

Richter Applications: FAQs



Q: How can I make sure my application is approved the first time?

A: The best way to ensure your application is successful is to make sure:

- Your proposal includes citations (and references) and explains the relevance to your field of study
- Explain the body of research that exists and how you will add to that research/work with your project
- Your budget requests should have “evidence” included (receipts, screenshots, etc.)
- Your faculty sponsor must approve in a timely manner of your application (more info below)

Q: Which application form should I use?

A: If you are applying for funding to use during the academic year you should use the [“Academic Year” application](#). If you are applying for a funding to use during the summer months you should apply using the [“Summer” Application](#). If you are requesting funding to travel to a conference, you should use the [“Conference Application Form.”](#)

Q: I want to attend a conference to network, listen to speakers/panels, and participate in the experience. Can I apply for Richter Conference Travel funding?

A: No. Unfortunately, due to the high demand for conference travel (and the high cost of travel), Richter funding is limited to those students who have had a paper, poster, or other original work accepted for presentation during the conference.

Q: Are there things that Richter cannot fund?

A: Yes. In general, Richter cannot fund:

- Food (that is unrelated to the actual research or study)
- Travel to/from your hometown
- Anything related to study abroad and/or credit-bearing experiences (e.g. summer courses at another institution that you would earn Knox credit for)
- Personal/major equipment purchases, although some exceptions may be made if the equipment is essential to the project, cannot be located at Knox or easily borrowed/accessed elsewhere. NOTE: all equipment purchased becomes the property of Knox College at the conclusion of your project.

Q: When are Richter applications accepted?

A: There are typically **three deadlines per term**. Applications for academic year projects and summer projects are *only* reviewed after their specific deadlines, as the Richter Advisory Board must meet and make all final decisions as a committee. Conference travel applications are accepted on a **rolling basis**, and should be turned in no later than 30 days prior to travel.

Plan ahead: It is always best to apply in *advance* of your needs. The total time between an application deadline and you receiving funding/making purchases can be at least three weeks after the deadline has passed.

Q: How long will it take me to fill out the application?

A: You are writing an application for grant money – this is an important process that should not be rushed through. Writing a clear, well-designed project proposal that includes relevant citations and references, that has been reviewed by your faculty sponsor, will take some time. Plan ahead and treat this as a (short) research paper/project for a class.

Q: What should I include in my Project Proposal?

A: Your proposal is an argument to the committee as to why they should fund your application. It should be no more than 5 pages, double spaced and should contain **5 sections** (that are clearly labeled):

1. **Abstract:** In 250 words or less, explain the purpose of your application, why you need the funding, an overview of the project, and justification for your study/project (ie why it’s important in this field of study).



2. **Project Objectives/Significance:** Detail what you plan to do in your project and why this project is important to your field of study, your goals, personal development, etc.

- **Sources:** All research and creative projects **should include in-text citations and a reference page** relevant to your study.

3. **Method(s):** This section will vary based on what type of project you are completing, but should contain information about “how” you will carry out your project. For more “research” based projects this will be linked to specific procedures/theories/scientific methods. For creative work, internships, or experiential projects, it will probably be more about the day-to-day activities you will do and experience carrying out the project.

- **For participant incentives:** You must complete this [online form](#) in addition to your application, providing a clear justification as to how many participants you hope to recruit, why that number is appropriate, and why you find your incentive amount to be well suited.

4. **Timeline:** You should provide a clear overview (bullets are fine) of when you plan to accomplish the pieces of your project in a way that showcases how you will reach your overall goal on time.

5. **Relationship to academic goals/career goals:** Conclude your proposal by summarizing how and why this project (specifically) relates to your academic and/or future career goals.

Q: What citation style should I use in my proposal? Summer 2022

A: Whatever is used in your field—just be consistent.

Q: How do I fill out the budget portion of the application?

A: Within the application you will be asked to detail your proposed expenses (ie what you need the funding for). Begin by selecting an option from the “Category (A)” drop down menu for your first item. If you cannot find a category that best fits your need, please select “Other.”

Once you’ve specified a category, enter the **total** amount of funding you will need in that category in “**Amount (A).**” For example: If you are requesting three nights at a hotel that cost \$100/night, be sure to put the *total cost* (\$300) in the box.

Finally, in the “**Budget Item(s) Detail (A)**” box please offer a clear explanation of why you are making this funding request (i.e. why do you need it), and additional explanations that help the committee make sense of your expenses. For example, you might say “I am requesting a hotel for 3 nights so that I can attend a workshop located nearby.”

Q: What do I upload for “proof of expenses”?

A: How do we know your hotel costs \$300/night and not \$150/night? What is the going rate of a gallon of paint? How do we know how much your workshop fees are? These questions get answered when you uploaded “proof” of your expenses – see below.

Attach proof of expenses as one document in PDF format. (To document proposed expenses from websites, such as Amazon or airline pages, use the print screen function and/or a snipping tool. Receipts and/or invoices can be scanned or photographed. All expenses must be combined into one PDF document) *

Choose File No file chosen

Must be in PDF format

From screenshots of the KAYAK webpage with your flights pulled up, to emails from workshop/internship coordinators, to screenshots of items in your amazon cart, this is how the Richter Advisory Board “sees” what your expenses will be. **Please combine all expenses into one PDF.** The easiest way to accomplish this is to combine all screenshots/images/receipts, etc. into a word document and save it as a PDF.

- **For participant incentives:** You must complete this [online form](#) in addition to your application, providing a clear justification as to how many participants you hope to recruit, why that number is appropriate, and why you find your incentive amount to be well suited.



Q: What is the Faculty Sponsor Approval process? (Academic Year Applications)

A: All Richter projects require the support of a Knox faculty member. This person should be aware of your proposed project, your funding request, and support your overall project/goals. After you fill out the online Richter application, an email will be sent to the faculty sponsor you listed in your application. This email will have a link for the faculty sponsor to acknowledge and support your application for Richter funding.

Q: What is the faculty letter of recommendation? (Summer Applications)

A: All Richter projects require the support of a Knox faculty member. This person should be aware of your proposed project, your funding request, and support your overall project/goals. During the summer months, as funding is competitive, the Richter Advisory Board requires a letter of recommendation from your faculty sponsor *instead* (in place of) the faculty approval email. This letter should be roughly one page, addressed to the “Richter Advisory Board,” and detail things like: the students’ preparedness to take on their proposed project, any academic/other experiences that have prepared the student to do so, observations about the students’ motivations/ability to complete the project, as well as showcase their support/mentorship for the project.

This letter can be emailed directly to Sandy Jones at sljones@knox.edu by the application deadline.

Q: When will I hear back about my application?

A: The Richter Advisory Board must meet to review all Academic year and Summer applications for Richter funding. Once the application deadline passes, it typically takes the committee 1-2 weeks to review and then meet to discuss the applications. After decisions are made at the meeting, the Vovis Center director sends out an initial notification email (that you were awarded, denied, or have a revise and resubmit, etc.). If awarded, you should expect to receive a formal Award Agreement from Sandy Jones within the week.

*Please note that many funding processes, including reimbursement, stipends, and cash incentives are **only** paid out on a bi-monthly basis, with paperwork required ahead of time by the Business Office.

Q: I have more questions/specific questions you did not address here.

A: Please contact me via email at lkharris@knox.edu. I am happy to answer your Richter-related questions!