**Guidelines and Instructions for Richards Scholar Grant Applications**

The Richard Scholars Program is designed for Berry Students use to complete a two-year project starting in their sophomore or junior year. The annual award funds $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
* Letters of Support (Advisor, Work Supervisor, Mentor)
* Current resume/vita
* 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 (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 access progress toward project goals.
* Students selected as a Richards Scholar must present their work at the Berry Student Scholarship Symposium.
* Richard Scholars will be announced and honored annually.
* 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 expense vouchers must be turned in before the student’s graduation or within two year of the project’s start date as outlined in the award letter. Nothing can be purchase after graduation since the project is complete.
* 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2018 Richards Scholar Application

Deadline: March 18, 2018 by 5 p.m.

**Student Information**

Name of student: Click here to enter text. Student ID number: Click here to enter text.

Campus Box: Click here to enter text. Email address: Click here to enter text.

Credit hours completed at Berry by the end of Spring 2018 term: Click here to enter text.

Expected Graduation Date: Click here to enter text.

Current GPA: Click here to enter text. Current Berry GPA (if different): Click here to enter text.

**Faculty Mentor Information**

Name of Faculty Mentor: Click here to enter text. Department: Click here to enter text.

Campus Box: Click here to enter text. Email address: Click here to enter text.

**Project information**

Title of project: Click here to enter text.

Abstract:

Provide a brief, non-technical summary of the project that addresses the project’s purpose, methods, and anticipated outcomes. (200 words max.)

Click here to enter text.

Project Description:

Please provide a detailed description of your project including a timeline for completing the project. Keep in mind that you have two years to spend the awarded funds and you must present your work at the annual symposium.

In addition, please describe how this work makes an original intellectual or creative contribution to the discipline including how you plan to disseminate your work.

Click here to enter text.

Essay:

Please provide a brief essay exploring your experiences at Berry; your evolving academic and career goals; and a clear statement about the likelihood of success of the advisor and student collaboration.

Click here to enter text.

If the project requires a research clearance (IRB or IACUC), has it been obtained?

No clearance necessary Yes, as part of a larger faculty sponsored project

Yes, as my project No, appropriate forms have been submitted

\*If no, when do you anticipate receiving clearance? Click here to enter text.

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

Richards Scholar Award Richards Undergraduate Research Support Grant

Synovus Sophomore Award Student Research and Development Funds

Howell Grant (through the Career Center) Clark Grant (through Career Center)

**Budget:**

Provide a justification for the budget outlined below (keep in mind you have two years to spend the awarded funds). You must attach copies of documentation used to construct your budget to this application (screenshots are acceptable).

Click here to enter text.

|  |  |
| --- | --- |
| Item | Cost |
| Materials and Supplies (itemize) |  |
| Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. |
| Subtotal Materials and Supplies: | Click here to enter text. |
|  |  |
| Travel |  |
| Transportation Click here to enter text. | Click here to enter text. |
| Lodging: Click here to enter text.nights at Click here to enter text.per night | Click here to enter text. |
| Meals: Click here to enter text.days at Click here to enter text. Per day | Click here to enter text. |
| Subtotal travel: | Click here to enter text. |
|  |  |
| Equipment (Itemize) |  |
| Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. |
| Subtotal equipment: | Click here to enter text. |
|  |  |
| Registration Fee (please describe) |  |
| Click here to enter text. | Click here to enter text. |
| Subtotal registration fees: | Click here to enter text. |
|  |  |
| Other (itemize) |  |
| Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. |
| Subtotal other: | Click here to enter text. |
| **TOTAL PROJECT COST:** | Click here to enter text. |