



THE UNIVERSITY OF VERMONT  
**ENVIRONMENTAL PROGRAM**

## Ian Worley Award

### How do I apply?

Send a single .pdf file to [colleen.ward@uvm.edu](mailto:colleen.ward@uvm.edu) with **Ian Worley Award** in the subject line.

The proposal should have the following format:

- 1) A **Cover sheet** that indicates: a) name of project, b) name of proposer, c) contact information, d) name of committed faculty sponsor e) proposed budget total, f) any additional funding support, g) project timeline.
- 2) A **project description** with details on the proposed project or idea, not more than 2 single-spaced pages in 11 pt font. The description should contain section titles – Project Idea, How the Project Meets the Award Criteria, Applicant Qualifications (for the proposed project), Expected Timeline, Outcomes and Communication Plan
- 3) A **budget justification** that includes an overview paragraph with budget rationale, and an expense by expense justification of all equipment, wages, items, travel, etc. necessary to complete the project. If additional funds are necessary to complete the work, explain how you will obtain them. Using these funds for summer stipend is typical.
- 4) An **equipment and necessary facilities description**, if appropriate. State how this support will be obtained, and if costs are involved how those costs will be paid (eg lab space, analysis tools).
- 5) **Name and Contact information of supporting faculty/staff** - prior to applying you should have commitment of support from faculty/staff sponsor. If the project is short listed for the award, sponsors will be contacted for a reference.
- 5) A **resume** not more than 2 pages long. If more than two applicants are on a project the resume section should be no longer than 5 pages total.

Note: If your project involves human or animal subjects, we will need documentation for **Human Subjects Research or Vertebrate Animal Research** approval.

For questions on the application process, allowable expenses, or review process, please contact Brendan Fisher Director of the Environmental Program, [brendan.fisher@uvm.edu](mailto:brendan.fisher@uvm.edu) (be sure to use Ian Worley as subject line).