

## **Richter Moore Fund Policy**

Richter H. Moore became chair of the Political Science Department at Appalachian State University in 1970 (Simon, 1996). Under his leadership, a newly created Bachelor of Science in Criminal Justice degree program was established. He was an active scholar and held many positions within professional and academic organizations including an important role in the creation of the North Carolina Political Science and Criminal Justice Associations. He served as President of the North Carolina Political Science Association, the NC Criminal Justice Educators Association, Southern Criminal Justice Association, and the Academy of Criminal Justice Sciences. He was instrumental in the creation, development, and success of the Criminal Justice program at Appalachian State University (Simon, 1996).

His support for the program continues today in the form of the Richter Moore (RM) Fund which is housed in the Criminal Justice Program within the Department of Government and Justice Studies (GJS). Upon his passing in 1996, Richter bequeathed the proceeds from the sale of his home to create a fund to support the department's Criminal Justice (CJ) faculty and students with the expressed purpose to promote the "highest and best use of the university's Criminal Justice Program." Interest from this fund is used to support a range of activities including, but not limited to, faculty travel support, guest speakers and events, and other activities that promote and contribute to the Criminal Justice Program and its faculty and students.

This document provides the allocation rules, submission requirements, and the decision-making process related to RM funding requests.

### Reference:

Simon, K. (1996). Dr. Richter H. Moore, Jr.: He loved to teach. *International Social Science Review*, 72(3/4), 49-52.

## Faculty Requests for Richter Moore Funding

At the beginning of each academic year, the Criminal Justice Undergraduate Curriculum Coordinator (CJUCC) will obtain the exact balance of RM funds that will be available for the forthcoming year. Based on the yearly allocation from the fund's interest and the number of CJ faculty likely to seek funding, the CJUCC will communicate to CJ faculty the amount of funding available to supplement their GJS travel funds. RM funds for faculty travel may only be requested after allocated departmental (GJS) travel funds have been exhausted. A guiding principle will be that, each year, no more than two-thirds (66%) of the fund balance will be used to support CJ faculty travel expenses associated with conference attendance and/or other professional activities. The remaining balance will be reserved to support academic events such as guest speakers and other activities that support the academic mission of the program and that have been approved by the CJ faculty.

CJ faculty requesting RM support must communicate to the CJUCC via email (1) their desire to use RM funds, (2) the exact purpose of the request, (3) an estimate of various costs associated with the requested activity, and (4) other relevant information regarding the request. The complete list of all required information that must be provided by CJ faculty to the CJUCC is available in the ***Travel/Event Information*** section of the Richter Moore Application.

The CJUCC will forward this request to the CJ faculty via email or during a curriculum committee meeting. For requests submitted via email, 2/3 of the currently serving CJ faculty (this excludes those on leave) must vote "yes" in order for funding to be approved, typically within one week of the vote request. Voting during curriculum meetings will be decided based upon a 2/3 vote of CJ faculty present. The CJUCC will communicate the decision to the CJ faculty member requesting RM funds. If funds are available and the use of RM funds has been approved, the CJUCC will communicate to the departmental administrative assistant (AA) that funding has been approved. The GJS AA will coordinate with the CJ faculty member to ensure that the necessary documentation is submitted and the reimbursement is processed.

### **Student Travel Funding**

When RM funds are available, Criminal Justice undergraduate students, Administration of Justice graduate students, undergraduate or graduate students in other programs within the GJS Department, and other non-departmental students working directly with a CJ faculty member may request RM funding support to attend a local, State, or (inter)national criminal justice conference and/or other criminal justice-focused professional development opportunity. Students who are neither Criminal Justice undergraduates nor Administration of Justice graduate students must be working with a CJ faculty member on their shared project and who supports the student's request for RM funding.

To receive funding, the student must be (1) presenting a paper or poster, (2) attending a conference and have official responsibilities at/during the conference, or (3) wishes to attend a CJ-focused conference or event for specified professional development opportunities. To be eligible for RM funding, students must be in good academic standing (2.0 overall and major GPA) at the time of their request.

Students may apply for RM funds for more than one conference or event, but no student shall receive more than **\$500** in a single academic year. If the student receives additional university funding, RM funds may be used to help cover any allowable expenses that are not covered by the university funding.

This policy does not guarantee RM funds will be available to support student travel or that the amount requested will be fully-funded. Funding decisions will be made on a case-by-case basis, after a determination that sufficient funds are available, and with the approval of CJ faculty in the manner consistent with faculty funding decisions.

