

# ***Jefferson Public Citizens Program Application 2011-12***

**DEADLINE:** 12:00 noon on **December 1, 2011.**

*Late applications will not be accepted.*

## **SUBMIT TWO (2) COMPLETE, COLLATED COPIES TO:**

Office of University Community Partnerships  
1<sup>st</sup> floor, Booker House, 1709 University Ave

**Binder Clips Only!  
No stapled or bound  
submissions please.**

### **Jefferson Public Citizens (JPC) Final Application Checklist:**

1. Completed JPC Application Form
2. Faculty Advisor Recommendation Letter
3. Community Partner Letter on organization's letterhead. Email copies accepted.
4. Unofficial Transcripts for all Team Members
5. Copy of International Studies Office's Travel Form (see box 7 on p.4)
6. Preliminary Project Work Plan (download from JPC website)
7. University Community Partnership Agreement (download from JPC website)   
\*if community partner is abroad and/or unable to sign agreement, they should specifically state their acceptance of the terms of the agreement in their Endorsement Letter.

### **1. Primary Student Contact for JPC Proposal**

Name:

U.Va. Student ID:

U.Va. Email:

Cell Phone:

Year:

Major:

### **2. JPC Team Project Title**

### 3. List of JPC Team Members

Each Team Member must complete and attach: (1) a Team Member application form and (2) an unofficial transcript. See #12 for details.

<b>Name</b>	<b>U.Va. email ID</b>	<b>U.Va. Student ID number</b>	<b>Cellphone Number</b>
1.			
2.			
3.			
4.			
5.			

### 4. JPC Graduate Student Mentor

**Yes, this project includes an application for a JPC Graduate Student Mentor.**

**Graduate Student Name:**

**U.Va. email id:**

**Cellphone Number:**

## 5. JPC Faculty Advisor Endorsement

JPC Faculty Advisor, please read and initial the following statements and sign below.

I agree to advise the work of \_\_\_\_\_ [insert JPC project title].

I approve the proposed JPC Project budget and will work with the students on the financial management and fiscal responsibilities of their project. \_\_\_\_\_

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

If the project involves international travel, I will advise my students to register with the International Studies Office, submit the Travel Form For Student Research And Service-Learning Abroad, attend a pre-departure orientation, and comply with any other ISO requirements. \_\_\_\_\_

I will review the team's final project and submit a final academic evaluation of the JPC project to the Office of University Community Partnerships when requested. \_\_\_\_\_

I understand that I will be asked to participate in meetings or events related to the JPC program including the students' final presentations. \_\_\_\_\_

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

## 6. Continuation of a Previous JPC Project

**Yes, this project proposes to continue work from a previous JPC Project. This can apply to a geographic location or subject area.** Please provide:

Previous Project Title and Year:

Previous Team Members:

## 7. JPC Projects and the Institutional Review Board

If your proposed JPC project will involve working with human or animal subjects, your work may be subject to approval by the Institutional Review Board (IRB). The IRB ensures the university's compliance with federally mandated research guidelines. If awarded, your JPC proposal will be forwarded to the IRB and you will receive a message indicating whether your proposed project will require an IRB submission. If so, you **MUST** submit an IRB protocol form. For more information on the IRB, we strongly encourage you to watch a brief presentation available online at:

[http://www.virginia.edu/vpr/irb/learningshots/Undergraduate\\_Research/player.html](http://www.virginia.edu/vpr/irb/learningshots/Undergraduate_Research/player.html)

