

College Council Minerva Scholars Application

Instructions and Checklist

DEADLINE: 11:59 PM on Sunday, **March 31st, 2024**

Late applications will NOT be considered.

A digital copy of this application, along with all other required materials, must be emailed directly to the Research Grant Chair (collegecouncilgrants@gmail.com). The Subject Line should read: “Name, CC Minerva Scholars Application”

I. Turn in 1 digital copy of each of the following application materials (in this order)

Completed application with student and faculty advisor signatures

Research proposal

This should be a clear, concise (1,000 word max) description that includes:

1. A title of the proposed project
2. Introductory section outlining relevant background information and explicitly stating the research goal
3. Methodology section detailing how the project will be carried out
4. Anticipated results and implications sections describing the anticipated product, how this research will contribute to the field, and how the project will influence your intellectual development. In this section, 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 based on the strength of the research question, the structure and organization, and the integration of different areas, approaches, and perspectives in the project.

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 adequate description at a level that can be understood by a UVA student outside your major.

II. Turn in 1 digital copy ONLY of the following:

Faculty letter of support

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. Please ask your mentor to send the signed letter, on UVA letterhead, as an e-mail attachment directly to collegecouncilgrants@gmail.com with the subject line “Student Name, faculty letter Minerva 2024.” Letters should be submitted no later than March 31st as well.

Unofficial transcripts (download PDF from SIS)

Anticipated itemized budget

- o **Note:** Traditionally, grants have been capped at \$1800. If your project budget exceeds this maximum, you can choose to include

only the items for which you specifically plan to use College Council funds, or you can include your entire budget and append a narrative explaining how you will make up the difference in funds.

- o Anyone who wishes to clarify any budget item may also append a **brief** narrative.

Research timeline

ISO Travel Form: Students planning to travel internationally as part of their proposed research need to apply to the International Studies Office as well. You should submit the Student Projects Abroad Application, including the “Travel Form for Student Research and Service-Learning Abroad,” to the ISO by March 31st, 2024. **Save a pdf copy of the “Travel Form for Student Research and Service-Learning Abroad” and submit it with your College Council Research Grant application.** The Student Projects Abroad application is available here:

<http://www.programs.studyabroad.virginia.edu/?go=ZMTspa>

Please do not include the 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 department:

Advisor's Email address:

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

Relevant Course Work (250 word max):

Please list any other research grants for which you have applied or plan to apply (Place an X next to the relevant grant, or elaborate after "Other"):

- **Center for Global Health Award** ____
- **College Small Research and Travel Grant** ____
- **Community-Based Research Grant** ____
- **Double Hoo Award** ____
- **Ingrassia Award** ____
- **Jefferson Public Citizens Program** ____
- **Kenan Award** ____
- **Miller Center Award** ____

Faculty Advisor Endorsement

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

I agree to oversee the work of _____ [*student's name*] during the entirety of the research project. _____

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 submit the Student Projects Abroad application to the International Studies Office and to comply with any other ISO requirements. _____

_____ Signature of Faculty Advisor

Student Statement

Student: Please initial the following items and sign below.

I will be a full-time undergraduate enrolled at the University of Virginia through the 2023-24 academic year. _____

I will adhere to all College Council Grant procedures, including participation in an orientation and submission of a project report and expenditure report by the start of the fall semester _____

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

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

If my project involves international travel, I agree not to travel to any country with a U.S. State Department Travel Warning. I confirm that I have submitted the Student Projects Abroad application and the Travel Form for Student Research and Service-Learning Abroad to the International Studies Office, and I agree to complete any further steps required by the ISO before departure. _____

_____ Signature of Student