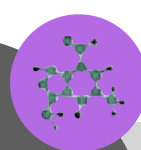# STUDENT UNDERGRADUATE RESEARCH FELLOWSHIP
Faculty Mentor Session

Fall 2019 | Office of Nationally Competitive Awards

The SURF program provides up to $3,250 in research funds to students in any major.

Faculty mentors receive up to $750 in funds.

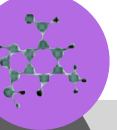**To be eligible to apply for SURF:**

3.25 GPA or higher

30 or more hours of college credit, when funding starts

Support from a Faculty Mentor

US Citizen, resident alien, or national

Full-time enrollment for the entirety of the funding period (no exceptions for graduating seniors!)

STUDENT UNDERGRADUATE RESEARCH FELLOWSHIP

- For the 2019-2020 competition cycle, each research mentor is allowed to have a maximum of 4 SURF applicants - before students complete the online registration, they should confirm with you if they are a designated SURF applicant

- Eligible honors students who cannot submit a SURF application can still submit an Honors College Research Grant application

- Eligible non-honors students who cannot submit a SURF application can still submit an Undergraduate Research Grant application

- This year's applications are due October 16th and 17th (the Wednesday and Thursday **before** Fall Break)
  - Students utilizing this regular submission period will be assigned a submission time via email

- Alternatively, beginning October 3rd, students can submit their applications early by making an appointment with the Office of Nationally Competitive Awards

- Students who are not a designated SURF applicant must submit their Honors College Research Grant or Undergraduate Research Grant application through the SURF submission process for campus

- In 2018, there were 143 U of A applications (to ADHE, excluding international students, honors grant only, or undergraduate research grant only)
  - Of those 143 applications, 44 U of A students were awarded SURF funding
  - Many of those not awarded SURF funds were awarded Honors College Research Grants or Undergraduate Research Grants

SURF COVERPAGE

☐ Check this box to be considered for the Mahlon Martin Fellowship. I certify that I am African-American.

1. Name of Student _____

2. ID Number: N/A

3. Eligibility of Student_____ U.S. Citizen _____ Permanent Resident Alien

4. Name of Faculty Mentor _____

5. Name of Applicant's Institution_____

6. Permanent Mailing Address and Telephone Number for:
   Student   Mentor
   _____   _____
   _____   _____
   (____)_____   (____)_____

7. Email address_____   Email address _____

8. Title of Project_____

9. Academic Department_____

10. Degree Sought_____

11. SURF Budget (Complete SURF Budget Justification Form & attach to application) Budget

Categories	Enter amount below
Student Stipend (cannot exceed $1,250)	
Mentor Cost (cannot exceed $750)	
Student Travel Cost (cannot exceed $750)	
Total SURF Grant applied for by Student & Mentor (cannot exceed $2,750)	
Institutional Match (cannot exceed $1,250)	
Total SURF Project Costs (cannot exceed $4,000)	

Signature of authorizing official and mentor denote that these individuals understand the guidelines for this program and that the institution agrees to provide or obtain half the student's stipend. In addition to existing university funds, federal and state governments, nonprofit agencies, private corporations, individual citizens, etc., are sources that can be accessed for the match requirement.

11. _____   _____
    Mentor Signature   Authorizing Institutional Official

    Dept_____   Title_____

    Date_____   Date_____

2019-20

- This page requires your and your student's signature - ink and Adobe digital signatures are acceptable
  - Before signing, make sure your student is **certain** that the page is error free

- This page also reflects the budget information that is found at the back of your student's application packet

SURF Student Stipend Agreement

I, _____, understand that a portion of Student Undergraduate
      (print name)
Research Fellowship (SURF) funding comes in the form of a student stipend. This stipend is

either $1,250 (spring only funding) or $2,500 (spring/summer; spring/summer/fall; spring/fall

funding), and it is paid directly to me, the student. The student stipend is meant to supplement

my income during the research period, and I am not required to spend any portion of it to

support my SURF-funded project.

If I am using my student stipend solely as a living stipend, I will indicate that I am spending zero

dollars below. If I have agreed with my mentor to use a portion of my student stipend to

support my research project, the arranged costs will be listed below:

Amount to be spent	Description of expenditure

Both my faculty mentor and I have agreed upon the use of my student stipend, as is indicated

below.

_____	_____
(typed student name)	(typed faculty mentor name)
_____	_____
(student signature)	(faculty mentor signature)
_____	_____
(date)	(date)

This form must be submitted with my SURF application.

