RISE Grant Application

You MUST read the separate "RISE Guidelines" document at
http://www.randolphcollege.edu/research/rise/apply/. Failure to follow directions will result in a rejected
proposal or a denied request for reimbursement. If you do not understand any portion or either the
guidelines or this application, please contact csr@randolphcollege.edu for assistance.

If your project requires an application to participate, such as study abroad or internship, your submission
deadline is the same as the program application deadline, otherwise RISE submission deadlines for
projects are at least four weeks before start of project or expenditure of any project funds.

Your email address (**psheldon@randolphcollege.edu**) will be recorded when you submit this form. Not
psheldon? Sign out
* Required

1. **Go to next section, or jump to a different section?**
   Mark only one oval.

   ◯ Next Section (2. Main Info)

   ◯ Section 3. RISE Project Budget   *Skip to question 13.*

   ◯ Section 4. RISE Grant Permissions   *Skip to question 30.*

   ◯ Section 5. RISE Grant Documents   *Skip to question 39.*

   ◯ Section 6. Save or Submit   *Skip to question 45.*

Main Info

2. **Name**

   _____

3. **Graduation Year**

   _____

4. **Major**

   _____

5. **Phone**

   _____

6. **Project Title**

   _____

7. **My project fits into the following category**
   (Independent study/research class, a senior
   capstone, and internship, summer research
   project, study abroad experience, or enhancing a
   class project.)

   _____

8. **Project Start Date**

   _____
   Example: December 15, 2012

9. **Project End Date**

   _____
   Example: December 15, 2012

Please indicate below if you require the following additional documentation

10. **Institutional Review Board (IRB)/Institutional Animal Care and Use Committee (IACUC) Approval:**
    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 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 submitted before any funds are spent.
    Mark only one oval.

    ( ) Yes
    ( ) N/A

11. **Tax policy consultation for international students**
    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 indication your funding eligibility must be received before your RISE grant can be awarded.
    Mark only one oval.

    ( ) Yes
    ( ) N/A

12. **Go to next section, or jump to a different section?**
    Mark only one oval.

    ( ) Next Section (3. RISE Project Budget)
    ( ) Previous Section (Section 1. Starting Page)   *Start this form over.*
    ( ) Section 4. RISE Grant Permissions   *Skip to question 30.*
    ( ) Section 5. RISE Grant Documents   *Skip to question 39.*
    ( ) Section 6. Save or Submit   *Skip to question 45.*

RISE Project Budget
Please use the section below to submit your proposed budget - numbers only in this section. List researched or estimated cost for each possible item. Explanations of what each cost represents and how

you came to the number should be in the Budget Justification section.

Project Supplies and Fees

13. **Equipment**
    (Software, Tools, Etc)

    _____

14. **Media**
    (Books, Recordings, Etc.)

    _____

15. **Registration/Program Fees**

    _____

Travel

16. **VISA/Passport**

    _____

17. **Commercial Fare (air, train, bus)**

    _____

18. **Vehicle Rental**

    _____

19. **Private Vehicle Mileage Cost**
    (# of miles x 0.50 per mile)

    _____

20. **Lodging Cost Per Day (include taxes and fees)**

    _____

21. **Number of Days lodging is required**

    _____

22. **Meals Cost per Day**
    (Refer to RISE Guidelines for allowances)

    _____

23. **Number of Days Meals needed**

    _____

Other

24. Total all additional expenses not included above, and explain in the budget justification

_____

Totals

25. **Total Project Cost**

Your budget should include ALL estimated expenses that you may incur during your project even if it totals greater than the RISE cap of $2,000.00.

_____

26. **Funding from other sources**

You must list total additional possible funding source amount below regardless of the amount you are requesting (such as other grants, internship pay, personal funds, etc.) If your project total is more than $2000, then you must indicate how you will fund the additional need. In the Budget Justification section, you should describe individual sources and amounts, and indicate whether any other grants are funded yet or if you are waiting to hear.

_____

27. **If you have entered zero above, check this box to confirm that you are not receiving pay (e.g. for an internship) and that you have not applied for any additional funds for this project**

Check all that apply.

[ ] I am receiving no additional funding for this project

28. **Total RISE Amount Requested**

This should equal TOTAL PROJECT COST minus FUNDING FROM OTHER SOURCES, and cannot be greater than $2,000.00.

_____

29. **Go to next section, or jump to a different section?**

Mark only one oval.

