**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 all of 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 mentor letter of support should be submitted from a full time teaching faculty member from the discipline/area to be researched and should address the following issues:
   * The feasibility of the proposed project in the given timeline (2 years).
   * The significance of the work, i.e., why this proposal would be a good Richards Scholars Project.
   * Why this particular student would make a good Richards Scholar, 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**

* 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.

**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.

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Student Signature Date Mentor Signature Date



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

**2019 Richards Scholar Application**

Deadline: March 18, 2019 by 5 p.m.

**Student Information**

Name of student: Student ID number: 

Campus Box:  Email address: 

Current Academic Class (Freshman, Sophomore, Junior): 

Credit hours completed at Berry by the end of Spring 2019 term: 

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**:

**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.

**Essay**:

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

If this 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.

Kirbo Scholar Award  Richards Undergraduate Research Support Grant

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 two years to spend the awarded funds. Funding may be used for conference travel. If funding for conference or research related travel is requested, make sure to justify the importance/purpose of the 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 only)

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| --- | --- |
| Item | Cost |
| **Materials and Supplies (Itemize)** |  |
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|  |  |
|  |  |
|  |  |
| **Subtotal Materials and Supplies:** |  |
|  |  |
| **Travel** |  |
| Transportation (airfare, mileage, etc.) |  |
| 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:** |  |

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