- The Student Stipend portion of funding is intended to supplement the student researcher's income during the research period
  - It is paid directly to the student to use however s/he sees fit

- Some mentors implement cost-sharing in their research
  - While this is not the standard use for the SURF stipend, a portion or all of the stipend can be used for cost-sharing *given that* both the student researcher and mentor agree to this use at the time of application

- Any planned cost-sharing must be documented on this form and signed by both mentor and student researcher
  - Any cost-sharing not documented on this form may not be honored

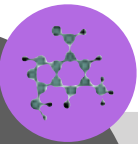The **2-page** Mentor CV should include the following information:

- Name, department, and institution
- A brief statement of research/scholarly interests
- A list of recent publications
- A list of undergraduate advisees and undergraduate projects directed (limited to the last 5 years)
- Other relevant information, as space allows

- Your student will receive a SURF mentor form in her/his application materials - Do not complete this form for your student to submit! It is intended as a guide for your own CV.

- If you are a newer faculty member who is just beginning to work with undergraduates, this is okay! List all relevant information on your CV, and detail in your mentor letter of support that while you are new to mentoring undergraduates, you are eager to begin.

RESEARCH COMPLIANCE

- If the research project requires research compliance (IRB approval, etc.), the student needs to explicitly state this in the research proposal

- Students can indicate that they are seeking research compliance in their pre-timeline as well

- Approval does not have to be secured at the time of application in mid-October

- Approval *must* be secured in order for any funds to be released in January

- Ensure that all procedures are followed and that the student's name is on all research compliance

- This is the core of the SURF application

- The works cited section does not count against the 5-page limit

- The 1-page research summary is separate from the 5-page proposal

- Discussion of background should account for no more than 25% of the total proposal

- Your student should write to a generalist in her or his field, particularly in the introduction; more technical language is acceptable when describing methods

- The timeline should have a bolded header, and should outline clear, incremental goals to be completed during the project's funding period

RESEARCH PROPOSAL (ITEM 8)

Common errors:

- Not utilizing at least 5 peer-reviewed, outside sources in the proposal

- Not creating a clear timeline for the project that is easy for the reviewer to follow

- Writing in passive voice or third-person
  - Since SURF funding is awarded directly to the student (as opposed to the project), ADHE likes to see students write the research proposal in first-person

- Lack of proofreading

- Brief or generic mentor letter

MENTOR LETTER OF SUPPORT (ITEM 11)

- Letter must be printed on official letterhead and signed
  - Must be handed in (by student) at SURF collection in sealed envelope with signature across the seal - we *cannot* accept opened letters of recommendation

- Mentor letters are ideally at least a page and a half in length
  - Detail your knowledge of the student - the more specific, the better
  - Detail your capacity to support the student in the project, including previous mentoring experience, lab equipment, etc.

- We recommend against the use of templates
  - If you choose to utilize templates, please proofread very carefully

- Be aware of potential biased language

- Consider asking students for an annotated résumé

MENTOR LETTER OF SUPPORT (ITEM 11)

- Categorizing a student in terms of percentage can be helpful (ex: "She is in the top 5% of students I have advised")
  - Ranking student in a class is not helpful (unless the student is #1)

- Information about your lab or personal research should come later in the letter
  - The first paragraph should be about the student

- Graduate students can co-sign letters, or they can be quoted in the mentor letter; however, they cannot write the letter

- If you would prefer to email a copy of your letter, please send from your UARK address to smccray@uark.edu; our office will print the letters and attach them to your student's application

- Sample letters have been archived online in early volumes of *Inquiry* - https://scholarworks.uark.edu/inquiry/

MENTOR FUNDS

- SURF mentors receive up to $750 in mentor funds as part of the student's SURF award

- Mentors typically use these funds for travel costs or research-related expenses

- All award disbursement is handled by the Office of Research and Sponsored Programs
  - SURF contact - Kathy Scheibel, Asst. Director - scheibel@uark.edu

- Any item purchased with mentor funds is property of the university

- Requesting less than the allotted $750 **will not** increase chances of funding

ALLOWABLE COSTS

- The following are allowable mentor costs:
    - Educational books
    - Scientific supplies
    - Copying expenses
    - Survey mailings and postage
    - Translation services
    - Analytical charges/services
    - Publication costs
    - Human subjects tokens/incentives
    - Animal per diem charges
    - Summer salary & fringe benefits for **9-month faculty only <u>and</u> only if the SURF project period is during the summer months***
    - Project-related software (not Microsoft Office)
    - Conference travel

*Summer SURF funding requires that the student is enrolled **full-time** (6 hours) for one summer session, in addition to their research requirements. As a result, summer funding is not typically requested.

GENERAL TIPS

- Encourage your applicants to start early!

- Our advisors are happy to meet with your applicants to discuss their materials
  - We can help with grammar and making sure that your student is following guidelines, but *you* are the experts in your student's subject

- Begin writing letters of recommendation early

Faculty Questions

Student Questions

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