Russ College of Engineering and Technology

rUSS vISION

Leadership Development Fund

**Proposal Receipt Deadline: 4:00 pm, 3rd Wednesday of the Semester (Fall and Spring)**

Example: January 30, 2019

Notification of Award: End of 5th Monday of the Semester (Fall and Spring)

 Example: February 11, 2019

**STATEMENT OF PURPOSE**

The Russ Vision Leadership Development Fund (RVLead) is intended to provide support for undergraduate students to develop their leadership skills through a variety of activities, such as attending leadership conferences hosted by professional, technical or national organizations attending leadership workshops, or other professional leadership development opportunities. The proposal to participated in any leadership development opportunity must be prepared and submitted by the undergraduate student(s) that will be participating in the activity.

Awards will support the following:

* Travel to and from the leadership opportunity,
* Registration associated with the leadership opportunity (if applicable), and
* Hotel costs.

Funds will be available through the academic year only, therefore **June 1st is the last date available for ALL expenditures.** If an extension is needed, a deadline waiver must be requested. Without this waiver, funding will be halted on the day of the deadline. The maximum award provided by this program is $2,000 with the requirement that the student(s) home department in the Russ College support 25% of the total costs and the student(s) support 25% of the costs via fundraising or personal funds. The Russ College will only support 50% of the total costs associated with RVLead awards.

**ELIGIBILITY**

Undergraduate students must be enrolled in the Russ College of Engineering and Technology on the Athens campus of Ohio University and in good academic standing (not on probation and with a GPA of a 2.5). Students must be enrolled and maintain undergraduate student status during the conference period.

**REVIEW AND EVALUATION/SELECTION CRITERIA**

The Assistant Dean for Student Services will review the proposal for professional leadership development benefits for the student(s). Preference will be given to student(s) that have not been funded during the current academic year, and those planning on disseminating their newly acquired leadership knowledge or skills to fellow students. ***Any proposal that has been submitted or written by a faculty member will be automatically disqualified from funding.***

**AWARD REQUIREMENTS**

All RVLead recipients are required to submit a report within one week of completion of their leadership development activity describing the professional leadership development activities, seminars or presentations that were attended or conducted by the student(s). The format of the report is provided in Appendix C. The report must be emailed to the Assistant Dean for Student Services by 3 pm within one week of attendance. An inability to provide a report will suspend all funding that has yet to be allocated and may disqualify the student(s) or student group from future student funding opportunities.

In order to receive either reimbursements or to purchase materials with the RVURF funds, the students must coordinate with the following individuals in their home department. This indicates the department in which the faculty advisor is located:

AVN: Theresa Meyer

CE: Helen Watson

ChE: Carrie Linscott

EECS: Becky Andrews

ENT: Brenda Sinclair

ETM: Bonnie Behm-Geddes

ISE: Michelle Schall

ME: Stephanie Walker

**When completing travel arrangements or submitting for registration, the student must provide the funding submission request form (Appendix B) to supplement the receipt for travel or registration.** The lack of inclusion of this form will void the transaction.

**PROPOSAL PREPARATION GUIDELINES**

Please review the guidelines before submitting a proposal. Very meritorious proposals may not be funded because guidelines are not followed and information needed to make an informed, objective decision is not available. ***The proposal must be written by the student with review and approval of the faculty advisor, as appropriate.***

The application **must** contain the following: a (1) cover page, (2) proposal narrative, (3) budget, (4) planned leadership activity documentation and (5) Department Chair and/or Faculty Advisor’s support letter.

1. **COVER PAGE:**

Complete the cover page (see Appendix A). Signatures **must** be obtained by the applicant and are required on the submitted proposal. The cover page **must** be the first page of the proposal.

1. **PROPOSAL NARRATIVE**

The proposal narrative **must** be no more than 5 (5) double-spaced pages with 12-point type(Times New Roman or Arial)that is clear and legible. Figure, charts, tables and figure legends and footnotes may use a smaller font size and may be single-spaced but **must** be clear and readily legible. Margins **must** measure one inch (1") or greater on all sides. Please note, any proposal not conforming to the format requirements may be returned without review.

The goal of the requirements for type size, spacing, and margins is to provide legible documents of roughly similar length. Please review all electronic attachments before submitting.

The proposal narrative must include the sections listed below (Please use these section headings in the proposal). Students are encouraged to use the first-person narrative style.

**Proposed Activity Description:**

Describe the proposed conference activity. Avoid jargon or terms unique to the discipline. If you must use such terms, please define them so the reviewers can understand your proposal.