( ) Next Section (4. RISE Grant Permissions)

( ) Section 1. Starting Page   *Start this form over.*

( ) Section 2. Main Info   *Skip to question 2.*

( ) Section 5. RISE Grant Documents   *Skip to question 39.*

( ) Section 6. Save or Submit   *Skip to question 45.*

RISE Grant Permissions

* I understand that legitimate, itemized receipts are required for reimbursements, including food.
* I 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.
* I 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.
* I understand that if I will forfeit the grant and be required to repay any used money if any of the following occur:
  --I do not complete my proposed project (unless it is beyond my control),
  --I withdraw or transfer the semester of or directly after my project end date,
  --I violate Randolph College policies or the laws of the Commonwealth of Virginia during the project.
* I give Randolph College permission to use my name & image in promotional materials related to my use of RISE funds.

30. **Please check the box to acknowledge that you have read and understand the statement above**
Check all that apply.

☐ I acknowledge these guidelines

31. **Your name entered below serves as your electronic signature**

_____

32. **Faculty/Staff Mentor Name**
You must share your proposal with your project mentor and request that it is reviewed thoroughly. You have requested your project mentor's approval be emailed to csr@randolphcollege.edu. The approval implies 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 approval indicates that the equipment is essential to the successful completion of the project, and that Randolph College does not already own equipment that you may use.

_____

33. **Date shared with Mentor**

_____
Example: December 15, 2012

34. **Academic Advisor Name**
Your must share your proposal with your academic advisor and request that it is reviewed. You have requested your academic advisor's approval be emailed to csr@randolphcollege.edu. The approval implies that s/he believes your project will be a useful enhancement to your academic success, and that you are capable of successfully completing your project.

_____

35. **Date shared with Advisor**

_____
Example: December 15, 2012

36. **Major Department Chair Name**

Your must share your proposal with your major department chair and request that it is reviewed. You have requested your department chair's approval be emailed to csr@randolphcollege.edu. The approval implies that s/he is aware of your participation in the project.

_____

37. **Date shared with Chair**

_____

Example: December 15, 2012

38. **Go to next section, or jump to a different section?**
Mark only one oval.

( ) Next Section (5. RISE Grant Documents)

( ) Section 1. Starting Page   *Start this form over.*

( ) Section 2. Main Info   *Skip to question 2.*

( ) Section 3. RISE Project Budget   *Skip to question 13.*

( ) Section 6. Save or Submit   *Skip to question 45.*

RISE Grant Documents

NOTE: If the Student Scholarship Committee requests clarifications or correction to any part of your application following submission, then you must respond with the information requested within one week or you are required to begin over again with re-submission of the entire application (Which will not be accepted if it is past the four week deadline ,hence the need to be timely).

Please upload the required documents below (detailed requirements for each are specified in the guidelines):

39. **Essay**
Files submitted:

40. **Project Timeline**
Files submitted:

41. **Budget Justification**
Files submitted:

42. **Unofficial Transcript**
Files submitted:

43. **Other Supporting Documents (optional)**
Files submitted:

44. **Go to next section, or jump to a different section?**

Mark only one oval.

○ Next Section (6. Save or Submit)

○ Section 1. Starting Page   *Start this form over.*

○ Section 2. Main Info   *Skip to question 2.*

○ Section 3. RISE Project Budget   *Skip to question 13.*

○ Section 4. RISE Grant Permissions   *Skip to question 30.*

Save or Submit

If you want to work more on your proposal right now, hit the back button. Otherwise you can save the proposal in its current form and come back any time to edit it - note that you will be emailed a link - YOU MUST SAVE THIS EMAIL otherwise you will have to start over.

If you are done with your submission and would like to submit it for consideration by the Student Scholarship Committee, you must choose that option. Although Google Forms will still let you come back to edit it, if you submit it for consideration, you MUST receive permission from csr@randolphcollege.edu before you make any edits once a final copy is submitted.

Once you have saved your draft proposal here, you will be emailed a copy that you can share with your Mentor, Academic Advisor, and Department Chair.

45. **Please choose whether this is a draft you are saving, or whether this is final and should be submitted to the Scholarship Committee for consideration. NOTE: Be sure EVERY field in all sections have a value (if it is not applicable, use n/a or 0) for final submissions - this check is NOT automatically done. ***

Mark only one oval.

○ Not final - choose this to save for future editing, and hit Submit button

○ Final submission - choose this to submit to Committee, and hit Submit button

A copy of your responses will be emailed to psheldon@randolphcollege.edu