**VIRGINIA ACADEMY OF SCIENCE**

# Application for Small Project Research Funds

**Please use your computer to fill in all the fields on the form. After completing the application please save on your computer; name the file as follows – Your Name(s) – Small Projects Research Fund Application. This saved application (in either electronic or print format) must be submitted along with the proposal (according to instructions provided below).**

**Please provide all of the following information:**

1. Title of proposed project:
2. Name(s) of applicant: Mailing address:

E-mail address:

1. Institutional affiliation: Department or equivalent:
2. Position of Investigator(s):

(i.e. faculty, graduate student, etc.)

1. Is the proposed project a new area of research or a significantly different approach than previously used by you?

 Yes  No

1. Please verify the following statement:

"Funds (as requested in the budget, page 2) for support of the proposed research project are **not available** from other sources or research monies presently allocated to my lab."

Applicant’s Signature:

## Click below to insert picture (JPEG or GIF) of signature



Department Chairman Name:

Department Chairman’s Signature:

## Click below to insert picture (JPEG or GIF) of signature



1. Have you and any co-investigators been members of the Virginia Academy of Science for the last six months?

 Yes  No

Submission Date:

1. The authorized institutional representative must sign off on the proposal and indicate how funds are to be transmitted, should the proposal be successful. You may attach your

institution’s standard grant cover letter for this purpose.

# BUDGET SHEET

The average grant is usually $1,250.00 or less. These funds are primarily for initiation of projects or "seed money." The budget should not include compensation for salary supplement, cost of publications, or routine glassware, chemicals, etc. It can include travel cost for field trips. Indirect costs may not be requested.

1. Budget categories:
	1. Small equipment or accessories $ (Explain below)
	2. Supplies $

(Give general categories below)

* 1. Travel $

(Justify below)

* 1. Contractual services $

(Specify below)

* 1. Other $

(Itemize below)

TOTAL REQUEST $

1. List all other support presently available to your lab for support of the general area of research related to the proposed project:
2. Is your department chairman willing to match any part or all of the requested funds if awarded?

 Yes  No

1. 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.

1. Name of individual (Chairman, Foundation, Sponsor Program, or Budget Office) and address to which the check will be mailed (see item 9 in General Guidelines).

# PROJECT DESCRIPTION and CURRICULUM VITAE

The following items (in either WORD or PDF format) must be sent along with the completed application.

* The **Project Description** must include the items listed below. Do not exceed 3 single- spaced pages of text. Graphs, charts and CVs do not count toward this page limitation.
	1. A **Project Summary** (25-50 word summary to be used in announcing the project in the Virginia Journal of Science if the project is funded).
	2. A clear **Statement of Purpose** or **Objectives** of the research
	3. The **Rationale** of the proposed approach
	4. A clearly stated **Plan for the Research** with the procedure(s) described in enough detail to allow assessment of the research plan
	5. A clear description of the **Significance of the Research** to your specialty.
	6. **Relevant Literature** (3 to 5 key references only).
* The **Curriculum Vitae for each investigator and co-investigator** (2-3 pages, including the most relevant or recent publications) must include both mail and email addresses.

**Applicants should submit the completed Application for Small Project Research Funds (in electronic format) to our office at vasoffice@vacadsci.org, no later than 15 April**.