**#1: STUDENT PRESENTATION PARTICIPANTS (presenting a paper on a panel and/or at a poster session)**

Criminal Justice undergraduate students, Administration of Justice MPA graduate students, undergraduate or graduate students in other programs within the GJS department, and undergraduate or graduate students from other programs or departments who are working on their project with a CJ faculty member and who are presenting a paper or poster can apply for up to **\$300** for conference-related expenses (e.g., travel, hotel, registration, etc.).

**Government and Justice Studies UNDERGRADUATE Criminal Justice Students:** Undergraduate Criminal Justice students who are working with a CJ faculty member who supports the request, can apply for RM funding up to \$300 for conference-related expenses. Prior to requesting RM funds, GJS undergraduate Criminal Justice students must email the GJS department Chairperson to determine if there are any departmental funds available to support the student's request and provide documentation of that request and reply. In addition, undergraduate Criminal Justice students presenting research must apply for the Office of Student Research Travel Grant and are also encouraged to seek funding from any/all university resources that may be available for students who wish to present their research at a professional CJ-focused criminal justice conference and/or other criminal justice-focused professional development opportunity. If the student receives funding from a university resource, RM funds may be used to help cover any allowable expenses that are not covered by the university funding source. Documentation of those efforts and the results of those efforts, the CJ faculty member's written support of the student's request, and all information required on the RM application must be included in the student's submission request for RM funding.

**Government and Justice Studies GRADUATE Administration of Justice Students:** Graduate Administration of Justice students who are working with a CJ faculty member who supports the request, can apply for RM funding up to \$300 for conference-related expenses. Prior to requesting RM funds, GJS graduate Administration of Justice students must email the GJS Public Administration Graduate Program Director to determine if there are any program funds available to support the student's request and provide documentation of that request and reply. In addition, graduate Administration of Justice students presenting research must apply for a Graduate Student Government Association Award and are also encouraged to seek funding from any/all university resources that may be available for students who wish to present their research at a professional CJ-focused criminal justice conference and/or other criminal justice-focused professional development opportunity. If the student receives funding from a university resource, RM funds may be used to help cover any allowable expenses that are not covered by the university funding source. Documentation of those efforts and the results of those efforts, the CJ faculty member's written support of the student's request, and all information required on the RM application must be included in the student's submission request for RM funding.

**Government and Justice Studies UNDERGRADUATE OR GRADUATE students in all other GJS programs:**

Undergraduate and graduate students who are majors or part of the graduate programs within the GJS department and are working with a CJ faculty member who supports the request, can apply for RM funding up to \$300 for conference-related expenses. Prior to requesting RM funds, students must email the GJS department Chairperson as well as the GJS Program Director of the program the student is affiliated with to determine if there are any department and/or program funds available to support the student's request and provide documentation of those requests and replies. In addition, undergraduate students presenting research must apply for the Office of Student Research Travel Grant while graduate students presenting research must apply for a Graduate Student Government Association Award. Students are also encouraged to seek funding from any/all university resources that may be available for students who wish to present their research at a professional CJ-focused criminal justice conference and/or other criminal justice-focused professional development opportunity. If the student receives funding from a university resource, RM funds may be used to help cover any allowable expenses that are not covered by the university funding source. Documentation of those efforts and the results of those efforts, the CJ faculty member's written support of the student's request, and all information required on the RM application must be included in the student's submission request for RM funding.

**Non-Departmental UNDERGRADUATE OR GRADUATE Students:** Undergraduate and graduate students from a different department and are working with a CJ faculty member who supports the request, can apply for RM funding up to \$300 for conference-related expenses. Prior to requesting RM funds, students from a different department must first contact the Chairperson of their home department to request funding. In addition, such students must apply for either the Office of Student Research Travel Grant (undergraduate students) or the Graduate Student Government Association Award (graduate students) funding. Students are also encouraged to seek funding from any/all university resources that may be available for students who wish to present their research at a professional CJ-focused criminal justice conference and/or other criminal justice-focused professional development opportunity. If the student receives funding from their home department and/or a university resource, RM funds may be used to help cover any allowable expenses that are not covered by the home department and/or the university funding source. Documentation of those efforts and the results of those efforts to receive funding from the home department and a university resource, the CJ faculty member's written support of the student's request, and all information required on the RM application must be included in the student's submission request for RM funding.

