

# Community Based Undergraduate Research Grant Application 2010-11

**DEADLINE: 12:00 noon on Friday, February 19, 2010**

Office of University Community Partnerships  
1st floor of Booker House, 1709 University Avenue  
*Late applications will not be considered.*

**Submit two (2) collated, paper clipped sets of the complete application. No staples please!**

## Application Checklist

*Please check off each item to show that your application is complete.*

- Completed application form (including list of research team members if applicable)
  - One-page project proposal
  - One recommendation letter from faculty advisor
  - One endorsement letter from community organization (email accepted if letter is to follow)
  - Copy of Institutional Review Board's Pre-Award Determination Notice
  - Copy of unofficial transcript
- 

**Researcher Names:** (if research is a partner project, identify lead researcher and research partner name, majors and email addresses.):

**A. Name:** \_\_\_\_\_

**E-mail Address:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Major(s):** \_\_\_\_\_

**Year:**            1<sup>st</sup>            2<sup>nd</sup>            3<sup>rd</sup>

**B. Name (if applicable):** \_\_\_\_\_

**E-mail Address:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Major(s):** \_\_\_\_\_

**Year:**            1<sup>st</sup>            2<sup>nd</sup>            3<sup>rd</sup>

**C. Project Title:**

**D. Academic category(ies) of your proposal (check all that apply):**

- Humanities (English, Language, History, Philosophy, Religion...)
  - Engineering
  - Science
  - Social Science (Psychology, Sociology, Anthropology, Politics)
  - Art/Architecture (includes Art History)
  - Other:
- 

**E. If you (or your research partner) have applied for other research grants such as Harrison Awards or Jefferson Public Citizens awards, please list.** It is the intent of this and other undergraduate research and service 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 proposals will be selected to receive significant funds from more than one competitive source.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

**I. Faculty Advisor Endorsement**

**Faculty Advisor:** \_\_\_\_\_

**Faculty Advisor's department:** \_\_\_\_\_

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

**Faculty Advisor, please initial the following items and sign below.**

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

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 and attend a pre-departure orientation. \_\_\_\_\_

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 2010; you will be informed by e-mail of this and any other deadlines.) \_\_\_\_\_

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

## II. Student Statement

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

I promise to adhere to all Award procedures, including the submission of a final project, 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 and attend a pre-departure orientation. [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. \_\_\_\_\_

**B. Student (if two researchers are applying):** *Please initial the following items and sign below.*

I promise to adhere to all Award procedures, including the submission of a final project, 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 and attend a pre-departure orientation. [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

## III. The Institutional Review Board:

If your proposed 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. **All grant applicants** must send a project abstract (500 word maximum) to [irbsbs@virginia.edu](mailto:irbsbs@virginia.edu) **2 weeks before the Application deadline**. Please use "JPC CBRG Application" in your subject line. You will receive a reply indicating whether your proposed project requires IRB approval and, if so, what steps you will need to take to obtain that approval. You must submit a copy of the IRB's response with your application. 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)

**This JPC Project will involve working with human or animal subjects. Copy of IRB's Pre-Award Determination Notice is enclosed.**

#### **IV. Community Organization Endorsement**

Please attach endorsement letter from community organization. Letter should address the anticipated impact of your research project on the organization's activities. Email accepted if letter is to follow.

#### **V. Research Proposal:**

Attach a clear, concise description of the proposed research project (maximum 1 page, single-spaced, 1 inch margins, 12 point font). Explain what is to be done, where the research will be carried out, what will be the final product, and how findings will be shared with the community organization. Include background on the research topic, a clear statement of your research question, what prompted your interest in the research question, your proposed methodology, and the significance of the project. You should also indicate what impact the research project will have on your intellectual development and on the community organization as well as how the project might relate to any ongoing research program (such as a Distinguished Majors thesis).

#### **VI. Project Time Line Description:**

Summer 2010:

---

Fall 2010:

---

Spring 2011:

---

#### **VII. Relevant Course Work, please list:**

#### **VIII. Prior Relevant Experiences and/or Research, please list:**

**IX. Project Budget:** up to \$3,000 allowed for individual researchers or \$5,000 for research pairs

Transportation	
Meals	
Lodging	
Supplies	
Other	
Total	