RISE Grant Proposal Guidelines

Once you have read these RISE guidelines completely, further questions about RISE completion and submission should go to Luisa Carrera, Center for Student Research Coordinator (email csr@randolphcollege.edu). Questions/clarifications will occasionally be escalated to the Director of the Center, Dr. Peter Sheldon, or the Student Scholarship Committee (SSC) and may take up to two weeks before a policy determination is made.

Eligibility

1. All undergraduate students with a GPA of 2.0 or greater are eligible to apply for a RISE grant of up to $2,000 to be used starting in the fall of their second year (first year students may apply in advance for projects that begin in the second year), with the following caveats.

2. Students who transfer in as a sophomore or above must complete one semester before receiving a RISE grant (can apply any time).

3. You are eligible to receive a RISE grant only one time, regardless of the amount awarded, with the exception of presenting your work at a conference: 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, and the two grant projects do not need to be related.

4. Grants will only be awarded to applicants who demonstrate a legitimate academic purpose for funding. Do not assume you will be granted funding – all proposals are evaluated for funding by the Student Scholarship Committee.

5. You may not receive a RISE grant if you have less than a 2.0 GPA at the time of application or at the time the project begins.

6. You are only eligible to apply if you have discussed your project with an academic advisor, faculty sponsor, or staff mentor who has agreed to supervise your project before beginning your RISE application.

7. Students planning to transfer should not apply: Students transferring away from Randolph the semester of or immediately following their project will be required to return RISE funds.

8. Graduating seniors who have not previously applied for RISE and are going into Randolph's graduate programs can apply for up to $1000 RISE funding for a project during their graduate program. The application must be received by the last day of classes as an undergraduate senior.

Submission Deadlines

1. It will take up to four weeks for the Student Scholarship Committee to evaluate and decide whether to fund a RISE grant proposal. Please be sure to adhere strictly to the deadlines below.

2. All communication will be via email, so it is your responsibility to supply a valid email address which will receive email from Randolph College addresses, and it is your responsibility to read and respond punctually to emails about the proposal. 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 deadline, below).

3. If you are applying for an internship or study abroad program (be sure to see how study abroad is defined, below) then you should apply for RISE before or by the same deadline as your program's application. Do not wait until you have been notified of acceptance into the program to apply for RISE; if you are not accepted into the program, you can reapply for RISE for a different purpose.

4. For all other projects (other than programs that have an application as in #4 above), RISE applications are due *four weeks* prior to when you commit to incurring any expense for any part of your project.

5. If you do not have four weeks before you need to commit to a project, then you must request an exception explaining reasons that you could not apply sooner. Not knowing the RISE deadline is not a valid reason for granting an exception.

6. 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.

7. Seniors applying for RISE must apply by the last day of *fall* classes during their senior year.

   ☐ Note that senior reimbursement requests for equipment must be completed by spring break, and travel reimbursements must be completed by the last day of spring classes. All reimbursements must be made prior to graduation from Randolph College.

Guidelines

1. All RISE projects will fit one of the following categories: independent study/research, senior capstone, internship, summer research program, enhancing class project, or a study abroad. Typically, a project must be academic credit-bearing, or part of an established program. Be sure to refer to definitions, below. If you are applying to present at a conference, then the work must originate from one of these categories.

2. Definition of Study Abroad: Study abroad is defined as an organized academic program or course of study sponsored by Randolph College or a nationally or internationally accredited program. If it is not academic credit-bearing, then it must have the components of an academic experience that include a learning component, an experiential component, and a reflection component, and those must be described in the essay.

3. Definition of Independent Study: A credit-bearing course that will show on your academic transcript.

4. RISE funds cannot be used for Randolph College tuition (including summer semester), general college fees, required textbooks, nor for expenses related to job searches or graduate student applications.

5. 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.

6. If you violate Randolph College policies or the laws of the Commonwealth of Virginia during your RISE funded experience or project, you will forfeit the RISE grant and must return the funds.

7. Typically, expenses are paid for by the student, and then reimbursements are requested through the Center for Student Research. In cases when a student's financial constraints make reimbursements impossible, some purchase(s) may be arranged through consultation with the Center for Student Research except food expenses and some lodging.

