Richmond Scholar Enrichment Grant
Effective 8/30/2018

Each Richmond Scholar is eligible for an Enrichment Grant of up to $3,000 to support a faculty-mentored activity which enhances the scholar’s academic experience. While a wide range of activities will be considered for grant funding, the student must present a strong case for how the experience contributes to their overall academic or professional trajectory. Scholars must submit a formal grant proposal and budget by one of three published deadlines; after the grant is complete, scholars are required to submit a post-grant report, detailing how the experience met their objectives and enhanced their overall academic or professional experience.

Application Process:
Enrichment Grant funding requires submission of four pieces of documentation:
1. Grant Proposal
2. Faculty Endorsement
3. Budget Template
4. Final Grant Report

Scholars must submit a formal Enrichment Grant Proposal by the published deadline. Writing this proposal provides background information on which funding decision will be made and also gives Scholars the opportunity to develop grant writing skills. The proposal should be no more than two pages, single spaced, and should address the following items:

- Please give a detailed description of your proposed project or activity, including the who, what, when, where, and how for your experience. Proposals which involve the purchase of equipment should include information on the research project the equipment will be supporting; in addition, be sure to include information on why the equipment is necessary for the proposed project.
- Please include a brief description of your academic or professional goals. How does the proposed project or activity advance your academic or professional goals or trajectory?
- What outcomes or objectives do you hope to achieve through the completion of your supported project?

The grant proposal should include a Faculty Endorsement by the student’s faculty advisor or faculty mentor for the proposed activity, attesting to the validity of the proposed project in relation to the scholar’s academic or professional goals. This may be submitted via an email from the faculty member stating their support of the proposed project, sent to scholarsoffice@richmond.edu.

The proposal must also be accompanied by a completed Budget Template, detailing how the funds will be used.

Upon completion of the supported activity, scholars must submit a Final Grant Report form. Scholars should also submit a final budget template, showing actual costs within 60 days of the completion of the activity, and copies of receipts for required expenses (see Final Report document for more info). Failure to submit final reports may result in necessitating students’ return of grant payments to the university.
**Disbursement Process:**
Scholars may only by awarded Enrichment Grant funds for one experience and for a maximum of $3,000. Thus, if a grant is awarded for less than $3,000, the remaining monies may not be accessed at a later time.

If funds are disbursed and then the proposed project falls through or is not completed, the scholar will be expected to remit partial or full repayment of grant funds to the Richmond Scholars program.

Graduating seniors must propose to use their funds prior to graduation.

International students may access the stipend the same way as domestic students. However, the stipend could be added to your taxable income, and taxed at a rate of 14% for individuals in F, M, J, or Q Visa status. Please note: you may not use any portion of your stipend to cover taxes incurred through the receipt of your stipend. International students are strongly encouraged to contact Devon Slough, International Taxation Analyst, at dslough@richmond.edu with question about taxes on grants. Tax laws are complex, and vary based on your country of citizenship. Some countries have tax treaty exemptions, for example, or it may be possible to get the money paid in taxes back in the form of a tax refund if you file a U.S. tax return.

**Deadlines:**
Students should submit their Grant Proposal and Budget Template to scholaroffice@richmond.edu by the corresponding deadline. Students must also request their faculty endorsement, which should be submitted by the funding deadline; only complete applications for which we have received a Faculty Endorsement will be reviewed for funding. The Proposal, Budget, and Endorsement are all due by the following deadlines:

- **June 15th:** for grants supporting fall or full academic year experiences
  Grants will be disbursed in August
- **October 15th:** for grants supporting winter break/spring experiences
  Grants will be disbursed in December
- **March 15th:** for grants supporting summer experiences
  Grants will be disbursed in May

  **Students may not apply for funds retroactively; requests must be received and awarded prior to the commencement of a project.**

**Funding Guidelines:**
The following are some examples of activities considered for funding (*this list is not exhaustive)*:

- Expenses related to academic research, including travel expenses and necessary materials/equipment such as computing equipment to support research activities. Scholars in unpaid or low-paid ($10 hr/less) research positions may also apply to fund housing or living expenses while conducting research.
- Expenses related to unpaid or low-paid ($10/hr or less) internships, including travel expenses and housing or living expenses.
- Expenses related to study abroad which are not covered through existing scholarship support, including travel and housing or living expenses.
- Travel to attend professional or academic conferences
- Expenses related to enrollment in formal educational programs, such as tuition and living expenses to attend summer school

The following activities will **not** be considered for funding:
- Travel expenses to visit home
- Graduate or professional school application fees
- Test prep courses, materials, or exam fees (including MCAT, LSAT, GRE, GMAT, etc.). Please note that UR offers free test prep for many graduate school admission examinations, and examination fees can be waived by the testing agencies for students who have financial need.
- Travel associated with graduate school admission or employment interviews
- Computers used to support general coursework/academic studies
- Personal/recreational travel, both domestic and abroad
- Salary while conducting research or an unpaid internship.
- Any expense already fully funded by another source including, but not limited to, the Richmond Guarantee, the Richmond Scholars merit scholarship award, departmental scholarships or grants.
- Any expense which would be reasonably covered by an activity which the scholar is already being compensated for (i.e., a paid internship providing a living wage for the internship location).
- Activities in countries with an overall Department of State Travel Advisory Level 3 unless the student has submitted a petition and received specific approval from the Office of International Education.

Due to federal, state and institutional regulations/policies, Richmond Scholars Enrichment Grants may be limited for activities, such as study abroad, for which a student is already receiving financial aid. If such a situation arises, the Office of Financial Aid will determine the allowable amount of grants which may be accessed.

Please contact Dana Kuchem, Director of the Office of Scholars & Fellowships, with any questions regarding Enrichment Grants or to make an advising appointment to discuss opportunities for funding consideration.
Please include the complete, total budget of your project even if it exceeds the amount you are requesting.

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**EXPENSES TOTAL: $ -**

**Other Funding Sources for this Project**

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**OTHER FUNDING TOTAL: $ -**

**AMOUNT REQUESTED FROM RICHMOND SCHOLARS**