





**The Marshall Jevons Fund** has been established to make awards of up to \$1,000 to students and faculty members working with students at the University of Virginia, to support research in the field of economics. Typical uses of the funds include attending conferences, conducting interviews, and acquiring specialized data.

### **Eligibility**

Current undergraduate students in any year of study who are enrolled in an economics course or doing research in economics in a program outside the Department of Economics may apply. Graduate students and faculty members who wish to hire undergraduate students to assist with their research also may apply.

Applications for travel expenses must be submitted in advance of proposed travel date(s).

Awards are given at the discretion of the Department of Economics based on the merits of the proposal and the availability of funds. Priority will be given to economics majors over non-majors, applicants who have not previously received Marshall Jevons funding over those who have, and according to seniority (for students). Those overseeing applications may exercise their discretion to grant a full or partial award.

### **How to Apply**

Students or faculty members applying for Marshall Jevons funding must submit 2 documents: (1) a one-page written proposal that describes the research project, explains the proposed use of funds, and contains a budget (\$1,000 maximum); and (2) a completed Marshall Jevons Funding Application.

Please submit proposals and applications to Graham Lea by e-mail ([grahamrlea@virginia.edu](mailto:grahamrlea@virginia.edu)) or by mail (P.O. Box 400182, Charlottesville, VA 22904).

### **Approval/Refusal**

Applicants will receive an e-mail response regarding the decision for their request, usually within a week.

### **Reimbursement**

Funding for travel or other research-related expenses will be awarded as a reimbursement. All original receipts must be submitted in order to receive reimbursement.

Students who are wage employees at UVA (submit timecards for compensation) must file for reimbursement using Workday Financials. Students will be required to itemize expenses and upload scans or photos of original receipts. For students who are unfamiliar with Workday Financials, Debby Stanford (Monroe Hall, Room 237) is a helpful resource for using the software.

Students who do not submit timecards to receive compensation from UVA will need to submit all original receipts to Debby Stanford (Monroe Hall, Room 237).

### **Wage Payment**

Funding for research assistance (*i.e.*, an undergraduate student conducting research for a graduate student or faculty member) will be awarded as hourly wage payments through Workday. The student receiving wages must be hired by the supervising faculty member. The faculty member will be responsible for managing his/her research assistant's hours and pay, including limiting the pay to the total amount of the award. For help with hiring students and Workday, see Ashley Watkins (Monroe 233).

### **Completion Statement**

Students should submit a one-page summary statement about their research at the completion of their work. These statements should be submitted to Graham Lea at the email or mailing address listed above.