

## Procedures for the Jepson Promise Initiatives

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**Procedures:** Faculty members who wish to develop an initiative in line with the Richmond Promise should email a brief description of their idea to the Dean and the Director of Budgets and Operations. The proposal must provide information on the following:

- ❖ the idea, including a discussion of what makes it new, how it will benefit students, and how it relates to the Richmond Promise;
- ❖ a schedule for implementing the proposal;
- ❖ anticipated expenses related to the proposals; and
- ❖ additional sources of support (in hand or anticipated).

Examples that are consistent with the Promise include: funds to take students on a trip associated with a class; support to develop new or team-taught courses; and requests for equipment upgrades to support student and faculty research.

**Amounts:** Ordinarily, awards are under \$500; a maximum of \$1,000 will be available for each initiative.

**Timing:** Proposals are considered on a rolling basis.

*Created by Sandra J. Peart on October 20, 2009  
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