



UNIVERSITY OF  
ARKANSAS



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**<https://forms.office.com/r/sGCpJkiyWu>**

# STUDENT UNDERGRADUATE RESEARCH FELLOWSHIP

*Fall 2021* | Office of Nationally Competitive Awards



UNIVERSITY OF  
ARKANSAS



# STUDENT UNDERGRADUATE RESEARCH FELLOWSHIP

*Fall 2021* | Office of Nationally Competitive Awards

# Campus Deadlines



There are two options for submitting your application

## Option #1

### **Early Submission**

Beginning October 4th

Contact the Office  
of Nationally Competitive  
Awards

479-575-2716  
[awards@uark.edu](mailto:awards@uark.edu)

## Option #2

### **Deadline Submission**

October 14th and 15th

Your application will be  
reviewed by a faculty or staff  
member over Microsoft Teams.

You will sign up for a review  
appointment through  
UASuccess (watch for an email  
from our office for detailed  
instructions).

# STUDENT UNDERGRADUATE RESEARCH FELLOWSHIP

ELIGIBILITY  
GUIDELINES

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

To be eligible to apply for SURF:

3.25 GPA or higher

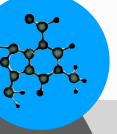
30 or more hours of college credit, when funding starts

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!)

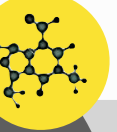
- For the 2021-2022 competition cycle, each research mentor is allowed to have a maximum of 4 SURF applicants
- Eligible honors students who cannot submit a SURF application can still submit an Honors College Research Grant application
- Eligible non-honors students who cannot submit a SURF application can still submit an Undergraduate Research Grant application



# IMPORTANT NOTE REGARDING FUNDING!!!

- For the 2021-2022 competition cycle, the Honors College (for honors applicants) and the Office of Undergraduate Research (for non-honors students) are increasing institutional matches (bringing the stipend total to \$2,000 per semester) and mentor funding (bringing the total mentor funding to \$1,500)
- **However**, to keep your application within state guidelines for SURF, please model your budget totals on the cover page, budget justification, and budget form after the example figures that we provide for you in this presentation and in the sample documents you receive when registering
- The extra match from the Honors College or the Office of Undergraduate Research will come after you are awarded funds





Honors College Research Grants provide research support for Honors College students in any major.

To be eligible to apply:

Be an active Honors College student in good standing (including GPA)

Have completed at least 6 honors hours at the U of A prior to application

Be enrolled as a regular full-time student during the grant period (exception for seniors in final semester)

# HONORS COLLEGE RESEARCH GRANTS



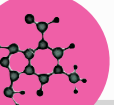
FALL PROCESS  
FOR HC  
RESEARCH  
GRANTS

- Students - including International Students - must submit a SURF proposal by the deadline (October 15th)
- If you are not funded by the SURF program, your proposal is automatically considered for an Honors College Research Grant
- Honors College awards will be announced shortly after SURF awards

## **Remember!**

To be eligible for Honors College grants, letters of recommendation must come from faculty (ex: professor, associate or assistant professor, instructor, lecturer)





## ONLINE SUBMISSION

- 2021-2022 SURF applications will be submitted electronically through the online platform Infoready
- All parts of the application will be submitted digitally, including letters of recommendation
  - Your letter writers will receive instructions from Infoready after you enter their information, and they will submit their letters through the site
- We **strongly** encourage you to have your application reviewed early this year
  - Jonathan Langley and Emily Wright are available on UASuccess, so find an open time that works with your schedule



### Student Undergraduate Research Fellowship (SURF) - Fall 2021

#### Dates

**Internal Submission Deadline:** Friday, October 15, 2021

[ADD TO CALENDAR](#)

 PDF

#### Details

**Administrator(s):** Office of Nationally Competitive Awards (Owner)  
Chelsea Hodge

**Category:** Office of Nationally Competitive Awards

**Award Cycle:** 2021 CY

**Number of Applications Allowed Per Applicant:** 1

**Reference Letters Required per Applicant:** 3

#### Description

The Student Undergraduate Research Fellowship (SURF) program is designed to allow sophomores, juniors, and seniors the opportunity to conduct in-depth research projects in their specific fields of study. Each student must have a faculty mentor, along with a well-developed proposal.

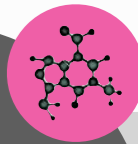
All types of undergraduate research are eligible for support, and all academic disciplines are encouraged to apply. Funds are provided for students to travel to conferences and present their accomplishments.

Applicants must apply for one of four funding periods: 1) spring only; 2) spring and fall; 3) spring and summer; or 4) spring, summer, and fall. The two most common funding periods are spring only and spring and fall. If you are a graduating senior, then you should apply for spring only funding. Most other students apply for spring and fall funding. Please note that if you apply for summer funding, then you must be enrolled full-time (6 hours) in at least one summer session to receive your funds.

Funding will not begin until January and may be up to \$3,250 for the student, plus \$750 for the mentor, with

#### Application Tools

Apply



## Login for University of Arkansas Users

Use your University of Arkansas user name and password to log into InfoReady Review.

[University of Arkansas Login](#)

## Login for Other Users

If you have an account, but aren't part of University of Arkansas, enter your email address and password below to log in.

**Email Address:**

**Password:**

[Forgot your password?](#)

## Application Tools

[Apply](#)



### Application: Student Undergraduate Research Fellowship (SURF)

Complete and submit the application below. The Personal Details section will be populated with information from your user profile where possible. Your entries are automatically saved while working within this site. Should you need to navigate away from the site or close your browser before completing the application, please click 'Save as Draft' below. You will be able to find and resume your application by clicking 'Applications' in the top navigation.

#### Personal Details

\* indicates required

\*Applicant First Name:

\*Applicant Last Name:

\*Are you an international student?:

\*Are you an honors student?:

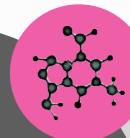
If yes, how many honors credit hours have you completed prior to this semester?:

\*Student ID Number:

Details

My Application



Upload Files **\*SURF Cover Page****\* indicates required**

Upload the completed SURF Cover Page. This was emailed to you as part of the SURF Submission Packet that you received when you registered to submit a SURF application at [awards.uark.edu](http://awards.uark.edu).

Please refer to the sample application materials you received upon registering. Make sure that your totals for each category match the sample for your funding period.

Please use the file that corresponds to your funding period. The stipend amounts have been pre-filled and should not be changed.

The file is set up to allow an Adobe Digital Signature from your research mentor. You do not need to procure the "Authorizing Institutional Official" signature; this step will be completed for you after submission. Please upload your cover page as a pdf.

**\*File Input:**  No file selected.

**\*SURF Student Stipend Agreement**

Upload the completed SURF Student Stipend Agreement. This was emailed to you as part of the SURF Submission Packet that you received when you registered to submit a SURF application at [awards.uark.edu](http://awards.uark.edu).

The file is set up to allow an Adobe Digital Signature from you and your research mentor. Please upload your stipend agreement as a pdf.

**\*File Input:**  No file selected.

**\*Mentor CV**

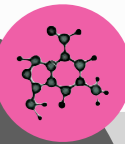
Upload your mentor's CV. Remember, the CV cannot be more than two pages.

Please upload your mentor's CV as a pdf.

**\*File Input:**  No file selected.

**\*Student Resume**

Upload your resume. Remember, the resume cannot be more than two pages.



### Reference Letters

You are required to have 3 Reference Letters for this competition. One letter must be written by your research mentor, and the other two letters should be written by UA faculty who can support your research. These should be *academic* letters from professors or instructors who have had you in class. A professional letter or letter of character is not beneficial to your SURF application. You will not be able to view letters once they are submitted. Upon submitting your application or clicking "Send Letter Request" on a saved draft application, your letter writers will receive an email containing a unique link to a web page where letters may be uploaded.

**DO NOT change the email and instructions for letter writers that appears below.**

**\*Letter Writer Email Address 1:** *Request sent.*

**\*Letter Writer Email Address 2:** *Request sent.*

**\*Letter Writer Email Address 3:** *This letter was submitted.*

**\* Email Body:**

This message will be sent to all letter writer(s) identified above.

