



# Marshall Jevons Fund Application

Please submit completed application and typed proposal to Bella Hicks.  
E-mail: bellahicks@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:

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### FOR UNDERGRADUATES

YEAR: MAJOR:

EMPLOYED BY UVA? Yes No HAVE YOU PREVIOUSLY RECEIVED MJ FUNDING? Yes No

FACULTY/PROGRAM OVERSEEING WORK:  
(if applicable)

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### FOR GRAD STUDENTS AND FACULTY

NAME OF HIREE: YEAR:

EMAIL ADDRESS: PHONE NUMBER:

MAILING ADDRESS:

HIREE ALREADY EMPLOYED BY UVA? Yes No HAVE YOU PREVIOUSLY RECEIVED MJ FUNDING? Yes No

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

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**PROPOSAL** TYPED PROPOSAL ATTACHED

PROJECT TOPIC:

FUNDING NEED:  
(Check all that apply)Research Materials  
Travel Expenses  
Other (please describe)Conference Fees  
Wages for Research Help

DATES OF PROJECT:

AMOUNT  
REQUESTED:  
(up to \$1,000)**APPLICANT AGREEMENT**

I understand that simply by applying for funding through the Marshall Jevons Fund I am not entitled to receive an award. I also understand that the amount I am requesting may not be awarded in full. In the spirit of the Honor System at the University, I take responsibility for the accuracy of the information on this application. I also take responsibility for the integrity of the use of the funds, if an award is given to me. I affirm that I have read this form in full and understand my role in the process (eligibility, application, approval/refusal, reimbursement) of receiving funds.

SIGNATURE:  
*Type full name to sign*DATE: 

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**FOR DEPARTMENT USE ONLY**DATE SUBMITTED: FUNDING STATUS:   
Approved  
Refused

AMOUNT APPROVED:

APPROVER  
SIGNATURE:DATE: DEPARTMENT  
ADMINISTRATOR  
SIGNATURE:DATE:

**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.

A student may be granted more than one award for research-related expenses; however, a student is eligible to apply for travel expenses only once. Applications for travel 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 Bella Hicks by e-mail ([bellahicks@virginia.edu](mailto:bellahicks@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 Chrome River's online software. Students will be required to itemize expenses and upload scans or photos of original receipts. For students who are unfamiliar with Chrome River, 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 Bella Hicks at the email or mailing address listed above.

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