

History Department Funding Request Guidelines

If you wish to apply for History Department funding, taking the following steps will help in making your request successful.

- Remember you are not automatically approved.
- You must await email confirmation of your approval before proceeding.
- Every request for funding—no matter how small or large—requires a proper proposal and detailed budget, convincing justification, and full documentation for payment or reimbursement.

- Prepare your proposal and budget. Use the examples below to help you get started. Your advisor will help you, as well.
- Send your proposal and budget *from your Rice email* to your History Dept Advisor/Instructor with cc: to histsdus@rice.edu
- Your Advisor/Instructor will then review, approve (or not).
- If Advisor doesn't approve, she/he will suggest revisions, as needed.
- If approved, he/she will forward to DUS (Director of Undergraduate Studies) for consideration.
- DUS will notify you via email of decision or might ask for additional information.
- ***It is important to submit proposals well in advance with full information. In addition, you should respond to email requests for information in a timely way. Always use your official Rice email; it is the only way we know you are actually you!***

Here are two examples of email(s) and budget(s) to help you get started.

Example #1

Dear Prof. X,

As an honors student, I am working on my honors thesis titled, "The Way Dogs Think." I would like to request \$579.15 to cover travel expenses associated with a research trip to Atlanta, GA, I will be conducting research at the Smith Institute. Attached you will find the detailed budget.

Student #1

Budget for Funding Request submitted by Student #1 on Dec 4, 2020

Purpose: Trip to Atlanta, GA to conduct research at Smith Institute. I plan to look up stats in Book X, for research on my honors thesis "The Way Dogs Think."

Dates of trip, if approved:	Jan 9-11, 2021
Airfare (United):	\$389.15
Lodging:	\$150.00 (\$75 per night at Holiday Inn)
Parking at airport:	<u>\$40.00</u> (\$20 per day at XYZ lot)
TOTAL AMT REQUESTED:	\$579.15

OR

Example #2

Dear Prof. Y,

As an honors student, I am working on my honors thesis, titled, "The Way Cats Think." I would like to request \$90.00 to cover cost to pay a UT History graduate student, to look up ABC-documents in the Jones Library, and scan to me for review. Attached you will find the detailed budget.

Student #2

Budget for Funding Request submitted by Student #2 on Dec 4, 2020

Purpose: I would like to pay a Hist graduate student (to be named) at UT, Austin to look up ABC-documents in the Jones library, and scan them to send to me for my Honors Thesis research on "The Way Cats Think."

Per hour rate:	\$15/hr
Maximum # of hours:	<u>6 hrs</u>
Total Requested:	\$90.00