

# Harrison Undergraduate Research Award Application (2017-18)

## *Application Instructions*

**DEADLINE: 12:00 noon, Wednesday, December 7, 2016**

Center for Undergraduate Excellence  
3rd floor of the Harrison Institute/Small Special Collections Library

### I. PREPARE THE FOLLOWING APPLICATION MATERIALS

- 1) **Completed application form** with student and faculty advisor signatures
- 2) **Research proposal**

This should be a clear, concise description of the proposed research project, written by you (maximum 2 pages, single-spaced, 1 inch margins, 12 point font). Within the structure provided by the required headings below, explain what you will do, where and how you will do it, and what the final product will be. You should also indicate if and how the project relates to any ongoing research or academic study (such as a Distinguished Majors thesis).

  - a. Project Abstract
  - b. Background and Research Question  
This section must include a **one-sentence statement of your research question**, in bold typeface.
  - c. Methodology
  - c. Potential Outcomes and Implications  
Include in this section a consideration of the implications of your work for other researchers and for society, any ethical issues and how you plan to address them, and any anticipated limitations of the proposed research.
  - d. Bibliography  
This should be no more than 1 page in length. Your bibliography does not count toward the 2 page maximum.
- 3) **Unofficial transcript** (Download PDF from SIS)
- 4) **Student Projects Abroad Travel Form** (for international projects only)

Students proposing to travel internationally as part of their proposed research need to apply to the International Studies Office as well, complete the Student Projects Abroad Travel Form, submit that form by email to the International Studies Office **by December 7, 2016**, and **save a copy of the form to submit with your Harrison Award application**. The Student Projects Abroad application is available at: <http://www.programs.studyabroad.virginia.edu/?go=ZMTspa>
- 5) **Affiliation letter** or other evidence of an invitation (if appropriate)

If working with another entity (e.g., non-U.Va. laboratory, community group) is integral to your project, a letter or email indicating that entity's willingness to work with you will significantly strengthen your application.

### II. SAVE YOUR APPLICATION MATERIALS AS ONE ADOBE PDF AND UPLOAD TO THE HARRISON COLLAB SITE (Adobe Pro software for combining files is available in the Scholars Lab).

- a. Name your file in this format: "LastnameFirstname.pdf"
- b. Go to the uvacollab site here (<https://collab.etc.virginia.edu/portal/site/b2db746d-444d-4f97-9d0b-f42421508fd1>) and join the Harrison Application site.
- c. Complete and then submit the application.

Direct any questions to Brian Cullaty at 434-924-3306 or [brc7q@virginia.edu](mailto:brc7q@virginia.edu)

### III. OBTAIN 2 LETTERS OF RECOMMENDATION (1 letter must be from your faculty advisor on this project)

Letters may be sent directly to the Center for Undergraduate Excellence, P.O. Box 400874, Charlottesville, VA 22904 or emailed to Brian Cullaty at [brc7q@virginia.edu](mailto:brc7q@virginia.edu). Alternatively, letters may also be turned in to the CUE in a signed and sealed envelope.

# HARRISON UNDERGRADUATE RESEARCH AWARD APPLICATION (2017-18)

**Full Name (last, first, middle):**

**Year (circle one):**    1<sup>st</sup>        2<sup>nd</sup>        3<sup>rd</sup>

**U.Va. E-mail Address:**

**Phone Number:**

**Major(s):**

**PROJECT TITLE:**

**Academic category of your proposal (specify subject/discipline)**

Humanities:

Engineering:

Science:

Social Science:

Art/Architecture:

Other:

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

**Advisor's department:**

**Advisor's email address:**

**Name of 2<sup>nd</sup> Reference:**

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

**If you would like to be considered for the Stull Family Award, please indicate if you are a member of a fraternity or sorority and, if so, which one.** Your answer will not affect the evaluation of your application or the amount of funding you may receive.

**Additional funding is available to students conducting research at another Atlantic Coast Conference (ACC) University.** If you are conducting your research at another ACC University, then indicate the University here:

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

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

*Spring 2017 (Preparation for research):*

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

*Fall 2017:*

*Spring 2018:*

**Relevant Course Work:**

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

**Itemized Anticipated Budget:**

<b>Transportation:</b> This category includes transportation costs related directly to your research project. These expenses may include living expenses, air fare, train tickets, taxi fares, car rental, gas mileage etc.	
<b>Description and Itemized Costs</b>	<b>Subtotal</b>
<b>Meals:</b> This category includes food or meal expenses incurred related to your research project	
<b>Description and Itemized Costs</b>	<b>Subtotal</b>
<b>Lodging:</b> This category includes hotel or housing accommodations related to your research project.	
<b>Description and Itemized Costs</b>	<b>Subtotal</b>
<b>Supplies, Lab*:</b> This category includes expenses for field equipment, lab materials, lab equipment, etc. These funds will be transferred to an account in your faculty advisor's department.	
<b>Description and Itemized Costs</b>	<b>Subtotal</b>
<b>Supplies, Other*:</b> This category includes expenses for supplies that you will purchase on your own. For example, books, journals, or other equipment related to your project.	
<b>Description and Itemized Costs</b>	<b>Subtotal</b>
<b>Travel Clinic:</b> This category relates to expenses from international travel such as immunizations, medications, passport, visa etc.	
<b>Description and Itemized Costs</b>	<b>Subtotal</b>
<b>Other:</b> Include any other costs related to your project	
<b>Description and Itemized Costs</b>	<b>Subtotal</b>
<b>**Total Budget (add up all Subtotal Costs)</b>	

*\*Lab 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?*

*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.*

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

Center for Global Health Award

Jefferson Public Citizens Program

College Small Research and Travel Grant

Kenan Award

Community-Based Research Grant

Miller Center Award

Double Hoo Award

Other

Ingrassia Award

**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 Harrison 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/>

### Faculty Advisor Endorsement

FACULTY ADVISOR: *Please initial the following items and sign below.*

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 submit the International Projects Travel Form to 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 email of this deadline) \_\_\_\_\_

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

### Student Statement

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

I will be a fulltime undergraduate enrolled at the University of Virginia through the 2017-18 academic year.  
\_\_\_\_\_

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

I understand that I will be required to participate in (1) an orientation, (2) a research discussion event in fall 2017, and (3) a Harrison poster session in April 2018 \_\_\_\_\_

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 complete the International Projects Travel Form, attend a pre-departure orientation, and comply with any other ISO requirements. \_\_\_\_\_
- 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