**VIRGINIA ACADEMY OF SCIENCE**

**2017 APPLICATION for**

**VAS UNDERGRADUATE RESEARCH GRANT**

**and subsequent participation in**

**VAS FALL UNDERGRADUATE RESEARCH MEETING**

* **Please use your computer to fill in all fields** (appear as gray areas which will expand as information is added)**.**
* **The application (in electronic format) must be submitted according to Submission Instructions provided at end of this application.**

**Application Form:** General Information

VAS Undergraduate Research Grant

**To be completed by student applicant(s) in consultation with faculty mentor(s).**

1. Title of Proposed Project:

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

 Mailing Address(es) 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):

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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) –VAS Undergraduate Research Application.**
* **Then continue to complete the application by following the directions provided.**
* **Please remember to periodically resave the application.**

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4. Does the project require approval by the following?

 Institutional Review Board [ ]  No [ ]  Yes

 If yes, provide date of approval

 Institutional Animal Care and Use Committee [ ]  No [ ]  Yes

 If yes, provide date of approval

1. If required by the institution, the authorized institutional representative must sign off on the proposal and indicate how funds are to be transmitted, if the application is selected for funding.

**A signed copy of your institution’s standard grant cover letter (or form) should be submitted along with this application.**

7. Please indicate how or to whom the check should be written (usually the college/university) if the application is selected for funding.

8. Please provide the **name** of the individual (Chairman, Foundation, Sponsor Program, or Budget Office) and **specific address** to which the check should be mailed, if the application is selected for funding.

**Application Form:** Student Information

VAS Undergraduate Research Grant

**To be completed by student applicant(s). If multiple students are involved, each student should answer these questions separately.**

1. Name of Student:

2. Degree/Major(s):

3. Expected Graduation Date(s):

1. Current GPAs:

 Overall GPA:

 Major GPA:

1. Expected Contribution to Research Project: Describe the amount of time (hours per week) you anticipate working on this project during the academic year, and the specific duties you will personally perform as part of the research project. (100 or fewer words)

6. Statement of Goals. Explain how participating in this research project will advance your personal goals. (100 or fewer words)

7. Have you previously received an Undergraduate Research Grant Award from the Virginia Academy of Science? [ ]  No [ ]  Yes

 If yes, give the date and title of the project for which the award was given:

**Application Form:** Mentor Information

VAS Undergraduate Research Grant

**To be completed by faculty mentor(s). If multiple mentors are involved, each mentor should answer these questions separately.**

1. Name and Title of Mentor(s):

2. Phone number(s):

 Office:

 FAX(s):

3. Is Mentor a current member in good standing (i.e., paid dues for 2017) of the Virginia Academy of Science? [ ]  Yes [ ]  No

***NOTE:*** If the answer above is No, the mentor will need to join VAS and pay 2017 Membership Dues no later than the October 1 application submission deadline.

4. Describe how this student research project fits within your research or instructional program. If there is a financial factor limiting this student research project, it would be appropriate to comment here. (200 or fewer words)

5. Have you or other members of your research group received research support from the Virginia Academy of Science in the last two years? [ ] Yes [ ]  No

If yes, give amount, date of award and title of project below.

**Application Form:** Project Description

VAS Undergraduate Research Grant

**To be completed by student applicant(s) in consultation with faculty mentor(s).**

The **Project Description** ***must include each of the components below***.

1. ***Project Summary*** for inclusion in the Fall Meeting Program and possibly in *Virginia Scientists* and/or *Virginia Journal of Science* (30-60 words)

2. Clear statement of ***Purpose*** or ***Objectives*** of research (250 or fewer words)

3. ***Rationale*** of proposed approach (250 or fewer words)

1. Clearly stated ***Research******Plan*** with procedures described in enough detail (***no more than the equivalent of 3 single-spaced pages of text*** (10- or 12-point font) to allow assessment of research plan. (1200 or fewer words)

 If essential, a limited number of graphs, tables, and/or illustrations may be included.

5. Clear description of the ***Significance*** of the research to your specialty (250 or fewer words)

6. Relevant ***Literature*** (3 to 5 key references only) (250 or fewer words)

**Application Form:** Budget Form

VAS Undergraduate Research Grant

**Grant awards are limited to no more than $750.00.** Indicate how the requested funds will be used for this project. The budget can include the categories listed below. The budget should not include salary, wages, or cost of publications; and indirect costs (overhead charges) are not allowed.

**BUDGET CATEGORIES:**

1. Small equipment or accessories $

 (Explain below)

2. Supplies $

 (Give general categories below)

3. Travel costs to research sites $

 (Justify below)

4. Contractual services $

 (Specify below)

5. Other $

 (Itemize below)

6. **TOTAL REQUESTED:** $

**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’s Certification form** can be in either MS Word DOCX (or DOC) format or PDF format,
* **Institutional grant cover letter/form** (if required) can be in either MS Word DOCX (or 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)**.**