LIBERAL ARTS GRADUATE RESEARCH FELLOWSHIP
2009-2010 APPLICATION INSTRUCTIONS

IMPORTANT!
- Student application deadline: Saturday, October 31, 2009 at midnight
- Application is ONLINE
- Funds of up to $2,000

ELIGIBILITY: 2nd or 3rd year Liberal Arts graduate student:
  Graduate students who have completed 18-45 total graduate hours
  OR
  Graduate students who have completed 18-63 graduate hours, less than 27 of which were completed at UT

REQUIREMENTS:
1. Statement of Research (500 words/2 pages)
2. Curriculum vitae
3. Itemized budget with justification
4. One letter of recommendation from professor
5. IACUC/IRB permission, if required

Apply online at:
https://utdirect.utexas.edu/scholarship/student/menu.WBX?s_scholarship_owner=L&s_scholarship_ccyys=&s_user_role=S

APPLICATION MATERIALS

1. Statement of Research. The statement of research should outline the proposed research, including its goals and significance. It should be directed to an inter-disciplinary audience of peers who may not be familiar with the discipline of the applicant. The statement should be approximately 500 words. The online application limits you to 4000 characters, including any citations you wish to include. Citations and works cited information is not required. However, if you feel it is important to your proposal and you have sufficient space, you are welcome to include that information.
   FYI: You will be typing (or copy-pasting) your statement into a text box in the online application, so avoid any special characters.

2. Curriculum Vitae. The CV is intended to demonstrate the applicant’s experience and, hence, his or her ability to conduct the proposed study successfully. As such, it should include the degree of proficiency in any required foreign languages. Your CV should be limited to approximately 4 pages (8000 characters).
   FYI: You will be typing (or copy-pasting) your CV into a text box in the online application, so avoid any special characters and please re-format accordingly.

3. Itemized Budget with Justification. The budget should demonstrate financial need. The itemized budget (limited to approximately 2 pages—4000 characters) should include the cost for the entire proposed project. If the project costs exceed the maximum available from LAGR
($2,000), you must list sources of other funds that are available or other grants for which you are also applying to cover the cost. For budget items, please describe in a brief sentence why you are requesting that item if it is not clearly described in the statement of research. If the proposal involves air travel, please cite source of estimate in the budget.

FYI: You will be typing (or copy-pasting) your budget into a text box in the online application, so avoid any special characters.

Use the sample budget below as a template when constructing your own budget.

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Airfare to Los Angeles (per Expedia)</td>
<td>$290.00</td>
</tr>
<tr>
<td>Hotel (Ramada Inn; $70.00/night for 7 nights)</td>
<td>$490.00</td>
</tr>
<tr>
<td>Tape Recorder¹</td>
<td>$85.00</td>
</tr>
<tr>
<td>Tapes (10 tapes @ $2.00/each)</td>
<td>$20.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$885.00</strong></td>
</tr>
</tbody>
</table>

¹Tape recorder is needed for interviewing ten subjects in Los Angeles

Expenses that may be covered: airfare, per diem expenses, equipment necessary for the collection of research data and unavailable on loan at the University, supplies necessary for the research process (e.g., film or photocopies), and other expenses necessary for completing the research specified in the grant.

Expenses that grants may NOT be used for include but are not necessarily limited to: manuscript preparation, reprints, subventions for publication, tuition and fees, computer hardware, computer software (except in the case of specialized research software), equipment available for loan at the University, computer supplies, and incidental expenses not directly related to research (e.g., parking), and funds to support conference attendance where the applicant will not be presenting a paper.

4. **Recommendation from a Supervising Professor.** All applicants are required to have ONE supervising professor submit a recommendation, using the template provided by the online application. The professor should discuss the feasibility of the proposed study, describe the student’s ability to carry out the research, and explain the importance of the project within the larger field. If you are applying for funding to attend a conference, please have your recommender describe the importance of this conference to your field.

**IMPORTANT:** Recommenders cannot submit their recommendation UNTIL the applicant has completely submitted the application package. Once you have hit “submit” on the online application page, your professor will receive an email with instructions for how to fill out and submit the recommendation and a link to the online application. Recommenders MUST submit their recommendation by **Saturday, November 7, 2009** for your application to be reviewed.

**It would be a good idea to inform your recommender ahead of the application deadline and remind her/him that they must submit their recommendation online by midnight, Saturday November 7, 2009.**

5. **Permission to Conduct Human or Animal Research.** If your proposed project involves human or animal subjects, you may need to attain permission from the Office of Research Support and Compliance to conduct this research. Permission for human subjects research must
come from the Institutional Review Board (IRB), while permission for animal research must come from the Institutional Animal Care and Use Committee (IACUC).

In the online application, you will be asked whether your work involves human or animal subjects. If it does, you will be asked what the status of your IACUC/IRB application is.

***IMPORTANT***
1. Formal approval from IACUC/IRB is not required while applying for the LAGR fellowship. However, be aware that applying for IACUC/IRB approval can take a considerable amount of time, so it is STRONGLY RECOMMENDED that you have submitted your IACUC/IRB application by the time you apply for the LAGR fellowship.

2. If you are awarded a LAGR fellowship and are conducting human or animal research, you MUST provide proof of IRB or IACUC approval before fellowship funds will be disbursed (at the latest, January 31st, 2010).

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ONLINE APPLICATION INSTRUCTIONS

1. Apply at:
https://utdirect.utexas.edu/scholarship/student/menu.WBX?s_scholarship_owner=L&s_scholarship_ccyys=&s_user_role=S

2. The application link will take you to the Liberal Arts Services Online Scholarship Portal. If you have not already done so, you must complete the 4 page Scholarship Profile.
   *Most of the information is not required for the LAGR fellowship.
   Only red-starred questions need to be answered.
   Page 1: Biographical Information. This information will be populated using your UT records.
   Page 2: Honors, Awards, Activities and Work Experience. You do not need to complete this page for the LAGR application (much of information will be available in your CV).
   However, if you wish to complete this information, it will be included in your application.
   Page 3: Financial Resources Information. You do not need to provide any information regarding your financial resources for the LAGR fellowship. For this page, you only need to fill in the red-starred questions.
   Page 4: References. You do not need to fill out this page for the LAGR fellowship. However, if you do enter your letter of recommendation writer’s information here, it will be pulled up when you are filling out the LAGR application so you do not need to type it again. It will also be available for any other scholarship you apply for.

3. After completing the Scholarship Profile, you will be taken to a page which lists Saved Scholarships, Available Scholarships, and Submitted Scholarships.
   After 9/22/2008, the LAGR will appear under available scholarships as:
   **LA Graduate Research (Fall 2009)**

4. Choose the LA Graduate Research (Fall 2009) scholarship and follow the online directions for completing the application.
If you have any questions regarding this application, please contact Pearl Brilmyer (s.pearl.brilmyer@mail.utexas.edu) or Jenna Baddeley (jenna@mail.utexas.edu).