✂️ 📄 📧 📧 📧 ⏪ ⏩ ABC 🔗 🗣️ 🚩 🖼️ 📊 📄 Ω 🔄 📁 Source

**B** *I* U ~~S~~  $x_2$   $x^2$   $I_x$  ☰ ☱ ☲ ☳ ☴ ☵ ☶ ☷ ” ☰ ☱ ☲ ☳ ☴ ☵ ☶ ☷ Styles Format

A ▾ A ▾

You have been asked to write a reference letter for Jonathan Langley to the Student Undergraduate Research Fellowship (SURF) - Fall 2021 Competition. The deadline for your submitted reference letter is Friday, October 15, 2021 at 11:59 pm.



## Mahlon Martin Fellowship

Eligible African American students are encouraged to apply for the SURF program and the Mahlon Martin Fellowship, which provides additional research funds and an expanded travel budget. Applying is optional and will not exclude the application from being considered for SURF funding

# REGISTER TO APPLY FOR SURF



SURF  
REGISTRATION

To get started, follow these steps:

Go to [awards.uark.edu/surf](https://awards.uark.edu/surf)

Fill out the registration form

Download the application toolkit

**To register, you need to know:**

Project title

Project timeline

IRB information (if applicable)

Mentor's contact information

# SURF COVER PAGE

SURF  
APPLICATION

## 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

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)	

*Signatures 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 government, nonprofit agencies, private corporations, individual citizens, etc., are sources that can be accessed for the match requirement.*

\_\_\_\_\_  
Mentor Signature

\_\_\_\_\_  
Authorizing Institutional Official

\_\_\_\_\_  
Dept

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

## Remember!

Provide 1 official transcript from the Registrar's Office. You can order an electronic transcript through the Registrar.

Print or screenshot a list of your current semester courses from UAConnect.

# SURF STUDENT STIPEND AGREEMENT

SURF  
STIPEND  
AGREEMENT

## SURF Student Stipend Agreement

I, \_\_\_\_\_, understand that a portion of Student Undergraduate 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)  
\_\_\_\_\_  
(student signature)  
\_\_\_\_\_  
(date)

\_\_\_\_\_  
(typed faculty mentor name)  
\_\_\_\_\_  
(faculty mentor signature)  
\_\_\_\_\_  
(date)

This form must be submitted with my SURF application.

## Remember!

All students must submit this form as part of their application.

If the student stipend will be used solely as a living stipend, please enter "\$0" and "No expenditures"

Your 2-page academic résumé is a vital part of the SURF application. It should include the following information:

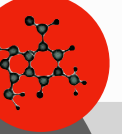
Education: GPA, degree plan, number of hours completed, class standing (sophomore, junior senior), graduation date

Research Experience: lab experience, presentations, posters, publications of any kind, projects underway

Honors & Awards: scholarships, previous SURF funding, other honors

Relevant Experience: leadership experience, volunteerism, community service

Additional Relevant Information: work experience, significant hobbies



# WRITING THE RESEARCH PROPOSAL (ITEM 8)

- Do your homework. It is important to show you know something about your field & project. (Don't forget to cite that homework.)
- Address the feasibility of the project (i.e., is the project reasonable for you to pursue with the available facilities?)
- Answer the question: Is the proposed research/scholarly activity of value to your field of study? How? and Why?
- Answer the question: Is the project of sufficient difficulty to challenge you?
- Answer the question: Will the project teach you skills that are transferable to other research endeavors/scholarly activities?
- Address other criteria you deem appropriate

## Remember!

You must cite every source you reference in your proposal (including data, figures, and language)! Not appropriately citing your sources will doom your proposal.

Use the style guidelines preferred by your discipline.

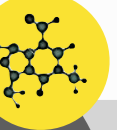


# WRITING THE RESEARCH PROPOSAL (ITEM 8)

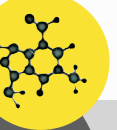
A dark gray circular logo with the text "SURF APPLICATION" in white. A small red circle with a white molecular structure icon is positioned at the top right of the gray circle.

