**VIRGINIA ACADEMY OF SCIENCE**

**DEPARTMENT CHAIRMAN’S CERTIFICATION**

**for**

**2017 VAS UNDERGRADUATE RESEARCH GRANT APPLICATION**

**and subsequent participation in**

**VAS FALL UNDERGRADUATE RESEARCH MEETING**

* **Please use computer to fill in all fields** (appear as gray areas which will expand as information is added)**.**
* **Prior to submission this Certification form must be completed by the appropriate individuals and signed by the Department Chair.**
* **The signed certification (in electronic format) must be submitted along with the 2017 VAS UG Research Application according to Submission Instructions provided at end of this form.**

**This section should be completed by student applicant(s) in consultation with faculty mentor(s).**

1. Title of Proposed Project:

1. Name(s) of Student Applicant(s):

 Email Address(es) of Student Applicant(s):

 Institutional Affiliation and Major Department(s) of Student Applicant(s):

1. Name(s) of Faculty Mentor(s):

 Email Address(es) of Faculty Mentor(s):

1. Name of Department Chairman:

 Email Address of Department Chairman:

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* **Before continuing, please save this form on your computer** (in MS Word DOC or DOCX format)**. Please name the file as follows – Student Name(s) – Department Chairman Certification.**
* **Then deliver this form (in either hard copy format or as an email attachment) to the Department Chair along with a request for his/her signature.**
* **The Department Chair should complete and sign this form and then return signed form to either the student(s) and/or mentor(s).**
* **The signed Chairman’s Certification (in electronic format) must be submitted according to Submission Instructions provided at end of this application.**

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**This section should be completed (i.e., signed) by Department Chairman.**

1. Certification by Department Chairman:

I certify that the student applicant(s) listed above are students in good standing in this department, are participating in a formal research program within this department, and that this project meets all departmental and institutional requirements.

 Department Chairman’s Signature:

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* **After signing above the Department Chairman should return signed form (in either hard copy format or as an email attachment) to either the student(s) and/or mentor(s).**
* **The signed Chairman’s Certification (in electronic format) must be submitted along with the Undergraduate Research Grant Application form according to Submission Instructions provided at end of this form.**

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**SUBMISSION INSTRUCTIONS:**

* **Completed 2017 VAS Undergraduate Research Application form as well as accompanying documents should be emailed to Woodward Bousquet (****wbousque@su.edu****).**
* **Application form must be** **in MS Word DOCX or DOC format.**
* **Signed Department Chairman Certification form** can be in either MS Word DOCX/DOC format or PDF format,
* **Institutional grant cover letter/form** (if required) can be in either MS Word DOCX/DOC format or PDF format,
* **All required items** **must be** **attached to a single email message.**
* **Include the following information in the email subject line**: Last Name(s) of Applicant(s) – VAS UG Research Grant Application**.**
* **The deadline for student applicants to submit grant application materials is Sunday, October 1, 2017** (by midnight)**.**