

## Application Instructions

Physical Chemistry Symposium Workshop for Undergraduate Chemistry Majors  
Fall 2014 American Chemical Society National Meeting  
San Francisco, CA  
August 10 - 14, 2014

### A complete application consists of:

1. The one-page application form, to be completed by the student nominee
2. A copy of the student's undergraduate transcript (an unofficial copy is adequate)
3. The **institutional commitment form** completed by department chair or relevant official
4. One letter of recommendation from a faculty member who knows the nominee well.

### Instructions for the student nominee:

1. Complete the application form.
2. Request a letter of recommendation from a faculty member who is familiar with your work. Ask the faculty member to send the letter directly to the address shown below.
3. Obtain a financial commitment from your department chair or other relevant official. Use the institutional commitment form included as part of this packet.
4. Obtain a copy of your undergraduate transcript - an unofficial photocopy is adequate.
5. Mail your application form, the institutional commitment form, and your transcript to the address shown below.

Applications will start being processed on a rolling basis on Monday, February 10, but will be considered through February 28, 2014. All materials must be sent to:

Professor Carol A. Parish  
ACS PHYS Undergraduate Workshop  
Department of Chemistry  
University of Richmond  
Gottwald Center for the Sciences  
Richmond, VA 23227  
Email: [PHYSworkshop@richmond.edu](mailto:PHYSworkshop@richmond.edu)

Nominees will be notified of the status of their applications in early March. The deadline for submitting poster abstracts is mid-March, 2014.

Questions? Contact Carol Parish at [PHYSworkshop@richmond.edu](mailto:PHYSworkshop@richmond.edu)

## Application Form

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Student Name: \_\_\_\_\_

Email address: \_\_\_\_\_

College/university: \_\_\_\_\_

Spring 2014 mailing address: \_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_

Anticipated graduation month/year: \_\_\_\_\_

Major field(s) of study: \_\_\_\_\_

American Chemical Society member?      Yes\_\_\_\_\_      No\_\_\_\_\_

List of all chemistry courses completed as of December 2013. Include course number and title.  
(If any courses have not been completed at home institution, include the name of the institution  
as well.)

Undergraduate research experiences completed prior to December 2013. Include a descriptive  
title of the project, dates of work, supervisor and location of work.

Please indicate which of the supported Physical Chemistry symposia (one or more) are of  
greatest interest to you. See ACS PHYS website for listing of symposia.

## **Institutional Commitment Form**

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*To be completed by the department chair or institutional official:*

Institution: \_\_\_\_\_

Name of student nominee: \_\_\_\_\_

If selected for this program, my department/institution will support the nominee's attendance at the Fall 2014 ACS meeting in San Francisco, CA with a financial contribution of \$\_\_\_\_\_.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

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*To be completed by the nominee:*

If selected for this program, I agree that the level of support provided by my institution will make it possible for me to attend all 5 days of the Fall 2014 ACS meeting in San Francisco CA.

Signature: \_\_\_\_\_