## 8. International JPC Projects

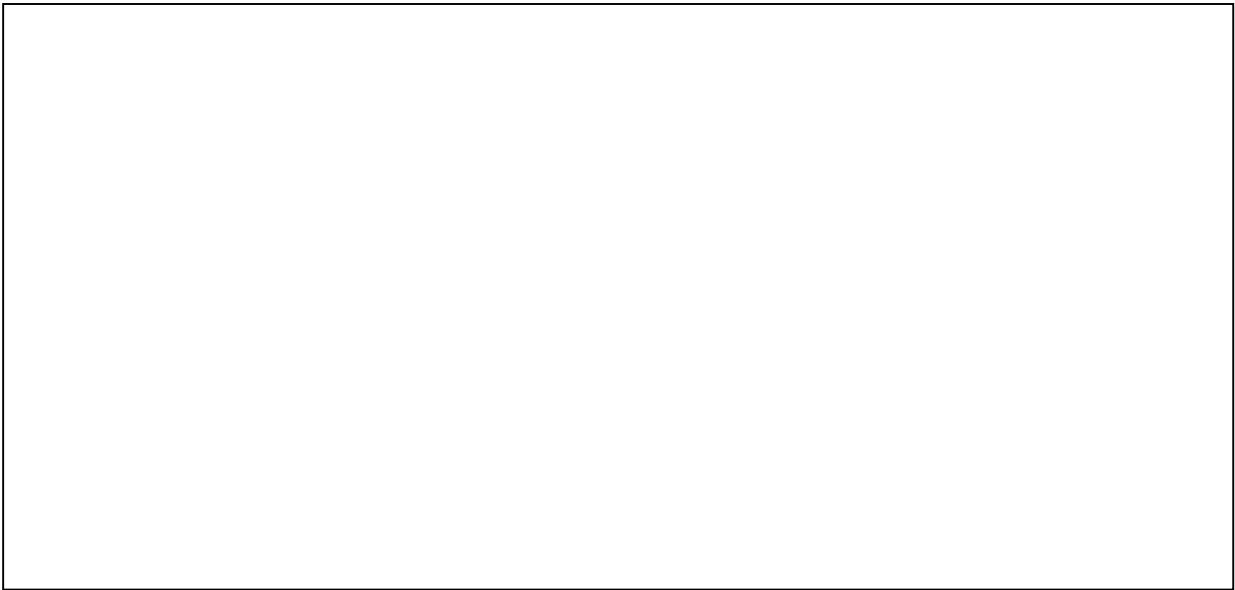
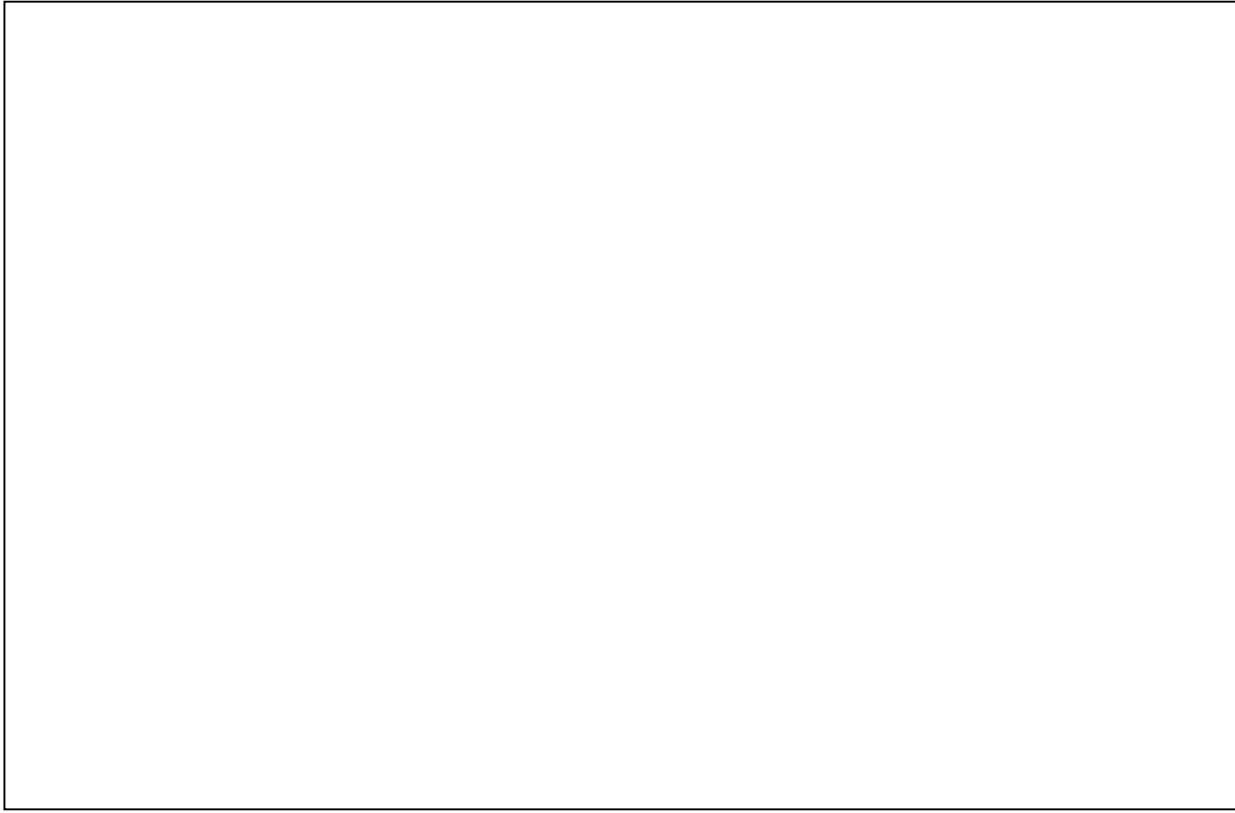
If your proposed JPC project will involve international travel, you will need to complete: 1) the International Studies Office's (ISO) Travel Form For Student Research and Service-Learning Abroad (a two page pdf form) and 2) an online registration. The purpose of these forms is to help your group reflect on and prepare for the unique conditions, opportunities and challenges of proposing to conduct a JPC research and service project outside of the United States. Knowing that you may not have all the details of your project at this time, we ask that you provide as much information as possible. Your responses will also be considered during the review of your JPC project application. In addition to answering several questions about preparing for a JPC project abroad, you will need to supply your travel dates and travel destination at time of online registration. Start your application one week in advance to ensure yourself sufficient time to complete the form. See:

