

# College Council Minerva Research Grant Application

**DEADLINE: 11:59 PM on Sunday, April 18th**

*Late or incomplete applications WILL NOT be considered.*

We acknowledge that research is limited due to the COVID-19 global pandemic; yet, we are excited to announce that College Council will fund research by students in the College of Arts and Sciences that **does not require in-person interaction** during the summer of 2021.

Some examples of permissible types of research activities include funding for software or resources not available to students. Select travel is also eligible for funding (as per University travel guidelines), such as accessing materials at a library or sites relevant to one's research. Lab research is not eligible for funding at this time. College Council is open to applications that demonstrate other forms of research that do not require in-person interaction.

A digital copy of this application and all other required materials must be emailed directly to the Grants Chair ([grants@uvacollegecouncil.com](mailto:grants@uvacollegecouncil.com)). The Subject Line should read:

*"Name, CC Minerva2021"*

\*Please note: This grant is **only** available to undergraduate students enrolled as degree candidates in the College of Arts and Sciences

## Instructions and Checklist

### First Round Application Process

#### 1. Complete the College Council Minerva Grant Application (document pages 4-6)

- Name the PDF document: "LastnameFirstname\_CC Minerva2021\_Application.pdf"

#### 2. Submit your research proposal as a PDF document

- Name the PDF document: "LastnameFirstname\_CC Minerva2021\_Proposal.pdf"
- This should be a clear, concise (1,000-word max) description that includes:

1. **Introduction:** An introductory section outlining relevant background information and explicitly stating the research goal
2. **Methodology:** A section detailing how the project will be carried out
3. **Anticipated Results and Implications:** A section describing the expected product, how this research will contribute to the field, and how the project will influence your intellectual development. You should also indicate how

this research relates to any ongoing research or academic study (such as a Distinguished Majors thesis).

- Proposals will be assessed on the strength of the research question, the project's structure, and the integration of different areas, approaches, and perspectives.  
**\*Note:** Unlike traditional grant applications, **do not assume the grant reader has all requisite knowledge in the field of study.** There is no need to be expansive, but please provide an adequate description at a level that a UVA student outside your major can understand.

### 3. Provide your unofficial transcript (download PDF from SIS)

- Rename the PDF document: "LastnameFirstname\_CC Minerva2021\_Transcript.pdf"

### 4. Create an anticipated itemized budget (maximum request of \$1,500)

- Name the PDF document: "LastnameFirstname\_CC Minerva2021\_Budget.pdf"
- List all of the research grants you have applied or plan to apply, in what amount, and if/how that request overlaps with this request

### 5. Create a research timeline

- Name the PDF document: "LastnameFirstname\_CC Minerva2021\_Timeline..pdf"

### 6. Institutional Review Board (IRB)

- Certain projects may require IRB approval. If your project involves human subjects, then you must comply with University IRB regulations. Given the long timeline for IRB approval, you are encouraged to contact your advisor and the UVA IRB before your grant application submission.
- **With your application, you must submit either (a) an official IRB approval certificate or (b) a statement from your project advisor that you are awaiting IRB approval or do not require IRB approval.**

### 7. Turn in a Faculty letter of support and Faculty advisor endorsement form

- Each project proposal must have a written letter of recommendation from a UVA faculty mentor who will serve as an advisor during the completion of the project. The faculty mentor should provide insight into their basis for concluding that the student is capable of completing a high-quality research project.
- If **Institutional Review Board** approval is required to conduct the research, the faculty mentor must explicitly state whether the project is approved or if approval is pending.
- Ask your mentor to send the signed letter, on UVA letterhead, as an email attachment directly to [collegecouncilgrants@gmail.com](mailto:collegecouncilgrants@gmail.com) with the subject line "*Student Name*, faculty letter Minerva 2021." Letters should be submitted no later than April 18th,

2021.

- In addition to the faculty letter of support, your faculty advisor must sign the endorsement form on page 6 of the College Council Minerva Grant Application. The endorsement form should be submitted along with the letter of support directly to [collegecouncilgrants@gmail.com](mailto:collegecouncilgrants@gmail.com) no later than April 18th, 2021.

## **Second Round Application Process**

If your application advances to the “second verbal round”, you will receive an email from the Grants Committee on Monday, April 23rd to schedule your presentation time.

### **1. Present a pitch**

- **If you are selected for the second round of the application process, you will be asked to present a pitch for your project. Please prepare the following material for the pitch presentation:**
  1. During the week of April 26th, you will virtually present a five-minute presentation of your project proposal to the Grants Committee.
  2. After the pitch, the Grants Committee will ask questions about your presentation and application for 5-10 minutes. **Be prepared to provide an adequate description of your project at a level that a UVA student outside your major can understand.**
  3. Following all presentations, the Grants Committee will deliberate, and grant recipients will be announced on Friday, May 7th.
  4. Presentation dates and times during the week of April 26th will be open to a first-come, first-serve sign-up that will be made available after the first round of application decisions.

***College Council is committed to making this grant as inclusive and far-reaching as possible. If you are a student requiring SDAC accommodation and would have difficulty fulfilling this requirement, your application can be considered without penalty if you are selected for the second round.***

*Please do not include the above instruction pages with your application.*

**College Council Minerva Grant Application**

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

**Year:**

**U.Va. Email address:**

**Phone number:**

**Major(s) and major GPA:**

**Project title:**

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

*If your research incorporates two academic categories or subjects, please indicate both.*

Humanities:

Natural Sciences:

Social Sciences:

**Advisor:**

**Advisor's title:**

**Advisor's department:**

**Advisor's email address:**

**Relevant Prior Experiences and/or Research (250-word max):**

**Relevant Coursework (250-word max):**

## Student Statement

Student: Please initial the following items and sign below.

I will be a full-time undergraduate enrolled as a degree candidate in the College of Arts and Sciences at the University of Virginia through the 2021-2022 academic year. \_\_\_\_\_

I will adhere to all COVID-19 protocols implemented by the University of Virginia. \_\_\_\_\_

I acknowledge that due to the COVID-19 protocols implemented by the University of Virginia, only research that does not require in-person interaction will be considered for funding. \_\_\_\_\_

I will adhere to all College Council Grant procedures, including participation in orientation and submission of a project report and expenditure report by the start of the 2021 fall semester. If the project and expenditure report is not submitted by the first week of the 2021 fall semester, I understand that I will be liable for my project expenses and will have to repay College Council any Minerva Grant 2021 awarded funds. \_\_\_\_\_

I understand that I may be required to present my work in the URN Symposium or similar College Council Research Symposium or submit a paper for publication in the Oculus, UVA's undergraduate research journal. \_\_\_\_\_

If my project involves human subjects, I will seek my faculty advisor's advice and comply with the University's Institutional Review Board's policies. \_\_\_\_\_

Signature of Student \_\_\_\_\_

Date \_\_\_\_\_

## Faculty Advisor Endorsement

Faculty Advisor: Please initial the following items and sign below.

I am aware that \_\_\_\_\_ [student's name] has request funding from College Council's Minerva Grant 2021. \_\_\_\_\_

I acknowledge that due to the COVID-19 protocols implemented by the University of Virginia, only research that does not require in-person interaction will be considered for funding. \_\_\_\_\_

I approve of the student's proposed budget. \_\_\_\_\_

I agree to oversee the student's work during the entirety of the research project in the summer of 2021. \_\_\_\_\_

If the project involves human subjects, I will advise my student to comply with the University's Institutional Review Board's policies. I understand that I may be required to undergo online IRB training. \_\_\_\_\_

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