

## Miller Center Undergraduate Research Award Application 2011-2012

**Deadline: 12:00 noon on Friday, April 15, 2011**

*Late applications WILL NOT be considered*

**Submit to:** Anne Mulligan  
Miller Center of Public Affairs  
PO Box 400406 (mail address)  
2201 Old Ivy Road (street address)  
Charlottesville, VA 22904-4406

Turn in 3 collated sets of the complete application

### Checklist

- I. Application
- II. Research proposal (maximum 1 page)
- III. Project time line description
- IV. Relevant course work
- V. Relevant prior experiences and/or research
- VI. Itemized anticipated budget (with advisor's signature)
- VII. Signed faculty advisor endorsement
- VIII. Signed student statement
- IX. 2 Letters of Recommendation (1 from project advisor, 1 from another professor)
- X. Unofficial ISIS transcript ("Transcript" under Credits/Grades/Honors – the standard version)
- XI. Correspondence with Institutional Review Board (submit a copy of IRB's response about whether your proposal needs IRB approval)

# I. Miller Center Undergraduate Research Award Application

Full Name: \_\_\_\_\_

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

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

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

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

Academic category of your proposal (*Write in subject/discipline*):

- Humanities: \_\_\_\_\_
- Social Science: \_\_\_\_\_
- Other: \_\_\_\_\_

Project Title: \_\_\_\_\_

If you are applying for other research grants, please check or list those here:

Aigrain Grant	Community-Based Grant	Double Hoo Award
Harrison Award	Kenan Award	Other: _____

Are you a member of a fraternity or sorority for a special Harrison funding program?  
If so, which one? \_\_\_\_\_

Are you proposing to travel internationally? If so, what country? \_\_\_\_\_

How did you hear about the Miller Center Award? \_\_\_\_\_

Are you currently or have you ever been involved with the Miller Center in any capacity (i.e. work study, internship, volunteer)? Who have you worked with? \_\_\_\_\_

Advisor: \_\_\_\_\_

Advisor's department: \_\_\_\_\_

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

Name of 2<sup>nd</sup> Reference: \_\_\_\_\_

## II. 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, and what will be the final product. Include background on the topic, a clear statement of your proposed methodology, and the significance of the project. You should also indicate how the project relates to any ongoing research or academic study (such as a Distinguished Majors thesis) and how it relates to the work of the Miller Center. ***Students choosing advisors from among current Miller Center faculty will be given preference. If your chosen advisor is not Miller Center faculty, please be explicit in describing how you will utilize Miller Center resources.*** Please include references on a separate sheet (no more than ½ page in length).

## III. Project Time Line Description

*Be as specific as possible with respect to dates and anticipated activities*

Spring 2011: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Summer 2011: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Fall 2012: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Spring 2012: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## IV. Relevant Course Work

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**V. Prior Relevant Experiences and/or Research** \_\_\_\_\_

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**VI. Itemized Anticipated Budget**

<b>Transportation</b> <i>(Air, Bus, Boat, Taxi, Gas, Train)</i>	
<b>Meals</b>	
<b>Lodging</b> <i>(Rent, Hotel, Hostel)</i>	
<b>Supplies</b> <i>(Equipment, Books, etc.)</i>	
<b>Travel Clinic</b> <i>(Immunizations, Medications, etc.)</i>	
<b>Other</b>	
<b>Total</b>	

Advisor's Signature: \_\_\_\_\_

## VII. Faculty Advisor Endorsement

Faculty Advisor: *Please initial the following items, sign below, and sign student's proposed budget.*

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

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 register with 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 Miller Center of Public Affairs. (This evaluation will be due in spring 2012; you will be informed by e-mail of this and any other deadlines.) \_\_\_\_\_

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

## VIII. Student Statement

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

I promise to adhere to all Miller Center Award procedures, including the submission of my mid-term report, final project, expenditure report, 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, attend a pre-departure orientation, and comply with any other ISO requirements ([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

## Attach items ix-xi:

- IX. 2 Letters of Recommendation (1 from project advisor, 1 from another professor)
- X. Unofficial ISIS transcript ("Transcript" under Credits/Grades/Honors – the standard version)
- XI. Correspondence with Institutional Review Board (submit a copy of IRB's response about whether your proposal needs IRB approval)