SURF  
APPLICATION

- Your 5-page research proposal is separate from your 1-page research summary
- Your works cited section does not count against the 5-page limit for the research proposal
- Discussion of background should account for no more than 25% of the project description
- When introducing your topic, assume you are writing to a generalist in your field
- Write in the first person (ex: “I will perform” instead of “The student researcher will perform”)
- The timeline should be indicated with a bolded header, and should outline clear, incremental goals for the project’s funding period

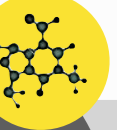


- What is one thing successful proposals have in common?
- Successful applicants typically cite at least five peer-reviewed, outside sources in their research proposals
- How can you ensure you have high-quality, credible sources?

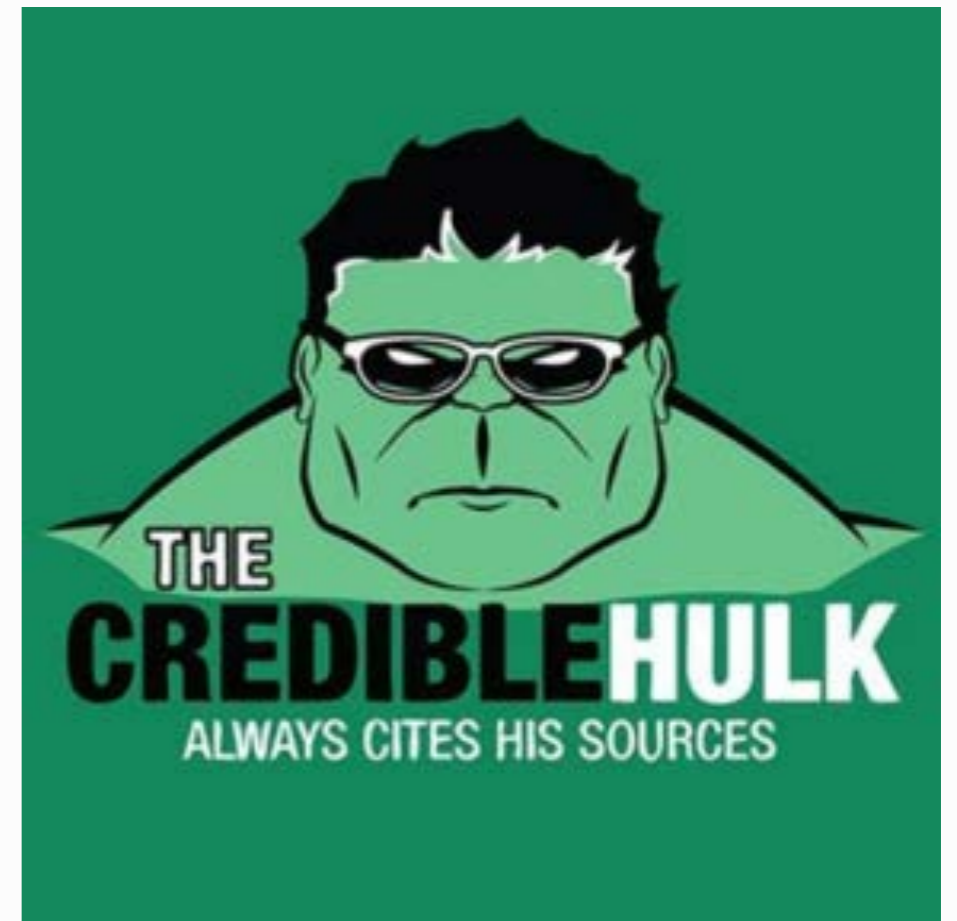


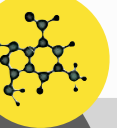
## Where do you start?

