**Guidelines and Instructions for**

**Richards Undergraduate Research Support Grant Applications**

Currently enrolled Berry College undergraduate students (in good standing) are eligible to apply for up to $1,500 per year to support research or other scholarly activity where the student is the project lead (as appropriate to the discipline) and will be carrying out a majority of the project’s objectives. Funding can be used for the purchase of materials and supplies, equipment, travel expenses related to the activities of the project (including workshops and conferences where the student is not presenting), and costs for publication of project results.

**Application Checklist** Applicants must submit all of the following by the due date:

* Completed student application
* Faculty Letter of Support
* All applications must be typed

**Faculty Letter of Support**

1. The faculty letter of support should be submitted from a full time teaching faculty member from the discipline/area to be researched.
2. The letter should address the following issues:
	* The feasibility of the proposed project in the given timeline (1 year).
	* The significance of the work, i.e., why this proposal would be a good RUGS Project.
	* Why this particular student would make a good RUGS recipient, i.e., highlight qualities like the student’s maturity, perseverance, and motivation.
	* 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).

**Other Information**

* No student will be eligible to receive more than one RUG award each academic year.
* Students selected for the RUGS must present their work at a Berry Student Scholarship Symposium in the Spring.
* 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 durable goods purchased with scholarship funds is the property of Berry College.
* Grant funds may not be used for travel to present at conferences. Grant funds for funding to present at a conference should be made through the Student Research Development Fund.
* All funds must be spent and expense vouchers submitted by the project’s end date as outlined in the award letter.
* Students must submit a report at the end of their project to the Provost’s office.
* The number of grants awarded each year will be dependent on available funding.

**Printing Instructions**: Please do **not** print double sided and do **not** staple.

By signing below, I agree that I have read and understand the above guidelines and will follow them.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Signature Date Mentor Signature Date



**Office Use Only:**Funded: [ ] Yes [ ] No
Grant Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**2018-2019 Richards Undergraduate Research Support Grant Application**

Deadlines: September 18, November 18, January 18, and April 18

**Student Information**

Name of student:  Student ID number: 

Campus Box:  Email address: 

Expected Graduation Date: 

Current GPA:  Current Berry GPA (if different): 

**Faculty Mentor Information**

Name of Faculty Mentor:  Department: 

Campus Box:  Email address: 

**Project information**

**Title of project**: 

**Total Amount Requested for the Project**:(max $1,500) 

**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**:

Please attach a detailed description of the research project or creative endeavor that includes the following sections: (1) **Introduction**: Describe the background/significance of the project, the project objectives, and how the proposed work makes an original intellectual or creative contribution to the discipline. Include relevant citations that place your project in context. (2) **Methods**: Describe the research plan, methods, and timeline for the project. Keep in mind you have one year to spend the awarded funds. (3) **Anticipated Outcomes**: Briefly describe the anticipated outcomes, the intellectual impact of your research project or creative endeavor, and state how you plan to disseminate your work. Limit your project description to 2-3 pages, including any necessary figures and references.

If the project requires a research clearance, has it been obtained?

[ ]  IRB (Human Subjects Research) Protocol No. 

[ ]  IACUC (Vertebrate Animal Research) Protocol No. 

[ ]  ELM (Education Land Management) Approval No. 

[ ]  No, appropriate forms have been submitted

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

[ ]  Richards Scholar Award [ ]  Kirbo Scholar Award

[ ]  Synovus Sophomore Award [ ]  Student Research and Development Funds

**[ ]** Richard Science Scholar

**Budget**

Provide a short justification for the budget outlined below. Please keep in mind you have one year to spend the awarded funds. Funding may not be used for conference travel. **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. (Use whole dollars)

|  |  |
| --- | --- |
| Item | Cost |
| **Materials and Supplies (Itemize)** |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| **Subtotal Materials and Supplies:** |  |
|  |  |
| **Travel** |  |
| Transportation  |  |
| Lodging:  nights at  per night |  |
| Meals: days at  Per day |  |
| **Subtotal Travel:** |  |
|  |  |
| **Equipment (Itemize)** |  |
|  |  |
|  |  |
|  |  |
| **Subtotal Equipment:** |  |
|  |  |
| **Registration Fee (Please Describe)** |  |
|  |  |
| **Subtotal Registration Fees:** |  |
|  |  |
| **Other (Itemize)** |  |
|  |  |
|  |  |
|  |  |
| **Subtotal Other:** |  |
| **TOTAL PROJECT COST:** |  |

Attach copies of documentation used to construct your budget.