**#2: STUDENT-ATTENDEE-ONLY (not presenting a paper on a panel and/or at a poster session)**

Criminal Justice undergraduate students, Administration of Justice MPA graduate students, undergraduate or graduate students in other programs within the GJS department, and undergraduate or graduate students from other programs or departments who are working with a CJ faculty member who supports the request to attend a professional CJ-focused criminal justice conference and/or other criminal justice-focused professional development opportunity can apply for up to **\$150** for conference-related expenses (e.g., travel, hotel, registration, etc.).

**Government and Justice Studies UNDERGRADUATE OR GRADUATE students** (undergraduate Criminal Justice, graduate Administration of Justice, and students in all other GJS programs) who are **not** presenting a paper or poster and are working with a CJ faculty member who supports the request can apply for RM funding up to \$150 for conference-related expenses. Prior to requesting RM funds, students should seek funding from any/all university resources that may be available for students who wish to attend a professional CJ-focused criminal justice conference and/or other criminal justice-focused professional development opportunity. If the student receives funding from a university resource, RM funds may be used to help cover any allowable expenses that are not covered by the university funding source. Documentation of those efforts and the results of those efforts to receive funding from a university resource, the CJ faculty member's written support of the student's request, and all information required on the RM application must be included in the student's submission request for RM funding.

**Non-Departmental UNDERGRADUATE OR GRADUATE students** who are **not** presenting a paper or poster and are working with a CJ faculty member who supports the request, can apply for RM funding up to \$150 for conference-related expenses. Prior to requesting RM funds, students from a different department must first contact the Chairperson of their home department to request funding. Students should also seek funding from any/all university resources that may be available for students who wish to attend a professional CJ-focused criminal justice conference and/or other criminal justice-focused professional development opportunity. If the student receives funding from their home department and/or a university resource, RM funds may be used to help cover any allowable expenses that are not covered by the home department and/or the university funding source. Documentation of those efforts and the results of those efforts to receive funding from the home department and a university resource, the CJ faculty member's written support of the student's request, and all information required on the RM application must be included in the student's submission request for RM funding.

## **Richter Moore Funding Application Process for Students and Faculty**

Eligible students (see above) and CJ faculty who are requesting RM funding must email the CJUCC at least 45 days prior to their anticipated travel or event with all of the following information:

### ***Student-Only Information***

Name:

ASU email:

Banner ID:

Phone:

Criminal Justice Faculty Mentor:

Undergraduate Major/Graduate Program:

### ***Travel/Event Information (required of all students and CJ faculty)***

Meeting name:

Meeting location:

Date of departure and return:

Transportation costs (car, plane, etc.):

Hotel costs (if needed):

If presenting a paper or poster, provide the project title, author(s), and description:

**NOTE:** Students presenting research must provide documentation of the required effort to request additional university funding and the result of that effort.

Amount of funding from other sources (note the amount and source):

If **not** presenting a paper or poster, provide the purpose of attendance:

Amount of RM funding request:

Budget Justification (itemized list of lodging, mileage, meal, and registration costs):

**NOTE:** RM funds will not be used to pay for organizational memberships.

### **Additional Requirements**

1. **All** students seeking RM funding must submit a Travel Authorization form at least 45 days prior to travel for the event. The form can be obtained from the GJS AA.
2. **All** students must provide documentation of all requests and replies (e.g., copies of email communication) about any funding requests from other sources as required per the above policy.
3. **GJS graduate Administration of Justice students-only** must provide documentation from the GJS Public Administration Graduate Program Director whether their participation in/at the conference/event will count towards their graduate program's professional development requirement.

### **Review Process for Student RM Funding Requests**

Once all of the required information has been provided to the CJUCC, the CJUCC will forward the request and supporting information to the CJ faculty via email or during a curriculum committee meeting. For requests submitted via email, 2/3 of the currently serving CJ faculty (this excludes those on leave) must vote "yes" in order for funding to be approved, typically within one week of the vote request. Voting during curriculum meetings will be decided based upon a 2/3 vote of CJ faculty present. The CJUCC will communicate the decision to the student. If funds are available and the use of RM funds has been approved, the CJUCC will communicate to the departmental Administrative Assistant (AA) that funding has been approved. The GJS AA will coordinate with the student to ensure that the necessary documentation is provided and the reimbursement is processed.

**NOTE: Exceptions to this policy may be considered and approved on a case-by case basis by a two-thirds (2/3) vote of Criminal Justice faculty consistent with the decision-making processes noted.**