8. If awarded a RISE grant, you must submit a final reimbursement request (if applicable) and final report (see guidelines below) within two weeks of the end date of the project.

9. Each student awarded a RISE grant must 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.

Preparing Your RISE Grant Proposal - Checklist

Be thorough when preparing your RISE proposal. Complete all data fields on the application, answer the essay prompts concisely, and research your budget costs thoroughly. 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 concurrent to your study abroad or internship program's application deadline (as described in above Deadline section).

1. Complete every prompt on the **online application** available at http://www.randolphcollege.edu/research/rise/apply/ . Please use "0" or "n/a" where appropriate if a prompt is not applicable to your project. The online application can be worked on over time and edited, but a final submission must have every field filled out. Be sure to submit the form it on the last page in order to save it to be edited for later, or in order to submit it for consideration for funding.

2. Important notes about the **Project Budget**:
   i   Include all expenses related to your project that are in the approved categories (essential food, travel, lodging, and equipment) on the RISE Project Budget form even if you plan to cover those expenses with other funds. If your budget exceeds $2000, be sure to list what funding source(s) will pay for the rest of the costs (such as Global Studies scholarships, paid internships, and personal funds.)
   ii If you have additional funding for your project, you must indicate the source and amount regardless of the amount you request. Examples include paid internships and other grants.
   iii You absolutely cannot be reimbursed more than you have been awarded for your RISE grant. After awarded, small increases are okay across categories, but if one cost increases, another has to decrease. If the grant is approved, cost increases of more than 10% of the approved budget in any spending category need to be approved by the Student Scholarship Committee.

3. Prepare the following additional documents to be submitted with the online application
   a. **Essay**: Write an essay of at least 450 words using the criteria below.
      i   Margins: 1-inch, Font: Times New Roman, Font Size: 12, Double-Spaced
      ii Include your name, project title, class year 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, your personal, and your professional goals
      iv The essay should be proof-read and error free, otherwise the proposal will not be considered complete. Note that granting agencies do not allow for corrections, and a poorly written essay would typically doom a proposal.
   b. **Project Timeline**: *Note that a sample timeline is provided on the RISE website* .Include specific dates illustrating the progression of events that will take place during your project/study program.
      ii Include the approximate date(s) the money will be spent and the reimbursements will be requested.

     iii   Include the approximate date when you will turn in your final report.

     iv   Include the approximate date of your presentation to the campus community.

c. **Budget Justification**: Please include the information itemized below for items or costs for your project in the same order as your electronic budget submission. *Be sure to include supporting documentation such as screen shots or direct links from the sources you are citing.*

     i   Cost of each item

     ii   Where you will purchase your items iii Purpose for or why you need each item

     iv If you are purchasing equipment that will not be expended during the project, be sure to indicate who keeps the equipment after the project (department or student) and be sure to indicate that this has been discussed and agreed upon between the department and student

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.

e. **Other Supporting Documents**: these can be attached as documents in this section, or emailed separately

     i   **Institutional Review Board (IRB) or 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 IRB (humans) or IACUC. Work with your faculty mentor and contact the Chair of the committee for more information. Documentation of full approval from the committee must be attached or sent to csr@randolphcollege.edu before any RISE funds are spent. Approval is not required to submit your RISE proposal, but money will not be reimbursed until required IRB or IACUC approval has been received.

     ii   **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 will not affect the College's decision to make the award in question, but documentation from the Business Office indicating your funding eligibility must be included with your RISE proposal if applicable. Please attach here or email to csr@randolphcollege.edu.

     iii   Any other supporting documents can be included that would be useful or required for consideration of your grant proposal.

4. **Obtain approvals**: Share your entire proposal with your on-campus project mentor, faculty academic advisor, and your major department chair (the online form results are emailed to you, and you have copies of all your additional document). All three must be notified of your proposal before it is considered officially submitted for committee review, and it is your responsibility to make sure that all three approve the project by emailing csr@randolphcollege.edu before the scholarship committee can make a decision on funding.

