**APLE AWARD APPLICATION**

**Application Deadlines**: Fall Semester – October 31st, end of business day.

 Spring Semester – February 15th, end of business day.

**Email completed application to**: CAS+APLE@uvm.edu

**Or drop off/mail to**: College of Arts and Sciences Dean’s Office

 438 College Street

 Burlington, VT 05405

**Name**:

**Student ID #**: **Department**:

**Local Home Mailing Address**:

(*Do not use a campus office/lab address*)

**Permanent Address**:

**Email**: **Phone**:

**Are you a full-time CAS Student?** Yes / No

*Please note: Only full-time students in the College of Arts & Sciences are eligible for APLE Awards.*

**Current cumulative grade point average (cumgpa)**: \_\_ **Class standing**: First Year, Sophomore, Junior, Senior

**Project Title**:

**Budget**

* Amount Requested from College of Arts & Sciences: $

*(Maximum $250.00)*

* Amount Requested from Department: $

(*Must equal or exceed amount requested from College*)

* Total Requested: $

**To apply, please submit**:

1. Completed application form
2. A two-page description of the project (in your own words) that explains the “what”, “why”, “how” and “when” (see below.) The multi-disciplinary Review Committee will evaluate proposals based on intellectual merit and broader impact. Students should provide (in their own words) a description of the project that clearly articulates the work to be undertaken, avoiding disciplinary jargon. **Do not assume the proposal reviewers are in your field, so please explain your work in a layperson’s terms.** The description should include:
* a concise background information narrative on the research/creative activities (theory/premise, prior results, relevant references if applicable);
* the student’s research hypotheses, questions, or project concept;
* a brief description of methods and expected findings;
* a discussion of the relevance to the student’s long-term goals and the present state of knowledge in the field.
	+ - *Note 1: research involving human subjects requires Institutional Review Board (IRB) approval. Please indicate if approval has been received or is in process.*
		- *Note 2: If you have previously received APLE funding please indicate why you are reapplying. If you are applying for the same project you must indicate how funds will be used differently.*
1. A one-page budget, listing all expenses. Please itemize each expense and its cost. For example, if you are buying supplies, list each supply and its estimated price. If you are buying books, or paying subscription fees, list the books or relevant fees. Explain how this funding will enhance your project.

I agree that the funds will be used for the purposes of the described project. If my plans change, I will notify my faculty sponsor, department chair and the Dean’s Office, College of Arts and Sciences.

**Student Signature**: **Date**:

I have read the attached project description, endorse the project and agree that the budget is appropriate. I agree to be responsible for project oversight, purchase of supplies, and accounting of expenses. The Dean's Office portion of the student's award will be issued to the Department solely to be used for expenses related to this project. If plans change, I will notify my Department chair and the Dean’s Office, College of Arts and Sciences, and return funding as appropriate.

***Please note: Students working with a non-CAS faculty member must also have a CAS sponsor*.**

**Faculty Sponsor Signature**: **Date**:

 **Print Name**:

I agree to provide the Departmental funds requested above.

**Department Chair’s Signature**: **Date**:

 **Print Name**: