STATE UNDERGRADUATE RESEARCH FELLOWSHIP
There are two options for submitting your application.

Option #1

Early Submission

Beginning October 6th

Contact the Office of Nationally Competitive Awards

479-575-2716
awards@uark.edu

Option #2

Deadline Submission

October 19th
12:00 pm to 4:30 pm

October 20th
8:00 am to 4:30 pm
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
- U.S. Citizen, resident alien or national
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
HONORS COLLEGE RESEARCH GRANTS

- Students – including International Students – must submit a SURF proposal by the deadline (October 20th)
- If you are not funded by the SURF program, your proposal is automatically considered for an Honors College Research Grant
- Awards will be announced in February

Remember:

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

To get started, follow these steps:

Go to awards.uark.edu/register.php

Fill out the registration form

Download the application toolkit from your confirmation email

To register, you need to know:

- Project title
- Project timeline
- IRB information (if applicable)
- Mentor’s Contact Information
Provide 1 official transcript (+ 1 photocopy) from the Registrar’s Office.

Print out a list of your current semester courses from UAConnect.
Your 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)

**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 7)

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 specific discipline.
• 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 research proposal

• When introducing your topic, assume you are writing to a generalist in your field

• The timeline should be bolded 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 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 librarian
• Working with a research service librarian can be:
  • One-on-one research assistance
  • Small group workshops

• Start-to-finish research support
  • Help meet deadlines your mentor establishes
• For more information, contact:
  
  • Sarah Spiegel, Research and Honors Outreach Librarian
  
  • sspiegel@uark.edu
Your SURF application will be evaluated by a state-appointed faculty committee. Your part of the application constitutes 50% of the review.

- Student performance
- Proposed research project
- Appropriate course selection
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)

Remember:

Your mentor’s CV is limited to 2 pages only.
If it is longer than 2 pages, SURF reviewers will discard everything after the 2nd page.
THE MENTOR LETTER OF SUPPORT (ITEM 10)

• 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

• Preferred on official letterhead and signed, delivered in a envelope signed across the seal
**ADDITIONAL LETTERS OF SUPPORT (ITEM 11)**

- 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
- Preferred on official letterhead and signed, delivered in a envelope signed across the seal
Your SURF application will be evaluated by a state-appointed faculty committee. Faculty support constitutes 50% of the evaluation.

**SURF Evaluation Criteria**

- Strength of faculty mentor’s letter
- Mentor’s advising experience
- Appropriateness of mentor’s research experience
- Mentor’s research productivity
- Strength of additional letters of support
<table>
<thead>
<tr>
<th>SURF EVALUATION FORM</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Student’s performance and accomplishments (GPA, activities, community service, etc.)</td>
<td>10</td>
</tr>
<tr>
<td>Appropriateness of courses completed for proposed research.</td>
<td>10</td>
</tr>
<tr>
<td>Mentor’s letter of support</td>
<td>10</td>
</tr>
<tr>
<td>Two letters of reference</td>
<td>10</td>
</tr>
<tr>
<td>Does mentor have prior experience supervising student research? New faculty should receive special consideration, as well as those recently beginning involvement in research.</td>
<td>10</td>
</tr>
<tr>
<td>Appropriateness of proposed mentor’s previous experience for the proposed project.</td>
<td>10</td>
</tr>
<tr>
<td>Research/scholarly activity/productivity of the mentor</td>
<td>10</td>
</tr>
<tr>
<td>The proposed research project. *</td>
<td>30</td>
</tr>
<tr>
<td><strong>Total Points Awarded</strong></td>
<td><strong>100</strong></td>
</tr>
</tbody>
</table>
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: scheibel@uark.edu

<table>
<thead>
<tr>
<th>Project Budget Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td>$625 (max) for Spring Only funds</td>
</tr>
<tr>
<td>$1,250 (max) for other time</td>
</tr>
<tr>
<td>$1,250 Student Stipend (match)</td>
</tr>
<tr>
<td>$750 Student Travel</td>
</tr>
<tr>
<td>$750 Faculty Funding</td>
</tr>
<tr>
<td>$4,000 (max) SURF award</td>
</tr>
</tbody>
</table>
The SURF budget justification form allows you to list project expenses. Keep in mind:

- Select the budget sheet that matches your project’s timeline (Spring Only; Spring and Summer Only, etc.)
- 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 9/4/2017)
- Mentor costs must be itemized

<table>
<thead>
<tr>
<th>Item 1 describe:</th>
<th>Item 2 describe:</th>
<th>Item 3 describe:</th>
<th>Total Materials and Supplies (books, paper, etc.) $</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>$ -</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Item 1 describe:</th>
<th>Item 2 describe:</th>
<th>Item 3 describe:</th>
<th>Total Travel Costs $</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>$ -</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Item 1 describe:</th>
<th>Item 2 describe:</th>
<th>Item 3 describe:</th>
<th>Total Other Expenses (Printing, copying, etc.) $</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>$ -</td>
</tr>
</tbody>
</table>

Total Mentor Costs Cannot Exceed $750 $ -

<table>
<thead>
<tr>
<th>Stipend:</th>
<th>$ 2,500.00</th>
</tr>
</thead>
</table>

Total Student Travel Costs $ -

Total Student Costs $ 2,500.00

Total Project Costs Before Other Funding $ 2,500.00

Other funding describe: $ -
The SURF budget form shows project totals. Keep in mind:

- Select the budget sheet that matches your project’s timeline (Spring Only; Spring and Summer Only, etc.)

- Make sure the dates for “period of support” match your project timeline

- Enter these numbers in the appropriate slot on #10 of the SURF cover page

<table>
<thead>
<tr>
<th>SURF BUDGET FORM</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Applying for Spring only  □ Applying for Spring and Fall</td>
</tr>
<tr>
<td>■ Applying for Spring and Summer  □ Applying for Spring, Summer and Fall</td>
</tr>
<tr>
<td>SURF Funding</td>
</tr>
<tr>
<td>SURF Share of Student’s Costs (&quot;Student Stipend&quot; on Cover Page)</td>
</tr>
<tr>
<td>Institution's Share of Student's Costs (&quot;Institutional Match&quot; on Cover Page)</td>
</tr>
<tr>
<td>Mentor's Costs from SURF</td>
</tr>
<tr>
<td>Student Travel Costs from SURF</td>
</tr>
<tr>
<td>Total SURF Grant Applied for by Student &amp; Mentor</td>
</tr>
<tr>
<td>Funding from other sources</td>
</tr>
<tr>
<td>Total Other Funding</td>
</tr>
<tr>
<td>Total Project Costs</td>
</tr>
<tr>
<td>Period of Support 1/1/17 through 8/15/17 MM/DD/YYYY MM/DD/YYYY</td>
</tr>
</tbody>
</table>

(Please note if student will graduate before the project ends).

NOTE: The students' funds are non-taxable under the Internal Revenue Service's Regulations on the scholarships and fellowships.
All students applying for SURF should plan to make an appointment with an advisor in the Office of Nationally Competitive Awards for application review.

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

Make an appointment by emailing awards@uark.edu or calling 479-575-2716.
Faculty Questions

Suzanne McCray
Director of Nationally Competitive Awards
smccray@uark.edu

Student Questions

Jonathan Langley
Assistant Director
jtlangl@uark.edu

Jason Blankenship
Director of Retention and Student Advising
jblanke@uark.edu