5. **Submit** your complete proposal through the online application as indicated in Step 1, above. Please note the following important details:

a. The grant proposal will not be considered complete until all sections (Steps 1-5, above) are completed as described. Submission does not mean that it is complete.

b. The grant proposal must be complete by the deadlines given in the Submission Deadline section above.

c. When the grant proposal is complete and is being forwarded by the CSR for consideration by the Student Scholarship Committee, you will be notified by email.

d. You must be able to receive email from Randolph College addresses, and you must check your email regularly, and respond promptly: The Student Scholarship Committee may request edits or clarifications to complete proposals, and 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, but you may not be able to if deadlines have passed.

e. You should expect to hear the Scholarship Committee's decision about your proposal four weeks after your submission is complete.

Travel Guidelines

If travel is associated with your RISE 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 RISE grant can be used to fund travel for an internship, conference, travel away from home for a research project, or study abroad costs. The RISE grant is consistent with granting agencies in that it can fund only 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, or travel directly connected to the project. College policy dictates mileage rates will be reimbursed, not fuel receipts. College mileage rate is set at $0.50/mile.

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, be sure to be clear in your proposal which food costs are included in your program fees, and which food costs you will be responsible for. If you are living at home or at school where you already have access to food or the meal plan for the duration of the project, then you cannot request funds for food. You must have itemized receipts for food.

3. **Lodging**: If you are studying abroad please include the lodging costs paid for by your program. For conferences and short-term travel related to a project, you are expected to find a reasonable rate for lodging – maximum allowable rates can be found at https://www.gsa.gov/travel/plan-book/per-diemrates. 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, a 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).

Important note about internships: 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 for that particular cost. 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.

Reimbursement, Final Report, Campus Presentation

Applying for the RISE grant indicates you have read and agree to this reimbursement process and that you agree to submit a final report and present your project at a Randolph College event. Typically, expenses are paid for by the student, and then reimbursements are requested through the Center for Student Research. In cases when a student's financial constraints make reimbursements impossible, some purchase(s) may be arranged through consultation with the Center for Student Research except food expenses and some lodging.

Deadlines

1. Your final report and reimbursement requests are due two weeks from the end date of your project.
2. Seniors have additional deadlines: Senior reimbursement requests for equipment must be completed by spring break, and travel reimbursements must be completed by the last day of spring classes. All reimbursements must be made prior to graduation from Randolph College.
3. You must present your project at a public event on campus within a year of completing your project, and before you graduate. The Center for Student Research (CSR) can share various opportunities, and if it is not arranged by the CSR, you must ask permission for your chosen venue.

Reimbursement Process

1. Print original electronic receipts such as flight receipts, Amazon purchases, etc. Do not manipulate these receipts or try to put them in a single document
2. Scotch tape original paper receipts to 8x11 sheets of paper, in chronological order
3. Download, *electronically fill out,* and then print the reimbursement form located at http://www.randolphcollege.edu/research/rise/apply/. Be sure to sign the form once printed.
4. Submit all receipts and reimbursement forms to the Center for Student Research.

Expense Information

1. Your reimbursed expenses may not exceed the total amount awarded to you.
2. After awarded, small increases are okay across categories, but if one cost increases, another has to decrease. Cost increases of more than 10% of the approved budget in any spending category need to be approved by the Student Scholarship Committee.
3. Reimbursement may either be requested at the time of purchase or at the end of the project.
4. Always get itemized receipts.
5. If you used a personal vehicle for project related travel, calculate the mileage via plotting your route(s) on Google Maps, and print out the map and include with your other receipts. College policy dictates mileage rates will be reimbursed, not fuel receipts. College mileage rate is set at $0.50/mile. Include the total mileage costs on your reimbursement request form.
6. Food purchased for other people cannot be reimbursed with your RISE grant funds.
7. You should get your reimbursement within two weeks of when it is correctly submitted.

Final Report *If you do not submit a final report, you will be asked to return your RISE funds*

    a. Margins: 1-inch, Font: Times New Roman, Font Size: 12, Double-Spaced
    b. Name, project title, class year, and project beginning/end dates
    c. The report must be a minimum of 500 words
    d. Your final report should reflective, focusing on how your experience benefited your academic and professional goals (Report will be sent to the SSC and your faculty advisor.)
    e. If you have photographs or other documentation from your experience, please include them

Note: Be Sure to Acknowledge Randolph and RISE

Acknowledgement 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 RISE 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."

Acknowledgement 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 RISE grant, you should include the text "This work was sponsored by the Randolph College RISE 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).