



# VCU

## College of Engineering

College of Engineering  
Dean's Early Research Initiative

### Dean's Early Research Initiative (DERI)

Application Instructions

Applications are due by 5:00pm, February 15

Recommendation letters are due by 5:00pm, February 22

Please read these instructions carefully before you proceed. You may want to print or save this page of instructions for reference.

601 West Main Street  
Box 843068  
Richmond, Virginia 23284-3068

804 828-1087  
TDD: 1-800-828-1120  
deri@vcu.edu  
egr.vcu.edu/deri

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### Required Materials

You will need to prepare several documents before completing this application. A complete application includes:

1. The online form filled out completely
2. An unofficial high school transcript
3. A one-page personal statement
4. Two letters of recommendation from math or science teachers

Detailed instruction for each item.

#### 1. Online form

The form is available at [https://acsurvey.qualtrics.com/jfe/form/SV\\_6ywzl47Q1nlpCap](https://acsurvey.qualtrics.com/jfe/form/SV_6ywzl47Q1nlpCap)

The form uses cookies to allow you to leave the form and return later. You must return using the same browser on the same computer or your progress will be lost.

If you do not return to the form within 1 week your progress will be lost.

Please be sure to get all the way to the end. The final page of the application has a button labeled "submit." Your application is not complete until after you click the "submit" button. After submitting the form you will be redirected to the DERI web page.

You will also receive an email confirmation with all of your responses to the questions on the form.

#### 2. High School Transcript

Please obtain a copy of your unofficial transcript from your counselor. If your counselor is able to provide this in an electronic format please use that method.

If your counselor provides you with a paper copy please scan at a high quality before sending.

PDF is the preferred format. Rich Text or Word are also acceptable.



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### 3. Personal Statement

Please write a one-page personal statement describing your career plans, reasons for applying to this program, areas of potential research interests, and past research/laboratory experience if any.

PDF is the preferred format. Rich Text or Word are also acceptable.

Please be sure that your personal statement is complete and ready to upload before you proceed.

### 4. Recommendation Letters

The online form includes a space to enter the contact information for two (2) people to provide a recommendation. *Please contact these people in advance* so that they know to expect a recommendation request will come from [deri@vcu.edu](mailto:deri@vcu.edu). You will need to know the email address for your recommenders.

When you submit the application, the recommenders will receive an email with a unique link to a form where they can submit the recommendation for you. This link will automatically connect their letters to your application.

Please note that spaces and some other characters in the name or email fields for either you or your recommenders may cause the links to break.

If for any reason your recommenders are not able to use the link we mail them or the recommendation form, they may email their letter directly to [deri@vcu.edu](mailto:deri@vcu.edu).

Recommendations are due by 5:00pm on February 22

PDF is the preferred format. Rich Text or Word are also acceptable.

Please contact us by email at [deri@vcu.edu](mailto:deri@vcu.edu) if you have any questions.