

Marshall Jevons Fund Application

Please submit completed application and typed proposal to Graham Lea. E-mail: grahamrlea@virginia.edu | Mail: P.O. Box 400184, Charlottesville, VA 22904

Please read the following instructions before proceeding: This application can be completed by an undergraduate student applying for research funding, or a graduate student or faculty member applying to hire an undergraduate student. Use the "Personal Information" field to provide contact info for yourself (person completing the application). Then proceed to the appropriate section below the dotted line(s); you need not fill out both. Be sure to complete the second page. The third page contains important information about the process of receiving funds. Please read the third page carefully before submitting your application.

PERSONAL INFORMATION **SELECT ONE:** Undergraduate Graduate **Faculty** LAST NAME: FIRST NAME: **EMAIL ADDRESS:** PHONE NUMBER: **MAILING ADDRESS:** FOR UNDERGRADUATES YEAR: **MAJOR: EMPLOYED BY UVA?** HAVE YOU PREVIOUSLY Yes Yes RECEIVED MJ FUNDING? No No FACULTY/PROGRAM **OVERSEEING WORK:** (if applicable) FOR GRAD STUDENTS AND FACULTY NAME OF HIREE: YEAR: PHONE NUMBER: **EMAIL ADDRESS: MAILING ADDRESS:** HIREE ALREADY Yes HAVE YOU PREVIOUSLY Yes **EMPLOYED BY UVA? RECEIVED MJ FUNDING?** No No

Marshall Jevons Fund
University of Virginia | Department of Economics
Monroe Hall | McCormick Road | Charlottesville, Virginia | 434.924.3178

PROPOSAL	TYPED PROJECT DESCRIPTION AND *BUDGET PROPOSAL ATTACHED						
PROJECT TOPIC	> :						
FUNDING NEED: (Check all that apply)				ence Fees for Resear	nce Fees or Research Help		
PROJECT START DATE:			PROJECT END DATE:				
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to receive an awa In the spirit of the information on this award is given to	ird. I also u Honor Syst s application me. I affirm	inderstand that the a tem at the University n. I also take responthat I have read the	through the Marshall amount I am requesti y, I take responsibility nsibility for the integr is form in full and und reimbursement) of re	ng may not for the acc ity of the us derstand my	be awarded in uracy of the e of the funds, r role in the	full.	
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DEPARTMENT ADMINISTRATOR	₹			DATE:			

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SIGNATURE:

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) 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.