ARTS SCHOLARS ARTS AWARDS
INSTRUCTIONS

You will be submitting SIX documents combined into a SINGLE pdf named like "lastnamefirstname_23_artsaward.pdf." This single PDF should be attached to your submission email (not links to download from Google Drive, UVA Box, etc.) Your single PDF will be forwarded to our committee for review and should not require them to have download anything else. Items sent in any other way will be returned. If your document is not received properly before the 5PM deadline it will not be considered. Please email documents to Michael Rasbury.

APPLICATION MATERIALS
The six combined documents include:
1. Completed application form with Faculty signature
2. Proposal Overview/Narrative and Itemized Budget
3. Evidence of Participation in the Arts
4. Portfolio Examples
   - Musicians: Include no more than two, five-minute audio examples as weblinks (Vimeo, YouTube, SoundCloud, etc.) with descriptions.
   - Visual artists: Include up to seven, high resolution examples of your work with relevant descriptions (date, location, title, dimensions, medium, objective.)
   - Performing artists: Submit up to five-minutes worth of video and/or audio recordings representative of at least two works as weblinks (Vimeo, YouTube, SoundCloud, etc.) with descriptions. For acting examples, production footage is not recommended.
   - Creative writers may submit up to two manuscript examples, no longer five pages each
5. Resume
6. Unofficial Transcript

AWARDS CRITERIA
- These projects may be single research projects or collaborations. Collaborative projects will fund each participant up to $3000 each.
- Formal written proposals meeting universal standards for grant writing will be required to apply for this support.
- All projects require a faculty mentor recommendation from the related discipline in the College of Arts and Sciences similar to the scope of request, as part of the application process. Faculty mentors will read and recommend proposals and then support the execution of funded proposals. Each will be identified as a "Miller Arts Scholar Mentor" for dedicated participation and will receive a research fund for providing their assistance with funded proposals.
- In your narrative/overview, lead with an executive summary, then clearly articulate your plan/proposal, describe how it can be achieved, and identify a faculty mentor in the same area of expertise. See the last page of the application form for more detail.
- If applying to multiple funding organizations for a large project, include this information in your proposal budget. Be very clear about how much is being asked for and for what purpose from each organization. See the last page of the application form for more detail.

- If the proposal requests projects abroad, explanation is required of how the request complies with Student Projects Abroad as described by the International Studies Office (https://educationabroad.virginia.edu/university-travel-registry).
- If proposed research involves human subjects and collection of survey data, use of likeness, etc., and explanation is required of how the research complies with regulations of our Institutional Review Board (https://research.virginia.edu/compliance/compliance-programs/human-research-protection-program-hrpp)
- Any funding requests for housing or food should be based on current allowed per diem limits listed yearly by the General Services Administration (https://www.gsa.gov/).

ARTS AWARDS OUTCOME REPORT
- Funded proposals require a written outcome/progress statement due to mr2xk@virginia.edu on **March 22 at 5PM** during the following academic year. This outcome report should be written so it is accessible to someone who is unfamiliar with your discipline and may not have read your original proposal. In this document, provide a brief overview of what you intended to accomplish. Identify your faculty mentor, their department, and why you chose them. Then describe where you started and continue describing your "journey" and things you discovered along the way. Provide a final budget detailing how the funding was ultimately spent. The report should include images and media links when possible and should not exceed five pages, single spaced, 12-point typeface. *The document should be a pdf and named like "lastnamefirstname_3th_outcome.pdf" or "lastnamefirstname_4th_outcome.pdf." Materials not in pdf format or named incorrectly will be returned.*
- Funded Scholars are required to share their work with the public at an outcome presentation scheduled in April of the following academic year.
- Faculty Mentors are required to review the student's progress/outcome and submit a one-page evaluation April 30th of the following year.

ARTS AWARDS DO NOT SUPPORT
- Reimbursement of expenses incurred prior to an applicant's submission of a request.
- Direct payment for services to other University of Virginia students, faculty, or staff. (Students may apply for grant support toward fees for accompanists and individual music lessons in UVA courses listed under MUPF.)
- The purchase of books already accessible in the university library system (unless a strong case is proposed.)