

UNDERGRADUATE RESEARCH PROGRAM GUIDELINES

Research is an integral part of study in all disciplines. To encourage support research by Leadership Studies students, the University and the Jepson School sponsor the Undergraduate Research Program. Eligible students may apply for funding to assist in defraying the costs of conducting research and disseminating its results to the scholarly community.

The Jepson School Undergraduate Research Program provides two types of awards to support student research projects:

I. Research Project Grants — Available to support student research and creative projects including independent studies, senior theses, and honors senior theses

II. Leadership Development Travel Grants — Available to allow students to attend leadership-related workshops, seminars, and conferences or to present the results of research at professional conferences

General Application Procedures

1. Applications for a research or travel grant must be made on a form provided for that purpose. The form may be obtained from the Jepson School homepage jepson.richmond.edu under “Current Students.”
2. Applications for research grants must be reviewed by the sponsoring faculty member prior to submission to the Chair of the Scholarship Committee and include a statement of endorsement from the faculty sponsor.
3. Applications are evaluated by the Jepson School Scholarship Committee comprised of three faculty members and one student representative. The Chair of the Committee will notify applicants in writing of the Committee’s decision concerning their applications.

General Procedures for Disbursement of Funds

1. All disbursements must be approved by the Associate Dean for Academic Affairs.
2. Direct payment to providers of goods and services (including travel agencies) can be made upon submission to the Associate Dean for Academic Affairs of the provider’s invoice accompanied by the grant recipient’s written request to make payment.
3. Reimbursement for the expenditures and travel expenses incurred may be obtained by submitting a University Check Request to the Associate Dean for Academic Affairs.
 - a. For **expenditures** appropriate vouchers and receipts must be given to the Associate Dean for Academic Affairs within ten working days following the delivery of goods and services.
 - b. For **travel expenses** a Statement of Travel Expense form and appropriate vouchers and receipts must be given to the Associate Dean for Academic Affairs within ten working days following return from travel.
4. Reimbursement from travel expenses incurred when no advance is involved may be obtained by submitting to the Associate Dean for Academic Affairs a Statement of Travel Expense form accompanied by appropriate vouchers and receipts.
5. Funds will not be available for student use beyond the expiration date established at the time of the award.

I. RESEARCH PROJECT GRANTS

Projects may range from an independent study to a senior honors thesis, to a joint student-faculty project in which either the student or the faculty member is the principle investigator. The project must be one, however, in which the student has significant input and involvement. *The program does not fund faculty research assistants.*

A. Eligibility

1. Any Leadership Studies major is eligible to participate.
2. Each applicant is required to have a letter of endorsement from a faculty supervisor.

B. Items That May Be Funded

1. Charges for services not normally supplied by the University Computer Center and the University libraries
2. Purchase of supplies or special materials not normally supplied by the University.
3. Travel to special collections, libraries, archives, research sites, and other special resources. Costs that may be covered include transportation, lodging and meals.
4. Limited photocopying.

NOTE: Grants will **not** be awarded to fund tuition at other educational institutions, domestic or abroad.

C. Procedures

1. A separate application is required for each project for which a grant is requested.
2. An application may be submitted individually or jointly by two or more eligible students.
3. If a research proposal involves use of animal or human subjects, approval of the Institutional Animal Care and Use Committee or Institutional Review Board for Protection of Human Subjects must be obtained **before** an award will be made.
4. Students must submit four completed copies of their applications (including accompanying faculty letter) to the Associate Dean for Academic Affairs of the Jepson School. Applications are accepted prior to the start of a semester (**Fall—August 1; Spring—December 15**). If funds are available, applications will be considered after the semester has started.
5. At the time a grant is made, an expiration date will be established consistent with the projected timetable contained in the application. Extensions beyond the original expiration date may be granted by the committee upon petition by the recipient and approval of the supervising faculty member.

D. Conditions

1. An applicant may not be reimbursed expenses incurred before an application is approved.
2. Grants to support research will not exceed \$500. Most awards are for \$250 or less.
3. Whenever feasible, purchases should be made through the University Purchasing Agent.
4. Purchased equipment, materials, and unused supplies funded by the grant become property of the University at the conclusion of the research project and should be included in the regular inventory of the Jepson School. Photocopies become the property of the Jepson School. Books become the property of the University Library.
5. A recipient of a grant who leaves the University or is dropped from a joint project must return all unexpended funds to the University.
6. Any publication resulting from a project by a grant shall include an appropriate acknowledgement of assistance from the Jepson School of Leadership Studies at the University of Richmond and a copy of the publication shall be forwarded to the Associate Dean for Academic Affairs.
7. Grant recipients must agree to submit to the Associate Dean for Academic Affairs a final report containing:
1) a summary of what was accomplished on the project during the period of the grant, and 2) an itemized list of expenditures. **The report is due no later than 30 days after the end of the period for which the grant was given.** If a publication or a presentation at a professional meeting resulted from the grant, the report shall be accompanied by a copy of the publication or the program listing the presentation.

E. Proposal Format

Please adhere to the following in writing your proposal (3 pages maximum):

Part 1: Aims

As concisely as you can, state the aims of your project. What are the specific questions you seek to answer?

Part 2: Background and Significance

What is known and not known in this area of inquiry? (Please provide citations from the relevant literature.) Is there a controversial idea you propose to address or missing information you propose to provide?

Part 3: Project Design and Methods

Describe the design of your project and explain how the methods and design of your project will answer the questions you pose. If your work requires human subjects, do you have approval from the IRB? If your work requires animal subjects, do you have approval from IACUC? If not, please explain what steps you will take to receive the required approval.

Part 4: Budget

Provide a detailed budget to the nearest whole dollar and justify your expenses. Most awards are for \$250 or less. Requests above that amount require extensive justification. The Committee may trim your budget if it appears excessive.

Part 5: Literature Cited

Provide a full literature review and bibliography of works cited.

II. LEADERSHIP DEVELOPMENT TRAVEL GRANTS

A. Eligibility

B. Items That May Be Funded

1. Requests to present the results of research at professional conferences. Costs that may be covered include transportation, lodging, meals, and registration fees. Applications for these should be made separately from the application for research funding and only after a student's paper or project has been accepted for presentation. A copy of the acceptance letter should be included in the application.
2. Requests to travel to attend special leadership development workshops, conferences, institutes, and symposia. Costs that may be covered include transportation, lodging, meals, and registration fees.
3. For individually-initiated travel to libraries, archives, etc., students should apply for a research grant (see I. B. 3).

C. Procedures

1. Students must submit four completed copies of their applications (including accompanying faculty letter) to the Chair of the Scholarship Committee.
2. Travel grant requests will be accepted on a continual basis and will be considered when submitted. Please allow six weeks for the application to be processed and evaluated.
3. At the time a grant is made, an expiration date will be established consistent with the projected timetable contained in the application. All expenses should be submitted by that time.

D. Conditions

1. If granted and budget constraints allow, applications will generally receive 80% of the cost of meals and lodging and 100% of travel and additional expenses. Travel grants will not exceed \$500. Most awards are for \$250 or less.
2. Travel grant recipients must agree to submit to the Associate Dean for Academic Affairs a final report containing a summary of the manner in which the grant was expended, including an itemized list of expenditures. The report is due no later than 30 days after the end of the period for which the grant was given.