

University Award for Projects in the Arts 2017-18 Application

Instructions:

DEADLINE: 12:00 noon on Monday, March 20, 2017
Center for Undergraduate Excellence
3rd floor of the Harrison Institute/Special Collections Library

I. PREPARE THE FOLLOWING APPLICATION MATERIALS

a. Completed application form

b. One-page project proposal:

A clear, concise description of the proposed project (maximum 2 page, single-spaced, 1 inch margins, 12 point font). Your proposal should describe the creative inquiry you hope to pursue. Explain what you will do, where and how you will do it, what the final product will be, and how you plan to present your work. Include a clear statement of your proposed methods. You should include a bibliography of any references you have used in your project development. Please note if the project relates to any ongoing academic study (such as a Distinguished Majors thesis).

c. Resume (please include any relevant prior experiences in the creative arts; e.g., years studied, dates, institutions, awards/honors, workshops/courses)

d. Unofficial transcript

e. Student Projects Abroad Travel Form

Students proposing to travel internationally as part of their proposed project need to apply to the International Studies Office as well. Complete the Students Projects Abroad Travel application and submit to the International Studies Office by **March 20, 2017**, and **save a copy of the form to submit with your Arts Award application**. The Student Projects Abroad application is available [here](#).

f. Please prepare examples of your relevant creative work, as appropriate.

- Visual Art: up to 10 images of your work as jpegs or tiffs, or a PowerPoint presentation of your work, with information about the dimensions of the pieces, medium (ceramic, watercolor, bronze, etc.), and date of composition.
- Dance: demonstration of choreography or performance. Length should not exceed 10 minutes.
- Drama: film or portfolio (if applicable). Length should not exceed 10 minutes.
- Music: sound recording or musical score. Sound recording must isolate and highlight the applicant. Length should not exceed 10 minutes.
- Creative writing: a writing sample. Length should not exceed 5 pages.

II. SAVE APPLICATION MATERIALS A E AS ONE ADOBE PDF AND UPLOAD TO THE ARTS AWARD COLLAB SITE (Adobe Pro software for combining files is available in the Scholars Lab). ITEM F WILL BE UPLOADED SEPERATELY.

- a. Name your file in this format: "LastnameFirstname.pdf"
- b. Go to the [uvacollab site](#) and join the Arts Award Application site.
- c. Complete and then submit the application.

III. Recommendation Letters

Please arrange for 2 recommendation letters (1 from project advisor, 1 from another professor) to be submitted to the Center for Undergraduate Excellence by March 20. They may be sent by messenger mail to P.O. Box 400874 or e-mailed to Brian Cullaty at brc7q@virginia.edu.

**UNIVERSITY AWARD FOR PROJECTS IN THE ARTS
2017 APPLICATION**

Full Name:

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

UVA E-mail Address:

Phone Number:

School and Major(s):

Category of your proposal (check appropriate category)

- Creative writing
- Dance
- Drama
- Music
- Visual arts
- Other:

Project Title:

Are you proposing to travel internationally? If so, please indicate the country here and complete the [International Travel Form](#).

If you have applied for other funds, please list them here:

How did you hear about this award?

Advisor (must be a full time teaching and research faculty member):

Advisor's department:

Advisor's e-mail address:

Name of 2nd Reference:

Note for groups:

If you are applying as a group, please attach a page with name, contact information, and major for each applicant. Each group member must obtain a recommendation letter from a faculty member. The faculty advisor's recommendation letter should discuss each member of the group.

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] from summer 2017 through spring 2018.

I approve the student's proposed budget.

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 2018; 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 award procedures, including the submission of my mid-term report, final project, expenditure report, and presentation.

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). 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.
- 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

Additional information for projects involving international travel:

The University of Virginia's policy on international travel can be found here:

<https://uvapolicy.virginia.edu/policy/PROV-010>

In addition, all students receiving Arts Awards for international projects must participate in a two-credit CORE course "Making Culture Visible" run by the International Studies Office and Global Studies. Please see more information on CORE here: <http://core.iso.virginia.edu/>

Project Time Line Description *(be as specific as possible with respect to dates and anticipated activities): Spring 2017 (e.g., preparation for project):*

Summer 2017 (Indicate any other activities (e.g., travel, internships) that you hope to undertake, and how they would affect your project plans):

Fall 2017:

Spring 2018 (include presentation):

Itemized Anticipated Budget (the total budget may not exceed \$3000):

Transportation: This category includes transportation costs related directly to your research project. These expenses may include air fare, bus tickets, train tickets, taxi fares, car rental, gas mileage etc.

Description and Itemized Costs	Subtotal
1.	
2.	
3.	
4.	

Meals: This category includes food or meal expenses incurred related to your research project

Description and Itemized Costs	Subtotal
1.	
2.	
3.	
4.	

Lodging: This category includes hotel or housing accommodations related to your research project.

Description and Itemized Costs	Subtotal
1.	
2.	
3.	
4.	

Supplies*: This category includes expenses for supplies that you will purchase on your own. For example, books, journals, materials, or other equipment related to your project.

Description and Itemized Costs	Subtotal
1.	
2.	
3.	
4.	

Travel Clinic: This category relates to expenses from international travel such as immunizations, medications, passport, visa etc.

Description and Itemized Costs	Subtotal
1.	
2.	
3.	

Other: Include any other costs related to your project

Description and Itemized Costs	Subtotal
1.	
2.	
3.	

****Total Budget (add up all Subtotal Costs)**

****Supplies and equipment may be used from June 1, 2017 to May 31, 2018***

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

Advisor's Signature:

For your planning, please note that project funds are disbursed on June 1. Please append a narrative for any part of your budget you would like to explain further.