

Guidelines and Instructions for Richards Scholar Grant Applications

The Richard Scholars Program is designed to enable Berry College students to complete a two-year project starting in their sophomore or junior year. The annual grant awards \$5,000 to help Berry College students move beyond the excellent work many of our students accomplish to a superlative level. Richard Scholars projects must clearly go beyond the scope or expected outcomes of the academic major. Faculty mentors receive \$1,000 to mentor Richards Scholars.

Eligibility Criteria Students who meet the following criteria are invited to apply:

- ❖ Full time student (Rising sophomore or rising junior)
- ❖ GPA of 3.0 or higher
- ❖ Completion of 24 credit hours at Berry
- ❖ Endorsement of a faculty sponsor

Application Checklist Applicants must submit the following by the due date:

- ✓ Completed student application and essay
- ✓ 3 Letters of Support (Advisor, Work Supervisor, Mentor)
- ✓ Current resume/vita
- ✓ All applications must be typed

Letters of Support

1. One letter of support must be from the faculty mentor. If possible, the additional letters of support should come from the applicant's advisor and work supervisor. If this is not possible (e.g. one faculty member fulfills all these roles), obtain letters of support from faculty who can comment on the applicant's academic ability and qualifications for the Richards Scholar Grant.
2. The faculty letter of support should be submitted from a full-time teaching faculty member from the discipline/area to be researched.
3. By sending the application package signed by the student to undergraduateresearch@berry.edu, the faculty member is acknowledging that they agree with the guidelines put forth in this document and agree to mentor the student on the proposed project.

Other Information

- ❖ Each Scholar and their mentor will develop a project plan which requires the Provost's approval. Scholars and their mentors will meet with the Provost periodically to assess progress toward project goals.
- ❖ Students selected as a Richards Scholar must present their work at the Berry Student Scholarship Symposium.
- ❖ If applicable, all projects must be in compliance with Berry College's policy on Human Subjects Research and Institutional Animal Care and Use.
- ❖ Equipment or material purchased with scholarship funds is the property of Berry College.
- ❖ Funding may not be used to cover tuition, fees, room, or board at Berry College.
- ❖ All funds must be spent and expense vouchers submitted by the project's end date as outlined in the award letter. If an extension of grant funds becomes necessary during the two-year time frame, the applicant may contact the Chair of the Council of Student Scholarship in writing to ask for an extension of the award period. This request must be submitted at least one month before the project's end date.
- ❖ Students must submit a mid-project report and a final report at the end of their project to the Provost's office.

Student Signature

Date

Mentor Signature

Date

Richards Scholar Application

Deadline: March 25, 2026

Student Information

Student Name:

Student ID Number:

Graduation Date
(Expected):

Email Address:

Current GPA:

Current Berry GPA
(If Different):

Faculty Mentor Information

Faculty Mentor:

Department:

Email Address:

Project Information

Title of Project:

Total Amount Requested for the Project
(max \$5,000):

\$

Abstract:

Provide a brief, non-technical summary of the research project or creative endeavor that addresses the project's background/significance, project objectives, methods, and anticipated outcomes. Include a statement of how the proposed work makes an original intellectual or creative contribution to the discipline. (Limit 1400 characters)

Project Description:
(1) Introduction

1a. Describe the background/significance of the project. Include relevant citations as needed.

1b. What are the project objectives?

1c. How does the proposed work make an original intellectual or creative contribution to the discipline? Include relevant citations that place your project in context.

(2) Methods

2a. Describe the research methods.

2b. Describe the timeline for the project. Keep in mind you have two years to spend the awarded funds.

(3) Anticipated Outcomes

3a. Briefly describe the anticipated outcomes of your proposed research.

3b. State how you plan to disseminate your work.

(4) Essay

Please provide a brief essay (approximately 1 page) exploring your experiences at Berry and your evolving academic and career goals.

OUR Grant History:

(1) If this project requires research clearance, has it been obtained?

- ☐ IRB (Human Subjects Research) – Protocol Number: _____
- ☐ IACUC (Vertebrate Animal Research) – Protocol Number: _____
- ☐ ELM (Education Land Management) – Approval Number: _____
- ☐ No; appropriate forms have been submitted

(2) Have you received any other funding? If yes, please check which one you received.

- | | |
|--|--|
| <input type="checkbox"/> Kirbo Scholar Award Grant | <input type="checkbox"/> Richards Undergraduate Research Support |
| <input type="checkbox"/> Synovus Sophomore Award | <input type="checkbox"/> Student Research and Development Funds |
| <input type="checkbox"/> STEM Fellows Grant | |

Resumé:

Student must attach a current resumé as part of the application; please make sure to include work experience and volunteering activities.

Budget and Justification:

Fill complete the following table and provide a short, written justification for each item included in the budget. Please keep in mind you have two years to spend the awarded funds. If funding for conference or research related travel is requested, make sure to justify the importance/purpose of the travel. Funding may be used for conference travel if the student is not presenting with justification.

In addition, attach copies of documentation used to construct your budget to this application (screenshots are acceptable). Grants submitted without budgetary documentation will not be considered.

Itemized Budget (Use Whole Dollars Only)

| Item | Cost |
|---|------|
| Materials and Supplies (Itemize) | |
| | \$ |
| | \$ |
| | \$ |
| | \$ |
| | \$ |
| | \$ |
| | \$ |
| | \$ |
| Subtotal Materials and Supplies: | \$ |

Materials and Supplies Justification:

| | |
|--|----|
| Registration Fees (please describe) | |
| | \$ |
| | \$ |
| Subtotal Registration Fees: | \$ |

Registration Fees Justification:

| Travel | | |
|---|---------------------------------|----|
| Transportation (airfare, mileage, etc.) | | \$ |
| Lodging: | _____ nights at _____ per night | \$ |
| Meals: | _____ days at _____ per day | \$ |
| Subtotal Travel: | | \$ |

Travel Justification:

| Equipment (Itemize) | |
|----------------------------|----|
| _____ | \$ |
| _____ | \$ |
| _____ | \$ |
| _____ | \$ |
| Subtotal Equipment: | \$ |

Equipment Justification:

| Other (Itemize) | |
|------------------------|----|
| _____ | \$ |
| _____ | \$ |
| _____ | \$ |
| _____ | \$ |
| Subtotal Other: | \$ |

Other Expenses Justification:

| | |
|----------------------------|----|
| TOTAL PROJECT COST: | \$ |
|----------------------------|----|

Please address the following questions in support of your Richards applicant (max 700 characters per section):

- a. The feasibility of the proposed project in the given timeline (2 years):
- b. The significance of the work, i.e., why this proposal would be a good Richards Project.
- c. Why this student would make a good Richards recipient, i.e., highlight qualities like the student's maturity, perseverance, and motivation.
- d. Faculty mentors must be able to demonstrate their ability to successfully mentor a student in an extraordinary way beyond the expected role of faculty advisor. Discuss your level of involvement in this project and previous successes with undergraduates (e.g., publications with undergraduate co-authors, presentations, other creative endeavors).