



Enrichment Grant

Revised 1/7/2022

Each Richmond Scholar and Oliver Hill Presidential Scholar is eligible for an Enrichment Grant of up to \$4,000 to support a faculty-mentored activity which enhances the scholar's academic experience. While a 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 application 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 three pieces of documentation:

1. Grant Application
2. Faculty Endorsement
3. Final Grant Report

Scholars must submit a formal **Enrichment Grant Application** by the published deadline. Students must apply in one of four categories: **Study Abroad, Research, Internships, or Other**. Please submit the grant application specific to your category.

Study Abroad: Students may apply to fund program fees, tuition, travel, or other expenses directly related to credit-bearing UR-approved study abroad programs.

Research: Students may apply to fund or support research projects which are mentored or advised by a PI or faculty advisor. Enrichment grants will **not** fund independent research projects that are not actively advised by a faculty mentor. The PI or research mentor does not need to be a University of Richmond employee (e.g., this could be research conducted at another university, national lab, etc.); however, the faculty endorsement does need to come from a UR faculty member with whom you have discussed your proposed project. All research projects involving human subjects are subject to approval from the university's Institutional Review Board; all projects involving vertebrate animal subjects are subject to review by the Institutional Animal Care and Use Committee.

Funds can support research in one of two ways:

- Funds can be used to procure necessary materials, supplies, and equipment (including computing equipment), *if the necessity is attested to by the faculty advisor in the endorsement.*
- Funds can be used to support a student's living expenses while conducting unpaid or low paid research. The living stipend will be calculated on an hourly rate of \$10/hr, with a maximum living stipend of \$400/week.

Internships: Funds can be used to support a student's living expenses while conducting unpaid or low paid internships. The living stipend will be calculated on an hourly rate of \$10/hr, with a maximum living stipend of \$400/week. In addition, funds can be used to support travel to and from

and internship location at the beginning and end of employment; it can not be used to fund daily transportation to and from the worksite. For an internship to be funded, it must meet the [National Association of Colleges and Employer's criteria to be defined as an internship](#). Shadowing experiences are not eligible, as they do not meet this definition.

Other: Other creative, professional, and intellectual endeavors related to a student's academic and/or professional goals will be considered for funding. These could include funding tuition or registration costs for professional certificate programs, support for private training in the arts, or travel to a professional conference, for example. *If a student plans to apply for funding in the "Other" category, they must complete an advising appointment with Dr. Laura Knouse, Dana Kuchem, or Kim Lewis at least three weeks prior to the application deadline.*

Faculty Endorsement

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 should be submitted online via the Faculty Endorsement Form, available on the Richmond Scholars website. **Students must provide faculty endorsers with a copy of their application and meet to discuss the project prior to the faculty completing the endorsement.**

Final Grant Report

Upon completion of the supported activity, scholars must submit a **Final Grant Report** form within 60 days of the completion of the activity, including 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 be awarded Enrichment Grant funds for one experience and for a maximum of \$4,000. Thus, if a grant is awarded for less than \$4,000, 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 Application to scholarsoffice@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 Application and Endorsement are all due by the following deadlines:

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

August 1: for grants supporting fall or full academic year experiences

Grants will be disbursed in August

**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. Research activities must be advised by a faculty mentor.
- Expenses related to unpaid or low-paid (\$10/hr or less) internships, including travel expenses and housing or living expenses.
- Expenses related to credit-bearing 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.
- Taxes/international taxes on the grant itself.
- Graduate or professional school application fees.
- Donations or contributions to charities, non-profit organizations, or communities.
- 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 or non research-based internships.
- Shadowing experiences
- Personal/recreational travel, both domestic and abroad.
- Independent research conducted without an official PI or faculty advisor/mentor.

- 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).
- Clothing, including attire required for specific professional environments.
- Entrepreneurial projects which could reasonably result in income or future gain for the student.
- 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.