

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 informatio

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 drop down menu for your first item. If you cannot find a category that **Other.”**

ified 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 **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 requesting a hotel for 3

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 upl your expenses see below.

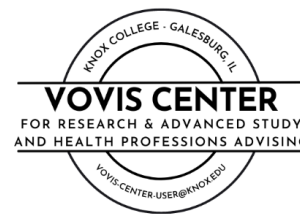
Attach proof of expenses as one document in PDF format. (To document proposed expenses from websites, such as Amazon or airline pages, use the print screen function and/or a snipping tool. Receipts and/or invoices can be scanned or photographed. All expenses must be combined into one PDF document) *

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 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!