

**Instructions:**  
*Harrison Undergraduate Research Award Application*  
*For 2010-11*

**DEADLINE: 12:00 noon on Tuesday, December 1, 2009**

Center for Undergraduate Excellence  
3rd floor of the Harrison Institute/Special Collections Library  
*Late applications WILL NOT be considered.*

## **Application Checklist**

Turn in 3 sets of the following application pieces (in the following order):

- a. Cover page (page 2 of application)
- b. Signed faculty advisor endorsement
- c. Signed student statement
- d. Research proposal
- e. Project time line
- f. Relevant course work
- g. Relevant prior experiences and/or research
- h. Itemized budget with advisor's signature
- i. International travel supplement (if applicable)
- j. Unofficial transcript

Turn in 1 copy of the following:

2 recommendation letters (1 from project advisor, 1 from another professor)

## **Research Proposal**

Attach a clear, concise description of the proposed research project (maximum 1½ pages, single-spaced, 1 inch margins, 12 point font). Explain what you will do, where you will carry out the research, and what the final product will be. Include background on the topic, a clear statement of your proposed methodology, and the significance of the project. You should also indicate how the project relates to any ongoing research or academic study (such as a Distinguished Majors thesis). Please include a bibliography (no more than ½ page in length; this does not count toward the 1 ½ page maximum). The following subheadings are required in your proposal:

- a. Background and Research Question
- b. Methodology
- c. Anticipated Results and Implications (please address any research limitations in this section)

## **Correspondence with the Institutional Review Board (IRB)**

December 1 is the deadline to contact IRB for a determination of whether your proposal needs approval. Please see <http://www.virginia.edu/cue/harrison.html> for further instructions. All applicants must comply with this requirement.

# Harrison Undergraduate Research Award Application

## Cover Page

**Full Name:**

**Year (circle one):** 1st 2nd 3rd

**E-mail Address:**

**Phone Number:**

**Major(s):**

**Academic category of your proposal (write in subject/discipline)**

Humanities  
Engineering  
Science  
Social Science  
Art/Architecture  
Other

**Project Title:**

**If you are applying for other research grants, please check or list those here:**

Aigrain Grant (see [http://www.virginia.edu/cue/research\\_opportunities.php?go=104](http://www.virginia.edu/cue/research_opportunities.php?go=104))

Community-Based Research Grant Double Hoo Award Center for Global Health Award

Miller Center Grant Kenan Award

*It is the intent of this and other undergraduate research grant programs to support as many qualified proposals as possible. While we encourage students to apply for any funds for which they are eligible, it is unlikely that students will be selected to receive significant funds from more than one competitive source.*

**Please indicate if you are a member of a fraternity or sorority for a special Harrison funding program. If so, which one?**

No Yes

**Are you proposing to travel internationally? If so, please indicate the country here**

**and complete the international travel supplement (last page of this application).**

**Advisor:**

**Advisor's department:**

**Advisor's e-mail address:**

**Name of 2nd Reference:**

### **Faculty Advisor Endorsement**

Faculty Advisor: *Please initial the following items, sign below, and sign student's proposed budget.*

I agree to oversee the work of \_\_\_\_\_ [*insert student's name*] during the entirety of the research project. \_\_\_\_\_

I approve the student's proposed budget. \_\_\_\_\_

If the project involves human and/or animal subjects, I will advise my student to comply with the policies of the University's Institutional Review Boards. I understand that I may be required to undergo online IRB training. \_\_\_\_\_

If the project involves international travel, I will advise my student to register with the International Studies Office, attend a pre-departure orientation, and comply with any other ISO requirements. \_\_\_\_\_

I will review the student's final project and submit a one-page final evaluation to the Center for Undergraduate Excellence. (This evaluation will be due in Spring 2011; you will be informed by e-mail of this and any other deadlines.) \_\_\_\_\_

\_\_\_\_\_  
Signature of Faculty Advisor

### **Student Statement**

Student: *Please initial the following items and sign below.*

I promise to adhere to all Harrison Award procedures, including the submission of my mid-term report, final project, expenditure report, and presentation. \_\_\_\_\_

If my project involves human and/or animal subjects, I will seek advice from my faculty advisor, and I will comply with the policies of the University's Institutional Review Boards. \_\_\_\_\_

If my proposed project involves international travel, I understand that:

- I may not travel to any location with a U.S. State Department Travel Warning and, if such a warning is issued while I am abroad, I must leave the country immediately in the safest manner possible. ([http://travel.state.gov/travel/cis\\_pa\\_tw/tw/tw\\_1764.html](http://travel.state.gov/travel/cis_pa_tw/tw/tw_1764.html)). Prior to my departure, I will register with the International Studies Office, attend a pre-departure orientation, and comply with any other ISO requirements. [www.virginia.edu/iso](http://www.virginia.edu/iso). \_\_\_\_\_
- I am responsible for obtaining a visa and/or work or other permit required for my intended destination. \_\_\_\_\_
- I am responsible for getting appropriate inoculations and overseas health/emergency coverage. \_\_\_\_\_
- If I am an international student, I will consult with an international student advisor about my visa status. \_\_\_\_\_

\_\_\_\_\_  
Signature of Student

**Project Time Line Description:** *(be as specific as possible with respect to dates and anticipated activities)*

*Spring 2010 (Preparation for research):*

*Summer 2010 (Indicate any other activities (e.g., travel, internships) that you hope to undertake, and how they would affect your research plans):*

*Fall 2010:*

*Spring 2011:*

**Relevant Course Work:**

**Prior Relevant Experiences and/or Research:**

**Itemized Anticipated Budget:**

<b>Transportation</b> -Air -Bus -Boat -Taxi-Gas-Train	
<b>Meals</b>	
<b>Lodging</b> -Rent -Hotel -Hostel	
<b>Supplies, Lab</b> -Field equipment -Lab materials and equipment	
<b>Supplies, Other</b> -Books, journals -Equipment	
<b>Travel Clinic</b> -Immunizations -Medications, etc.	
<b>Other</b>	
<b>*Total</b>	

Advisor's Signature: \_\_\_\_\_

*\*If your budget exceeds \$3,000, how will you make up the difference? If you don't secure additional funds, will \$3,000 be enough for you to accomplish the project?*

**How did you hear about the Harrison Award?**

## **International Travel Supplement**

If you propose to conduct research outside of the United States, please answer the following questions. Provide the requested information even if it is contained in your project proposal.

1. What is the principal location where you propose to conduct your research, and how long will you stay there?

2. What preparations have you undertaken or will you undertake to prepare to conduct research there?

3. What language will you speak to conduct your research? If a language other than English, please elaborate on your proficiency in that language and how you have acquired it.

4. What cultural differences do you expect to encounter, and how will these affect your research?

5. What people or institutions will serve as your contacts/resources?

6. How will you stay in touch with your faculty advisor?

7. Are there any special safety or health issues to be considered? How do you plan to handle these?