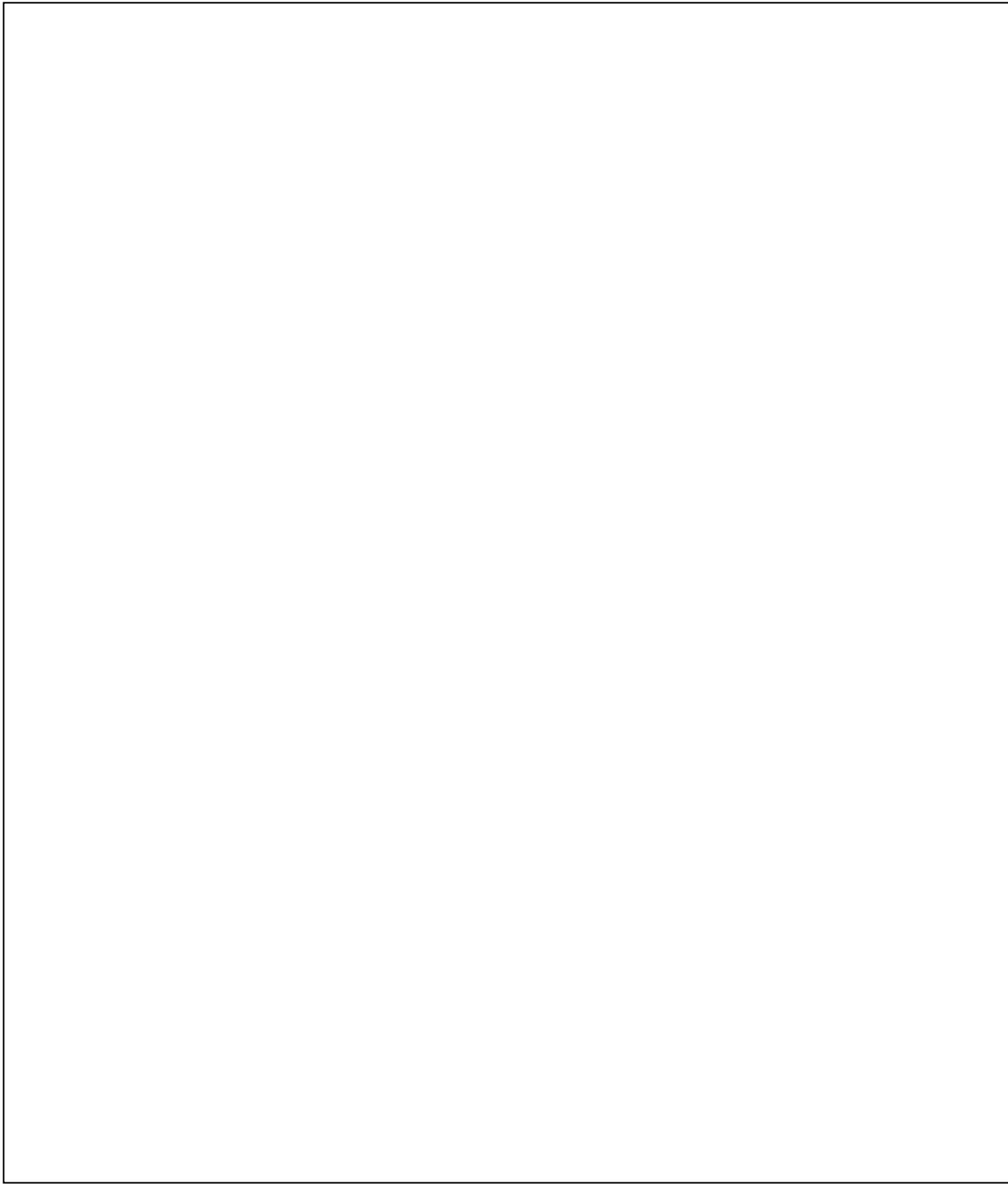
(<http://www.virginia.edu/jpc/docs/InternationalTravelFormGuide201112.pdf>)