Timelines:

Provide an expected timetable for the leadership activity (e.g., when is registration due, when will your travel be booked (if applicable), what are the dates of travel and when is the conference).

**Student’s Role:**

Describe your role in attending the leadership development opportunity. If you are working with other students or a faculty advisor or if this is part of a larger continuing project, detail your contribution.

**Significance:**

Describe the significance of this professional leadership development opportunity and what you intend to take away from this experience.

1. **BUDGET:**

This section is limited to one (1) page and must utilize the RVLead\_Budget Form in MS Excel.

You are required to attend an orientation at a date that will be communicated to you via email once your proposal has been selected for funding. Failure to attend will result in forfeiture of award funds.

Budget expenditures encumbered before the award date will not be reimbursed.

Funding is provided to cover the cost associated with travel to and from the leadership development activity site, registration, and hotel costs. Receipts will be required as they are available to verify costs.

Note, RVLead funding for hotel accommodations is limited to two nights. All travel rates must comply with Ohio University accepted rates as indicated by the Finance Department at: <https://www.ohio.edu/finance/procuretopay/procurement/travel_services_resources.cfm>

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1. **LEADERSHIP ACTIVITY DOCUMENTATION**

Provide a flyer, handout or web documentation detailing the leadership activity and/or program, sessions planned to be attended and other leadership development activities that are planned.

1. **LETTER OF SUPPORT**

The advisor’s endorsement letter must not exceed one (1) page and may be single-spaced. The advisor may email the letter separately from the application. The letter **must** be received prior to the deadline and the student should note in the application that the letter will be emailed separately.

The endorsement must include: (1) an assessment of the student’s interest and participation in the proposed leadership activity, and (2) the perceived benefit of the activity to the professional development of the student and the academic department.

**PROPOSAL SUBMISSION**

The student must submit one copy of the proposal (with required signatures) either electronically\* or hard copy to the Assistant Dean for Student Services (sallarg1@ohio.edu, Stocker 118) prior to the deadline.

\*Electronic copies must be submitted as a single file in Adobe Acrobat format (Mac users must include the file extensions .pdf in the file name). Electronic copies **must** contain the entire proposal unless authorized prior to the deadline.

**Appendix A**

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Cover Page

Student’s Name:

Ohio University email address: Telephone:

Athens address:

Class rank: (circle one) Freshman Sophomore Junior Senior

Expected Graduation Date: Academic Department

PID# (from student ID card): G.P.A.:

Faculty Advisor’s Name: Email address:

Sponsoring Department or Center

Name of Activity:

Location of Activity:

Dates of Attendance: to

Total amount of money requested in this application: $\*\*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \*\*(May not exceed $2000 total)

We, the undersigned, have read the Guidelines for this fund and understand the responsibilities we undertake should funding be received. We will comply with the requirements to submit monthly project reports and a final report. We certify that the application has been written and completed by the student.

Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Faculty Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dept. Chair/Center Director Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**APPENDIX B**

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Funding SuBmission Request

This page must appear in all submissions for funding as the cover page to receipts in Concur for reimbursements, purchases and travel.

Award Designation:

Date:

Student’s Name:

Student’s Home Department:

Project Title:

Total Funding Awarded:

Travel Funds Transferred to Account:

Total Funds Spent to Date:

Funds Requested with this Submission:

Remaining Funds after this Submission:

**APPENDIX C**

Russ College of Engineering and Technology

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LEADERSHIP DEVELOPMENT Fund

LEADERSHIP DEVELOPMENT REPORT

(AWARD DESIGNATION NUMBER)

(LEADERSHIP ACTIVITY ATTENDED)

(sTUDENT NAME)

(FACULTY aDVISOR’S nAME)

LEADERSHIP dEVELOPMENT sUMMARY:

(Describe the significance of this leadership development opportunity and what you took away from this experience. What sessions did you attend? What networking opportunities did you take advantage of? Do you feel other students would benefit from this type of opportunity? How do you plan on disseminating your knowledge or skills learned to other students in the Russ College?)

Activity eXPENDITURES sUMMARY:

(Provide a table comparing the status of actual verses proposed expenditures. An example is provided below.)

|  |  |  |  |
| --- | --- | --- | --- |
| Budget Line Item | Proposed Costs | Actual Costs | Remaining |
| Mileage Costs | $200.50 | $181.00 | $19.50 |
| Hotel Costs | $100.25 | $100.25 | $0 |
| Registration | $100.00 | $100.00 | $0 |
| Total Project Costs | $400.75 | $381.25 | $19.50 |