

**DEPARTMENT OF MUSIC
UNIVERSITY OF NORTH CAROLINA AT CHAPEL HILL**

**MILDRED BROWN MAYO UNDERGRADUATE
RESEARCH FUND IN MUSIC**

APPLICATION

PLEASE TYPE

Date: _____

Name: _____ PID #: _____

Project Title: _____

Email: _____ GPA: _____

Local/Campus Address: _____

Local Telephone: _____ Parents' Telephone: _____

Parents' Address: _____

Project Advisor: _____

Total funds requested: _____

PLEASE READ THE FOLLOWING CAREFULLY BEFORE COMPLETING THIS APPLICATION.

TERMS OF THE AWARDS

The Mildred Brown Mayo Fund for Undergraduate Research in Music is designed to help offset expenses incurred by students majoring in music at the University of North Carolina at Chapel Hill in undertaking independent research projects. In order to be considered for an award, you must:

- (1) complete this application form in full and give the completed form to the Department Registrar.
- (2) give a copy of your completed application, together with the recommendation form included here to a full-time faculty member in the Department of Music who has agreed to write on your behalf. The faculty member should return their confidential recommendation directly to the Department Registrar.
- (3) make sure that both the completed application and recommendation are submitted to the Department Registrar by the deadline.

Funds may be requested ONLY to cover or partially cover expenses directly related to the project and may be spent only for the purpose for which the funds have been awarded.

Awards are made on a competitive basis for a project resulting in a specified outcome (honors thesis, research paper, composition, or specifically designed performance or presentation) and are usually limited to no more than \$1,250 (they can be considerably less).

Final determination of award winners will be made by the Music Department Undergraduate Research Awards Committee, which consists of the Department Honors Adviser (chair), the Director of Undergraduate Studies, and the Department Chair. Awards will be made on the basis of: (1) the committee's estimation of overall quality and originality of the project, (2) the strength of support by the thesis advisor, (3) the likelihood of the project's being successfully completed as proposed, (4) an assessment of the degree to which the funds sought are necessary to the completion of the project, and (5) the specificity and importance of the outcome. Retrospective applications (i.e., for projects that have already been completed) will not be considered. Successful applicants are required to submit to the Department Registrar within one month of the completion of the project a written report on the use of these funds and on the status of the outcome and its proposed date of completion.

Students are encouraged to apply for other undergraduate research funding from the Honors Program and also from the Office of Undergraduate Research (see link on Departmental web page: <http://music.unc.edu/undergrad/ug-research>). Other external funding may also be available and should be sought. You should indicate in your application the source and amount of funding for which you have applied or for which you intend to apply (in the latter case give the likely date of notification). You should also indicate whether this funding will be supplemental to, or a replacement for, any award from the Mildred Brown Mayo Fund. Success in gaining supplemental funds will not, in principle, jeopardize any Mayo award.

Please be aware that any research involving human subjects must be approved by the University Institutional Review Board. The approval process is initiated by your faculty advisor through the local review committee in your department. See the website at: http://www.unc.edu/depts/our/students/students_irb.html. Any research involving animals must be approved by the Institutional Animal Care and Use Committee. The approval process is initiated by your faculty advisor, who can obtain the necessary application from: http://research.unc.edu/services/responsible_conduct.php

By your signature below, please indicate that you have read the terms of these awards as stated above and that, should you receive an award, you agree to abide by them in full.

APPLICANT'S SIGNATURE

DATE

I. PROJECT DESCRIPTION (maximum 600 words)

In the space below, please provide a brief description of your research project (you may attach a single additional page if necessary). If your project has an international dimension (if it relates to an international topic or involves research abroad, please explain that aspect. (International projects will require submission of an International Student Travel Release and Travel Warning Release supplied later with your letter of grant.) Please include (1) the research question, hypothesis, or argument your study addresses; (2) the research method you will employ; and (3) a statement about the importance of this work—to the research in your field and to your development as a scholar.

In the case of creative projects (i.e., artistic, dramatic, musical, or literary theses), please include (1) the goals you have set for your project, (2) the medium or form in which you will be working, (3) the subject matter of your project (if applicable), and (4) a statement about the contribution this project will make to your development as an artist.

In either case, specify the outcome of your project and its proposed date of completion.

Title of Project:

Project Description:

Does this project involve animals or human subjects?

_____ animals _____ human subjects ____ neither

If so, has the project been approved by the local review committee in your department and by the appropriate board listed on page 2? Provide approval code (and attach official copy):

II. JUSTIFICATION (maximum 300 words)

Please indicate below why a grant is necessary for you to undertake the project you have outlined above.

III. BUDGET

Indicate below each item for which funding is requested and the ACTUAL COST of that item. Also indicate the extent of support available from other sources and the title of other grants for which you may apply in support of this project. All equipment and all supplies left over at the end of the project will become the property of the Music Department.

| Item | Cost | Funds Requested | Funds Available from Other Sources (specify title, if any) |
|------|----------------|-----------------|--|
| | | | |
| | Total = | Total = | Total = |

**MILDRED BROWN MAYO UNDERGRADUATE
RESEARCH FUND IN MUSIC
CONFIDENTIAL FACULTY RECOMMENDATION**

To be completed by a full-time faculty member in the Department of Music.

To the Recommender:

The applicant has been instructed to give you a copy of his or her completed application together with this form. Before writing your recommendation, please read the terms of the Mildred Brown Mayo Undergraduate Research Fund in Music on the student's application. Place your confidential recommendation in a sealed envelope, sign across the seal, and return to the Department Registrar.

Please rate each of the following aspects of the project described in the student's application and qualities of the applicant in comparison with other undergraduate research/creative projects with which you have been associated or are familiar. **Please use the following scale for each rating:**

1=poor 2=fair 3=good 4=very good 5=outstanding

_____ Overall quality of project

_____ Originality of concept and design

_____ Likelihood student will be able to complete project as proposed

_____ Justification for funding

_____ Academic seriousness and maturity of applicant

Please use the space below or an attachment to add any other comments that will help the selection committee in judging this project.