of the project, then you cannot request funds for food.
3. **Lodging:** If you are studying abroad please include the lodging costs paid for by your SA program.
  - a. For conferences and short-term travel related to a project, you are expected to find a reasonable rate for lodging.
  - b. If living away from home or school during an internship, you are expected to find a long-term solution such as living with friends or family, or finding a sublet and paying reasonable rent. In order to receive reimbursement for rental/lease fees, you must provide a legal lease agreement, signed by both yourself and the lessor, minimum of three weeks in advance of expected payment. Lease payments may not be made to family members.
4. **Supplemental travel expenses:** These expenses include equipment and supplies (not clothing) required for the internship or conference, registration (conferences) and some tuition and fees (study abroad).
5. **Internship Travel:** If you are receiving money from another source to do this internship (e.g. paid internship, Jolley funds, etc.)...then you must indicate that and subtract the total amount paid from the total amount of reimbursable expenses. Reimbursable expenses include only those in points 1-4 above. Receipts must be saved for all reimbursable costs, even if you do not ask for reimbursement. If you have

partial external funding, and thus do not ask for all expenses to be reimbursed, you will still need to prove that you have expended your external funding for only reimbursable expenses. You *need itemized* receipts for food, transportation, lodging, and any other reimbursable expenses. If you are renting or subletting for your housing, you will need to provide a legal lease document that states your rental rate in order to be reimbursed.

## Reimbursement and Final Report

Applying for the R.I.S.E. grant indicates you have read and agree to this reimbursement process and that you agree to submit a final report and present your project/experience at a Randolph College event.

### Reimbursement Paperwork

Download and electronically fill out the reimbursement form located at Randolph College's R.I.S.E. website: [www.randolphcollege.edu/R.I.S.E.](http://www.randolphcollege.edu/R.I.S.E.)

1. Forward electronic receipts such as flight receipts, Amazon purchases, etc. to [csr@randolphcollege.edu](mailto:csr@randolphcollege.edu)
2. Scotch tape paper receipts to 8x11 sheets of paper, in chronological order and bring these with completed and signed two part (cover and detail) reimbursement forms to the CSR

If there are significant adjustments to make to your budget after your proposal has been approved by the SSC, then you must formally request exceptions from the committee.

### Expense Information:

1. Your reimbursed expenses may not exceed the total amount awarded to you.
2. Reimbursement may either be requested at the time of purchase or at the end of the project. Always get itemized receipts.
3. If you used a personal vehicle for project related travel, calculate the mileage via plotting your route(s) on Google Maps and include a screen shot or print out of the mileage with your other receipts. Multiply your mileage by \$ 0.50 and include the total on your reimbursement request form. Fuel receipts are not reimbursed.
4. Food purchased for other people cannot be reimbursed with your R.I.S.E. grant funds.
5. It is acceptable if categories vary slightly from what you originally proposed, but the total to be reimbursed from R.I.S.E. cannot be more than originally approved by the SSC. If there are significant adjustments to make to your budget after your proposal has been approved by the SSC, then you must have formally requested them.

In rare cases when financial constraints make reimbursements impossible, some purchase(s) may be arranged through consultation with the Center for Student Research excepting food expenses and some lodging.

NOTE: Reimbursements are processed by the Business Office every two weeks.

### Final report

Your final report and reimbursement requests are due two weeks from the end date of your project. (Seniors are reminded of deadlines indicated on page one.)

1. **Final Report** *If you do not submit a final report, you will need to return your R.I.S.E. funds-a hold will be placed on your student account until the funds are re-paid.*
  - a. Margins: 1-inch, Font: Times New Roman, Font Size: 12
  - b. Name, project title, class year, and project beginning/end dates
  - c. The report must be a minimum of 500 words, double spaced.
  - d. Your final report should be reflective, focusing on how your experience benefited your academic goals/professional goals. (Report will be sent to the SSC and your faculty advisor.)
2. **Photographs/other documentation** If you have photographs or other documentation from your experience, please submit them to [csr@ransolphcollege.edu](mailto:csr@ransolphcollege.edu) via email.

## Acknowledgements

### ...of your affiliations

When you present research or a creative work done at an institution, you should always acknowledge your affiliation with that institution. The affiliation gives you credibility, and recognizing the institution gives credit for where the work was done. If your work involves collaboration with a different institution, you should typically recognize your home institution as well. As a Randolph student, you should give credit for work done in class, through a R.I.S.E. grant, as a research project, or as an independent study. When presenting that work, include your affiliation. For example, on a Power Point, include your name and the name of the College: "Jane Smith, Randolph College."

### ...of your funding

For work that is financially sponsored by an institution or granting organization, you *must* recognize that sponsorship. For example, if you present work funded by a R.I.S.E. grant, you should include the text "This work was sponsored by the Randolph College R.I.S.E. Program" on the related Power Point, poster, or program. This recognition typically belongs somewhere conspicuous, not in a long list of acknowledgements. In presentations of work where you do not have text-based visuals, you should recognize the funding organization either in an event program or verbally as part of your presentation/lecture).