Richter Applications: FAQs

Q: How do I submit a successful Richter application?

A: The best way to ensure your application is successful is to make sure:
- All parts of the application are complete
- Your proposal includes citations, references and explains how your project is relevant to your field of study
- Acknowledge the body of research that surrounds what you're trying to do and how you will add to that research/work
- Your budget requests should have "evidence" included (receipts, screenshots, etc.)
- Your faculty sponsor must sign off

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 (online form). If you are applying for a funding to use during the summer months you should apply using the "Summer" Application (online form). *Note, summer application forms are only accepted during the noted spring deadlines. If you are requesting funding to travel to a conference **that you are presenting at**, you should use the "Conference Application Form" (online form).

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

A: No. Unfortunately, due to the always increasing and high demand for conference travel funds (and the high cost of travel) the funding is limited to those students who have had a paper, poster, or other original work accepted for presentation during the conference. Although I fully recognize the importance and value of "just attending" we are not able to offer funding for that purpose at this time.

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 **five to seven deadlines throughout the academic year** to turn in Richter applications: two or three in the fall, one in the winter, and two or three in the spring. Applications for academic year projects and summer projects are *only* reviewed after these deadlines, as the Vovis Advisory Board must meet and make all final decisions as a committee. Thus, you cannot apply at random times and have your application reviewed.

Conference travel applications are accepted on a **rolling basis**, and should be turned in no later than 30 days prior to travel.

**Note about planning ahead: It is always best to apply in *advance* of your needs. For example, if you need funding early in winter term (January) then you should apply for the last fall deadline to ensure you have your

funding at the start of January. As detailed below, the total time between an application deadline and you receiving funding/making purchases can be upwards of three weeks after the deadline has passed.
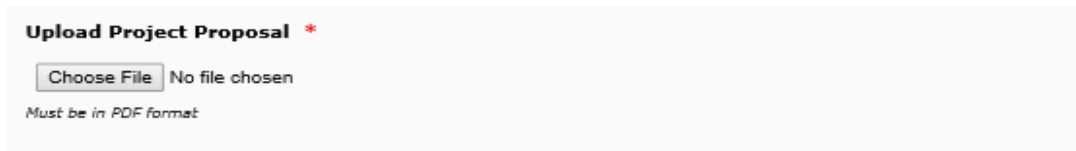
Q: How long will it take me to fill out the application?

A: Remember that you are writing an application for grant funding – 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. You should plan ahead and treat this as you would a (short) research paper/project for a class.

Q: Where do I find my Unofficial Transcript to upload?

A: Your Unofficial Transcript can be found by going to My Knox > Registrar Portal > Student Tools (folder on the left hand side of screen) > Unofficial Transcript. To save and/or print your transcript as a PDF scroll to the bottom of your transcript and click on   Unofficial Transcript PDF 📄

Q: What should I include in my Project Proposal (for academic/summer projects)?

Upload Project Proposal *

[Choose File] No file chosen

Must be in PDF format

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

1. Abstract: In roughly 250 or less, explain the purpose of your application, why you need the funding, a brief overview of the project, and justification for your 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.
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-today activities you will do and experience carrying out the project.

> *Special note on Participant Incentives:* If you are requesting funding for participant incentives you should have a clear explanation and justification as to how many participants you are attempting to recruit, why that number is appropriate, and why you find your incentive amount to be well suited. You should also include details as to how you plan to offer incentives, referencing the Participant Guidelines for rules/regulations as needed.

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: You should conclude your proposal by summarizing how and why this project (specifically) relates to your academic and/or future career goals.
*6. For summer projects (only), you should also explain what courses/experiences you have engaged in that have helped prepare you for this project.

Sources: Please note, all research, all creative, and some experiential projects and internships **should include in-text SOURCES and a reference (bibliography) page** relevant to your study and your field. Remember, you are trying to provide a justification that your study is worth funding—there should be prior research/justification to help you make that clear.