- Start by building a relationship with both your faculty mentor and librarian; they are your research team.
  - Schedule a consultation with a research librarian early in the process.
- Discuss - meet with your faculty mentor
  - Refine - meet with your librarian
  - Research - in-depth consultation with a librarian



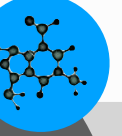
- Working with a research librarian can include:
  - One-on-one research assistance
  - Small group workshops
- Start-to-finish research support
  - Help meet deadlines your mentor establishes





- Jay McAllister, Interim SURF and Honors Outreach Librarian
- Virtual office hours through Teams:
  - Wednesdays 10-12
  - Thursdays 2-4
- <https://uark.libcal.com/appointments/jaymcallister>





Your SURF application will be evaluated by a state-appointed faculty committee.

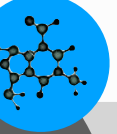
Your part of the application constitutes the bulk of the review

Student performance

Proposed research project

Appropriate course selection





# THE MENTOR CV (ITEM 3)

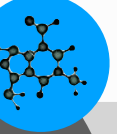
The Mentor CV should include the following information:

- Name, department, institution
- A brief statement of research/scholarly interests
- A list of recent publications
- A list of undergraduate advisees and undergraduate projects directed (limit to the last 5 years)
- Other relevant information (as space allows)
- Use the SURF Mentor Form as a template for the mentor CV - DO NOT submit the SURF Mentor Form page of your application

## Remember!

Your mentor's CV is limited to *2 pages!*

If it is longer than 2 pages, SURF reviewers will discard everything after the 2nd page.



# THE MENTOR LETTER OF SUPPORT (ITEM 11)

- Address all letters to the SURF Selection Committee
- Address student's academic (especially research) abilities and performances
- Outline significance of the student's project
- Indicate student's ability to complete the project
- Comment on student's ability to meet the schedule and to live up to commitments
- Outline the mentor's advisory role, explaining what the mentor has to bring to the project
- Must be on official letterhead and signed
- Letters will be submitted through Infoready

# ADDITIONAL LETTERS OF SUPPORT (ITEM 12)



SURF  
APPLICATION

- The additional letters of support should come from academic faculty who have taught you or supervised your research. Professional letters or letters of character are not helpful to the SURF application. Letters should not be written by graduate assistants.
- Address all letters to the SURF Selection Committee
- Address student's academic (especially research) abilities and performances
- Relay, whenever possible, specific examples of the student's merit and potential
- Must be on official letterhead and signed
- Letters will be submitted through Infoready

# SURF FUNDING AMOUNT - SPRING ONLY



SURF  
BUDGET

The total SURF award is a combination of funding from the state of Arkansas and the U of A.

If you have questions about the budget, contact Kathy Scheibel at [scheibel@uark.edu](mailto:scheibel@uark.edu)

## Project budget totals

\$1,250 TOTAL Stipend:

\$625 from SURF

\$625 from institution

\$750 Student Travel

\$750 Faculty Funding

\$2,750 (max) SURF award

# SURF FUNDING AMOUNT -

Spring/Fall; Spring/Summer;  
Spring/Summer/Fall

A circular logo with a dark grey background and a red border. Inside the circle, the words "SURF" and "BUDGET" are written in white, stacked vertically. In the top right corner of the circle, there is a small red circle containing a white molecular structure icon.

SURF  
BUDGET

The total SURF award is a combination of funding from the state of Arkansas and the U of A.

If you have questions about the budget, contact Kathy Scheibel at [scheibel@uark.edu](mailto:scheibel@uark.edu)

## Project budget totals

\$2,500 TOTAL Stipend:

\$1,250 from SURF

\$1,250 from institution

\$750 Student Travel

\$750 Faculty Funding

\$4,000 (max) SURF award

# BUDGET FORMS (ITEMS 9 AND 10)

## SURF BUDGET

The SURF budget justification form allows you to list project expenses. Keep in mind:

- Make sure that your budget sheet matches your funding period
- Do not alter the student stipend amount
- Enter a basic description of how you plan to use travel funds (ex: Travel to Biophysical Conference in Denver, CO, on 9/4/2022)
- Mentor costs must be itemized

### SURF BUDGET JUSTIFICATION FORM

Student and mentor have determined that the following expenditures are needed to adequately fund the project:

