



College of Arts and Sciences
Research Grant Application
2010



Purpose

The 2010 CLAS Grant will fund outstanding undergraduate research projects. Six awards of up to \$1500 each will be granted on a competitive basis to current first, second, and third year full-time undergraduate U.Va. students in the College of Arts and Sciences. Not all grants will be for \$1500, due to University-wide budgets cuts, so please keep in mind applying for a smaller amount. If funded, the final product must be completed within one calendar year of notification of receipt of the award (by the end of March 2011). This grant is sponsored by the Arts and Sciences Council (www.ascuva.com) and the Undergraduate Research Network (www.uvaurn.com). Ideal project proposals will incorporate aspects of the mission statements of the sponsoring organizations.

Funding Regulations

- All projects, research, and purchases must comply with federal, state, and local laws.
- The grants are rewarded on a reimbursement basis for costs incurred up to the grant amount. Original receipts for all approved materials must be received with a reimbursement request form. Any amount of the grant outstanding by April 15th, 2011, is forfeited back to Arts & Sciences Council.
- An interim report on your research is required by February 1st, 2011, as well as a signed statement from your research advisor reporting your progress. The report and statement is to be handed into the Arts & Sciences Council office on the second floor of Monroe Hall and e-mailed to the Treasurer of Arts & Sciences Council.
- Grant recipients should use resources freely available to them as University students whenever possible. Purchases of materials that are freely available at the University libraries or accessible through University journal databases, on-line subscriptions, or other electronic media will not be reimbursed. Grant recipients should perform a *bona fide* search of University library resources before purchasing materials for their project.
- Travel reimbursement using airlines requires the following:
 - A written statement of how the travel is related to the research project submitted before departure.
 - Completion of a reimbursement form with the receipt for ticket and boarding pass. Arts & Sciences Council is unable to reimburse travel expenses without the boarding pass.
- Grant recipients may not travel to any location with a U.S. State Department Travel Warning and, if such a warning is issued while abroad, the recipient must leave the country immediately in the safest manner possible (http://travel.state.gov/travel/cis_pa_tw/tw/tw_1764.html).
- All purchases that go beyond the above-stated regulations must be approved in advance by the President and Treasurer of Arts & Sciences Council in consultation with relevant University officials.

Violations of any of the above regulations will result in the cancellation of the grant.

Faculty Support

Each project proposal must have a written letter of recommendation from a U.Va. faculty mentor who will serve as an advisor during the completion of the project. The letter of recommendation must be submitted electronically to Thomas Howard at tlh5db@virginia.edu by April 1st at midnight. The faculty mentor should provide insight into their basis for concluding that the student is capable of completing a high-quality research project.

Conceptualizing a Project

Applicants are urged to think creatively in designing their research projects. Proposals focusing on any of the undergraduate fields represented in the College of Arts and Sciences are considered. Applications that integrate different areas and approaches are encouraged. Projects might involve travel, either within or outside of the U.S., to take advantage of resources that would be otherwise inaccessible to the student. Projects requiring laboratory work might call for the purchase of equipment that could not be obtained without an award of this kind. Please note that non-experts will be reviewing the project proposals and therefore they should be written for a broad audience.

Final Product

In order to fulfill the requirements of this grant, awardees must: present in at least one URN workshop AND either submit to present your work in the URN symposium or submit a paper for publication in the Oculus, U.Va.'s undergraduate research journal. Awardees must also submit a short personal narrative about their research to be posted on the URN and ASC websites following the research experience.

Rubric

Applicants will be judged on the following qualities:

- Clarity and concision of the proposal
- Creativity and innovation of the proposal
- Feasibility of the proposed project
- Depth and breadth of background knowledge in the field
- Significance to the field of the proposed project

In addition, it will be duly noted if the applicant has received additional funding for the same research project. In the spirit of fostering research among all undergraduates, priority will be given to students who have received no funding.

Application Materials

Current first, second and third-year CLAS students who wish to apply for a CLAS grant must submit, electronically, **ONE MS Word document** that contains the following materials to Thomas Howard at tlh5db@virginia.edu by April 1st, 2010 at midnight.

1. Application cover sheet.
2. Up to one page of background information about your project and a one page proposal for your project (single-spaced; one inch margins, 12-point Times New Roman font). Make sure to include specifics of methodology, location, and additional resources that may be required, as apply to your project. Please cite sources on a separate page.
3. Answers to the short-response questions.
4. Itemized budget proposal
5. Projected timeline for the completion of your project goals

In addition to the application materials, students must have a faculty letter of recommendation.

In order to ensure anonymity, your name should only appear ONCE in the application, at the top of the first page of this document.