Call for Proposals
Richter Scholarship Program
Supporting Independent Study
Projects of Undergraduate Students
on the Reynolda Campus

The Richter Scholars Program supports independent study scholarships with financial awards up to $6000 for undergraduate students in the College and the School of Business of Wake Forest University. Richter Scholarships are competitively awarded for students proposing an independent study project requiring travel away from Winston-Salem. International projects are especially encouraged.

DEADLINE FOR APPLICATIONS
February 12, 2016

Review of proposals will begin on February 15, 2016. We anticipate approximately 15 grants this year.

The Richter Scholar awards are the largest single awards on campus for the purpose of independent study. Students are encouraged to pursue enriching, broadening projects that have the promise of being life-changing. To enrich the independent study experience, each student is required to have a faculty mentor for his or her project. Copies of research reports and papers developed under the auspices of the Richter Scholars Program shall upon request be forwarded to the Trustee for the Richter Funds. All publications resulting from the Richter Scholar Program shall acknowledge the sponsorship of the Richter Memorial Funds.

Scholarship recipients are also eligible to apply for additional funds to cover extraordinary expenses of their research as well as to travel to present their results at scholarly meetings. Scholarship recipients may apply for this support, as needed, in a memorandum to the appropriate dean.

Criteria for Selection

I. A committee of faculty and administrators will review applications and select the scholarship recipients. Scholars will be selected based on the following criteria:
   - feasibility of the project
   - contribution of the project to the overall education and enrichment of the student
   - commitment of the student and faculty advisor to the project
   - the student’s demonstrated ability to initiate and sustain creative activities and research.
II. Although there is no absolute grade point criterion, successful applicants generally have a 3.0 GPA. Students must be in good standing with the University.

III. While the Richter Program encourages students to pursue international projects, proposals that focus on "touring," rather than exploring a topic in-depth, will receive lower priority as will enrollment in a standard course of program.

IV. Individually conceived and executed projects are encouraged.

V. The Richter Scholars may receive credit toward honors projects and/or individual study projects supported by their Richter grant but Richter funding shall not be applied toward course tuition or course fees for which a student receives credit.

VI. The duration of your project normally ranges from 3-6 weeks.

VII. Please avoid making surveys or using human subjects as a centerpiece for your proposal. Most applicants do not have the necessary experience or linguistic tools to carry out such projects. If you want an exception to this policy, see Dr. Helga Welsh, committee chair in advance of your submission.

VIII. Please be advised that if a student's research involves human subjects, the student and mentor must contact Ms. Pam Moser (moserc@wfu.edu) to determine whether IRB approval is needed.

IX. Both the project and the final report must be completed before graduation. For additional information contact Dr. Helga Welsh (welsh@wfu.edu or ext. 5452).

Application on following page.
Richter Scholarship Program

Application
(please print or type)

Student Name ____________________________________________ Date________________

Mailing Address __________________________________________

Telephone Number __________________________ Email __________________________

Class at time of application (circle)  Fr  So  Jr  Sr

Cumulative GPA __________ Major Department __________________________

(Attach current Wake Forest transcript in a separate folder)

Anticipated Date of Graduation ________________________________

Faculty Mentor/Department ____________________________________

Will credit be awarded in association with this project? Course number? _______________

Are you applying for other funding for this project? What source? __________________________

Synopsis of Proposed Independent Study Project:
__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

A. Attach a two to three page description of your proposed project.
   • Describe the project, your specific goals, and how it will enrich and broaden your life and educational interests. How do you plan to achieve your goals? Give as much information as possible about the nuts and bolts of the project.
   • What abilities and resources do you possess that will enable you to accomplish your proposed goals? Are there any experiences that you have had which have prepared you to pursue this independent study project?
   • What unique and personal experience do you hope to have as part of your proposed summer project?
   • With whom will you be working?
     o Provide contacts, references, and dates (if possible provide letters from your contacts).
     o If you are going to work independently, explain why this is important.
   • Indicate beginning and ending dates for the project.
What contributions will you bring back to Wake Forest or the larger community? For example, some projects lead to magazine articles, authorship/co-authorship in journal publications, or public presentations, while other projects represent Wake Forest in such a way as to promote the virtues and values of the University.

Include 3-5 relevant literature citations which will serve as the background for the proposed project.

**B. Budget.** How much will it cost? Provide a realistic, detailed budget to support your proposed activities. Research airfare on the internet or other sources. Please provide a list of other sources (including amount) from which funding is being sought. The maximum is $6,000; please provide an estimate of the entire cost of your project.

The Richter Scholarship will function as a stipend. In order to minimize the summer scholars’ tax liability, students will be given the opportunity to be reimbursed for approved expenditures (those expenditures normally reasonable for professional activities according to state and federal tax guidelines) up to the total amount of the stipend. Should a scholar receive any part of the stipend for which there is not proper documentation, that amount of money would be taxable in the usual ways.

Richter funding is not to be used to purchase equipment that is retained by the student.

Materials (if applicable): What materials will you use?

**C. Letter of support from your faculty mentor.** The committee expects that the student and mentor will have thoroughly discussed the completed application before it is submitted. Please have your faculty mentor email their letter of support directly to Dr. Helga Welsh (welsh@wfu.edu) by the application deadline.

If your project involves significant interaction with additional individuals and/or organizations, please have these letters of support submitted along with your application materials.

**D. Submission of application and supporting materials.** Please label your materials (application, budget, transcript, non-mentor letters of support, other supporting material) and upload them to the project site on SAKAI entitled, *Richter 2016*. Do not upload mentor letters of support to Sakai. Email them directly to Dr. Helga Welsh.

- Access to *Richter 2016* [https://sakai.wfu.edu/portal/site/ae983c5d-6483-4877-b535-12ac23e16d9a](https://sakai.wfu.edu/portal/site/ae983c5d-6483-4877-b535-12ac23e16d9a)
- Log into Sakai using your user id and password.
- If you are not automatically directed to the Richter site, click *Richter 2016* in your list of projects (be sure to check under the More Sites if you don't immediately see it)
- Click Site Drop Box in the menu on the left
- On the folder with your name, click the Add down arrow > Upload Files
- When naming your files, type name_application, name_budget, name_transcript, name_supporting material, etc.)
- Use the Browse... button to find the files on your computer and click Upload Files Now

**E. Final piece of work and Research Day participation.** Each Richter Fellow will be required to submit to the Committee a project-ending piece of work. This concluding piece may come in various forms: a written report, a visual report, an artistic production, computer-based
productions, pieces of creative writing, etc. It must be submitted within six weeks of the completion of your project. It should be uploaded to the appropriate Drop Box under *Richter 2016-Final*. If the final piece is an artistic endeavor and cannot be uploaded, please contact Dr. Helga Welsh (welsh@wfu.edu).

In addition, an abstract of your project must be submitted for Undergraduate Research Day.