#### Mentor Costs:

Enter amount  
in box below

Summer Salaries and Fringe Benefits (9 Month Faculty Only):		
Salary - enter amount		
Applicable Fringe - (insert institutional fringe rate)	RATE: <input type="text"/>	\$ -
Total Salary and Fringe		\$ -

Materials and Supplies:		
Item 1 describe:	<input type="text"/>	
Item 2 describe:	<input type="text"/>	
Item 3 describe:	<input type="text"/>	
Total Materials and Supplies (books, paper, etc.)		\$ -

Travel Costs:		
Item 1 describe:	<input type="text"/>	
Item 2 describe:	<input type="text"/>	
Item 3 describe:	<input type="text"/>	
Total Travel Costs		\$ -

Other Expenses:		
Item 1 describe:	<input type="text"/>	
Item 2 describe:	<input type="text"/>	
Item 3 describe:	<input type="text"/>	
Total Other Expenses (Printing, copying, etc.)		\$ -

**Total Mentor Costs Cannot Exceed** \$750

#### Student Costs:

Stipend:

Student Travel Costs (cannot exceed \$ 750):	
Item 1 describe:	<input type="text"/>
Item 2 describe:	<input type="text"/>

Total Student Travel Costs

**Total Student Costs**

**Total Project Costs Before Other Funding**

Other funding describe:

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# BUDGET FORMS (ITEMS 9 AND 10)

## SURF BUDGET

The SURF budget form shows project totals. Keep in mind:

- Select the budget sheet that matches your project's timeline (ex: Spring Only; Spring/Fall; etc.)
- Make sure the dates for “period of support” match your project timeline
- Enter these numbers in the appropriate section on the SURF cover page

SURF BUDGET FORM

Applying for Spring                       Applying for Spring and Fall  
 Applying for Spring and Summer                       Applying for Spring, Summer and Fall

		SURF Funding	Institutional and Other Funding	Total Funding
SURF Share of Student's Costs		_____		
Institution's Share of Student's Costs			_____	
Mentor's Costs from SURF	cannot exceed \$ 750.00	_____		
Student Travel Costs from SURF	cannot exceed \$ 750.00	_____		
Total SURF Grant Applied for by Student & Mentor		<u>0</u>		
Funding from other sources			_____	
Total Other Funding			<u>0</u>	
Total Project Costs				<u>0</u>
Period of Support:	1/1/2022 through 5/1/2022 MM/DD/YYYY MM/DD/YYYY			
(Please note if student will graduate before the project ends).				
Period of Support should be one of following timelines: Spring Only: January 1, 2022 through May 1, 2022 Spring and summer: January 1, 2022 through August 1, 2022 Spring and fall: January 1, 2022 through December 1, 2022				
NOTE: The student's funds are non-taxable under the Internal Revenue Service's Regulations on the scholarships and fellowships.				



# MAKE AN APPOINTMENT WITH ONCA

A dark gray circular logo with the text "SURF APPLICATION" in white. A small blue circle with a white molecular structure icon is positioned at the top right of the gray circle.

SURF  
APPLICATION

All students applying for SURF should plan to make an appointment with an advisor from the Office of Nationally Competitive Awards for application review.

Jonathan Langley and Emily Wright have appointments available through UASuccess.

Additionally, you have the option to turn your application in early.

Make an appointment by emailing [awards@uark.edu](mailto:awards@uark.edu) or calling 479-575-2716.

# ADVICE & APPLICATION REVIEW

Faculty  
Questions



*Suzanne McCray*  
Director

[smccray@uark.edu](mailto:smccray@uark.edu)

Student  
Questions



*Jonathan Langley*  
Associate Director

[jtlangl@uark.edu](mailto:jtlangl@uark.edu)



*Emily Wright*  
Associate Director

[evoight@uark.edu](mailto:evoight@uark.edu)



UNIVERSITY OF  
ARKANSAS



**Don't forget to sign in!**

<https://forms.office.com/r/sGCpJkiyWu>

# STUDENT UNDERGRADUATE RESEARCH FELLOWSHIP

*Fall 2021* | Office of Nationally Competitive Awards