UNDERGRADUATE RESEARCH PROGRAM
FUNDING GUIDELINES

Undergraduate Research Program

Research is an integral part of study in all disciplines. To encourage and 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 three types of awards to support student research projects:

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

II. **Summer Research Grants–** Available to leadership studies majors whose home school is Jepson. These grants support students who wish to spend a summer working intensively on research and in close collaboration with a faculty mentor.

III. **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 grant, summer research grant, or travel grant must be made on a form provided for that purpose. These forms may be obtained from the Jepson School Forms and Guides for Major & Minor Students web page.

2. Applications for research grants or summer research grants must be reviewed by the sponsoring or mentoring faculty member prior to submission and include a statement of endorsement from the faculty sponsor.

3. Applications for research grants and leadership development travel grants should be submitted via the Jepson School drop box (located at Jepson 122) to the associate dean for student and external affairs, who will disseminate applications to the appropriate committees and communicate with applicants regarding award decisions. Applications for summer research grants are processed in a similar fashion but are submitted online via SLATE.

General Procedures for Disbursement of Funds

1. All disbursements will be processed by the Jepson School director of programs and budgets, who is notified of funding awards and conditions.

2. Reimbursement for expenditures and travel expenses may be obtained by submitting the required supporting documentation to the director of programs and budgets within ten working days following the delivery of goods and services or return from travel.

   a. For **expenditures,** an explanation of the expense along with original, itemized receipts (including the store/company name and the date of the expense) must be submitted.

   b. For **travel expenses,** major expenditures such as airfare and hotel may sometimes be prepaid. Contact the director of programs and budgets to make arrangements. For other

expenses incurred while travelling, an explanation of the expense along with original, itemized receipts showing the date and time of the expense must be submitted. If a meal is being reimbursed, a detailed receipt showing the food items purchased and a list of everyone whom the meal covered must be supplied with the reimbursement request. Airline boarding passes and the hotel receipt should be included if applicable.

3. Funds will not be available for student use beyond the expiration date established at the time of the award.

I.   RESEARCH GRANTS

Research grants support projects that 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. Application forms are available on the Jepson School [Forms and Guides for Current Students](#) web page.

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 a completed Research Grant Application and written proposal to the Jepson School associate dean for student and external affairs via the Jepson School drop box located at Jepson 122. 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. Ordinarily, grants to support research will not exceed $750. Most awards are for $750 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 student and external affairs.

7. Grant recipients must agree to submit to the Jepson School associate dean for student and external 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), which must be submitted with your application:

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

Why do you want to answer this question? What is known and not known in this area of inquiry? (Please provide citations from the relevant literature.) What literature will your project engage? 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 $750 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.   SUMMER RESEARCH GRANTS

The summer research grant provides a stipend so that leadership studies majors can immerse themselves in five to ten weeks of scholarly research.

A. Eligibility

   1. Any Leadership studies major whose home school isJepson.

   2. Typically, it is awarded to rising juniors orseniors.

   3. Each applicant is required to have a letter of endorsement from a facultymentor.

B. Stipend

   1. Students who wish to complete ten weeks of research in the summer will be eligible for a stipend of $5,000.

   2. Students who wish to conduct research in addition to a full-time internship experience may be eligible for a partial researchstipend.

C. Procedures

   1. A Summer Research Grant Application must be submitted via SLATE by February 28, 2025.

   2. A letter of faculty endorsement will be routed to your identified faculty member.You will enter his/her/their name(s) and email(s) in the applications. Questions? Please contact ksoderlu@richmond.edu no later than February 28, 2025.

   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.

D. Conditions

   1. Grant recipients will be expected to write a paper during the summer their research is completed.

   2. In conjunction with their facultymentor, grant recipients will present the result of their scholarship at a public event during the next academic year.

   3. A recipient of a grant who leaves the University and /or the Jepson School of Leadership Studies during the funded 5-10-week research project must return the summer research grant to the University.

4. Any publication resulting from a project by a grant shall include an appropriate acknowledgment 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 student and external affairs.

E. Proposal Format

The following are the items you need to address in your online application:

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
Why do you want to answer this question? What is known and not known in this area of inquiry? (Please provide citations from the relevant literature.) What literature will your project engage? 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 Institutional Review Board (IRB)? If your work requires animal subjects, do you have approval from the Institutional Animal Care and Use Committee (IACUC)? If not, please explain the steps you will take to receive the required approval.

Part 4: Literature Cited
Provide a full literature review and bibliography of works cited.

III. LEADERSHIP DEVELOPMENT TRAVEL GRANTS

A. Eligibility

1. Any leadership studies major is eligible to apply.

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 a Leadership Development Travel Grant Application to the associate dean for student and external affairs via the Jepson School drop box at Jepson 122.

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 $750. Many awards are $750 or less.

2. Travel grant recipients must agree to submit to the associate dean for student and external 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.

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