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

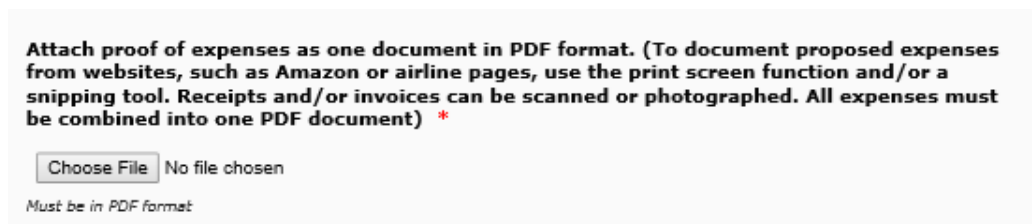**A:** Whatever is used in your field—just be consistent.

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

A: Within the online application form you will be asked to detail your proposed expenses (what you need the funding for). Begin by selecting an option from the "Category (A)" drop down menu for your first item. Common categories include things like "Materials/Supplies" (such as chemicals, art supplies, or other items that will get "used up" during your project), Hotel/Airbnb, Airfare, Participant Incentives, etc. If you cannot find a category that best fits your need, please select "**Other.**"

Budget

The Vovis Center Faculty Advisory Board requires proof of an itemized budget that reflects the full cost of this project (even if greater than the amount of this award). There should be a clear connection between budget items and your proposed project.

HOW TO COMPLETE THE BUDGET ITEM FIELDS: Use the drop down menu to select the most accurate **Budget Item Category** . Group items that fall under the same category together. The **Amount** should reflect all expenses related to that category. Please start by completing Budget Item Category (A). Complete additional Budget Item Categories (B,C,D,E) accordingly as needed.

Budget Item Category (A) *   **Amount (A)** *

Please select from the drop down list.   e.g. $545.50

Budget Item(s) Detail (A) *

Provide a description/list and cost of each individual item within selected budget category, and how the item connects to your project.

Budget Item Category (B)   **Budget Item Category (C)**

Please select from the drop down list.   *Please select from the drop down list.*

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"?

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) *

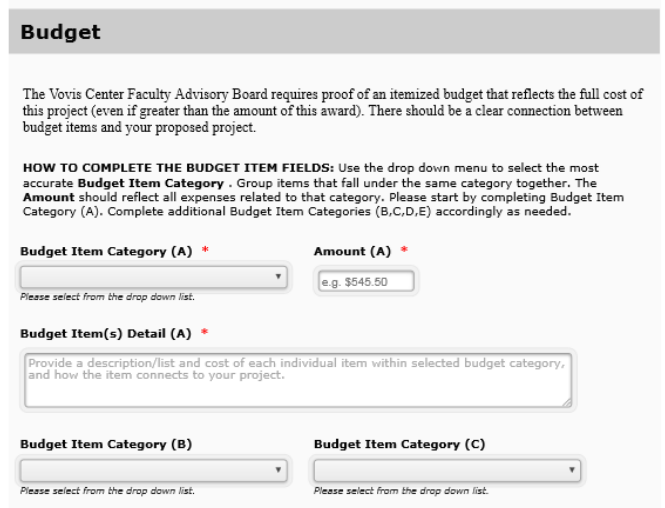Choose File No file chosen

Must be in PDF format

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.

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 Vovis 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.

*Note on Participant Incentives: If you are requesting participant incentives (only) please upload a PDF document that simply re-states how many participants, why that number, and why the incentive/amount you are requesting.

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

A: All Richter projects require the support of a Knox faculty member (in some cases, a Knox staff member would also be acceptable). This person should be aware of your proposed project, your funding request, and support your overall project/goals. After you fill out the Academic year 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.

Vovis Center, 2020

A: All Richter projects require the support of a Knox faculty member (in some cases, a Knox staff member would also be acceptable). 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 often competitive, the Vovis Advisory Board requires an actual letter of recommendation from your faculty sponsor *instead* (in place of) the faculty signature page. This letter should be roughly 1-2 pages, addressed to the "Vovis 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 Vovis 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, I send out an initial notification email (that you were awarded, denied, or have a revise and resubmit, etc.) within a day or two of the committee's decision. After that, if awarded, you should expect to receive a formal Award Agreement from Sandy Jones within the week.

*Please note that the time between turning in a signed award agreement and accessing your funding will vary depending on the situation. 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!