**This JPC Project will involve travel abroad. Copy of ISO's Travel Form For Student Research and Service-Learning Abroad is enclosed.**

**9. The JPC Project proposal description:**

Please discuss your proposal in the following sections:





## 10. Proposed JPC Project Budget

BUDGET ITEM	ITEMIZED COSTS	SUBTOTAL
<b>I. Stipends for Team Members</b> (up to \$3,000 per team member)		
<b>II. Travel Costs</b> <b>A. Transportation</b> For example: Plane tickets, bus tickets, train tickets, taxi fares, car rental, car Insurance, gas Trip cancellation insurance Public transportation Visa fees		
<b>Travel Costs</b> <b>B. Living Expenses</b> Room rental or housing accommodations Food		
<b>Travel Costs</b> <b>C. Medical Expenses</b> Immunizations Medications & prescriptions related to travel (e.g. malaria) Medical evacuation insurance		
<b>Travel Costs for Conference Presentations</b> <b>D. Lodging</b> Travel Food		
<b>III. Project Materials and Supplies</b> For example: Printing, copying Internet access, software International cell phones Translators Transcribers Training or workshop fees Small thank you gifts for hosts Hospitality for community events Physical equipment Building materials		
	<b>TOTAL AMOUNT            REQUESTED            (Maximum=\$30,000)</b>	

**11. Please indicate if you are applying for other grants to support this project.**

- |  |  |
|--|--|
| <input type="checkbox"/> Center for Global Health Grant                  | <input type="checkbox"/> Harrison Award        |
| <input type="checkbox"/> Double Hoo Award                                | <input type="checkbox"/> Echols Research Grant |
| <input type="checkbox"/> Miller Center Grant                             | <input type="checkbox"/> Kenan Award           |
| <input type="checkbox"/> Institute for Practical Ethics Internship       | <input type="checkbox"/> Raven Fellowship      |
| <input type="checkbox"/> College of Arts & Sciences Small Research Grant | <input type="checkbox"/> Community-Based Grant |
| <input type="checkbox"/> Undergraduate Award for the Arts                | <input type="checkbox"/> Other (please list)   |

## 12. JPC Team Member Application Forms

Submit **one** for **each** team member **followed by an unofficial transcript**

**Name:**

**U.Va. Email:**

**Student ID#:**

**Cellphone:**

**Year:**

**Major:**

**Academic Advisor:** \_\_\_\_\_

**Academic Advisor's e-mail address:** \_\_\_\_\_

**Unofficial Transcript Attached**

**Team Member Endorsement**

Please initial each of the following statements and sign below.

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

If the 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 the proposed JPC 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 JPC Team Member