



UNIVERSITY OF
ARKANSAS



STUDENT UNDERGRADUATE RESEARCH FELLOWSHIP

Fall 2017 | Office of Nationally Competitive Awards



Campus Deadlines



There are two options for submitting your application

Option #1

Early Submission

Beginning October 3rd

Contact the
Office of Nationally Competitive
Awards

479-575-2716
awards@uark.edu

Option #2

Deadline Submission

October 18th

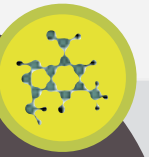
12:30 pm to 4:30 pm

October 19th

8:30 am to 4:30 pm



STATE 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

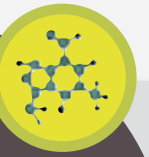
30 or more hours of college credit,
when funding starts

Support from a Faculty Mentor

U.S. Citizen, resident alien, or national



STATE UNDERGRADUATE RESEARCH FELLOWSHIP

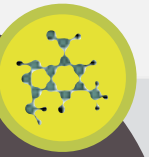


ELIGIBILITY GUIDELINES

- For the 2017-18 competition cycle, each research mentor is allowed to have a maximum of 4 SURF applicants
- Beginning in the 2018-19 competition, each research mentor will be allowed to have a maximum of 2 SURF applicants
- Eligible honors students who cannot submit a SURF application can still submit an Honors College Research Grant application



HONORS COLLEGE RESEARCH GRANTS



ELIGIBILITY GUIDELINES

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

[honorscollege.uark.edu>current students>research grants](https://honorscollege.uark.edu/current-students/research-grants)



HONORS COLLEGE RESEARCH GRANTS

FALL
PROCESS FOR
HONORS
RESEARCH
GRANTS

- Students – including International Students – must submit a SURF proposal by the deadline (October 19th)
- 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)

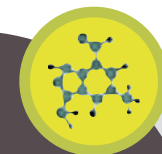


Mahlon Martin Fellowship

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/register.php

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 COVER PAGE

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

1. Name of Student _____

2. Eligibility of Student _____ U.S. Citizen _____ Permanent Resident Alien

3. Name of Faculty Mentor _____

4. Name of Applicant's Institution _____

5. Permanent Mailing Address and Telephone Number for:
Student _____ Mentor _____

() _____ () _____

6. Email address _____ Email address _____

7. Title of Project _____

8. Academic Department _____

9. Degree Sought _____

10. 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)	

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.

11. _____
Mentor Signature _____ Authorizing Institutional Official _____

Dept _____ Title _____

Date _____ Date _____

Remember!

Provide 1 official transcript from the Registrar's Office.

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

ACADEMIC RÉSUMÉ (ITEM 3)



SURF
APPLICATION

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)

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)



SURF
APPLICATION

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.



WRITING THE RESEARCH PROPOSAL (ITEM 7)



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
- 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?



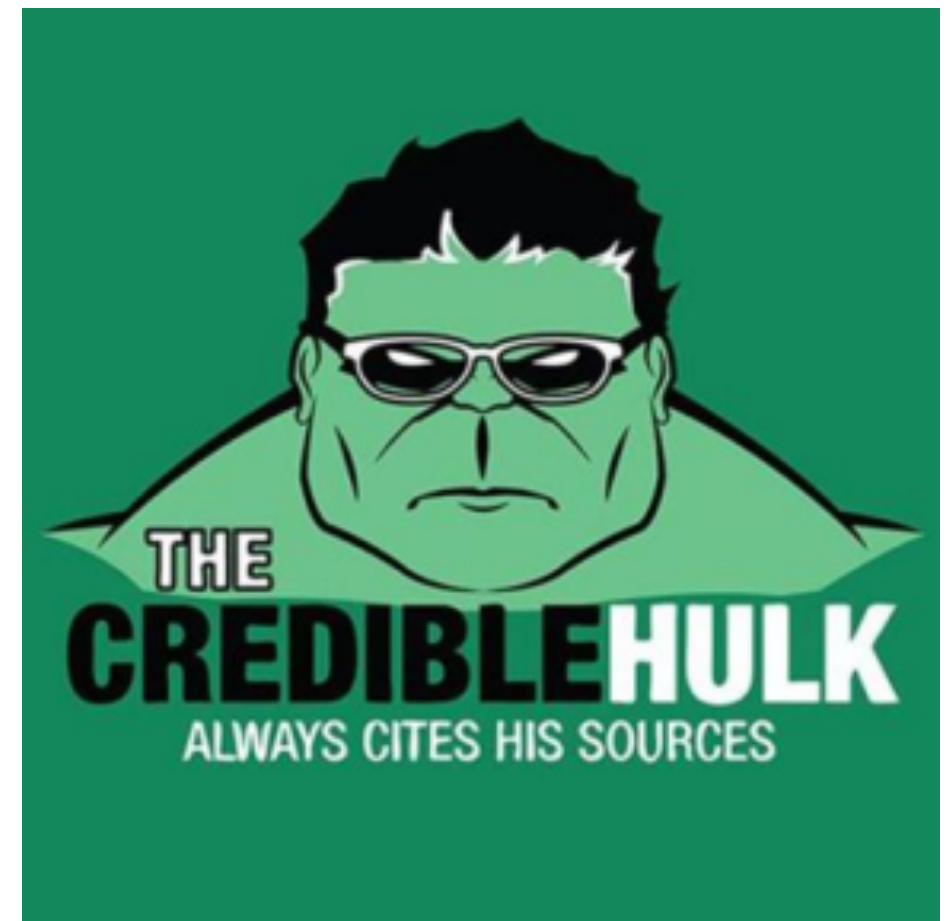


Where do you start?

- 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



SURF GRANTS & THE UNIVERSITY LIBRARIES



SURF
APPLICATION

- For more information,
contact:
- Sarah Spiegel, Research
and Honors Outreach
Librarian
- sspiegel@uark.edu





Librarian Office Hours

Mullins Library
Main floor consultation space

Thursday, Sept. 7 - 1-3pm

Thursday, Sept. 14 - 12-2pm

Thursday, Sept. 21- 1-3pm

Thursday, Sept. 28 - 12-2pm

130 Gearhart Hall

Tuesday, Sept. 19th - 1-3pm

Wed., Sept. 20th - 12-2pm

Tuesday, Sept. 26th - 1-3pm

Wed., Sept. 27th - 12-2pm



SURF EVALUATION CRITERIA



SURF
APPLICATION

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 2)



SURF
APPLICATION

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)



SURF
APPLICATION

- 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 an envelope signed across the seal



ADDITIONAL LETTERS OF SUPPORT (ITEM 11)



SURF
APPLICATION

- 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



SURF FUNDING AMOUNTS



SURF
APPLICATION

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

Project Budget Totals

\$625 (max) for Spring Only funds

\$1,250 (max) for other time

\$1,250 Student Stipend (match)

\$750 Student Travel

\$750 Faculty Funding

\$4,000 (max) SURF award

BUDGET FORMS (ITEMS 8 AND 9)



SURF APPLICATION

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 9/4/2018)
- 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:

Enter amount
in box below

Mentor Costs:

Summer Salaries and Fringe Benefits (9 Month Faculty Only):

Salary - enter amount		
Applicable Fringe - (insert institutional fringe rate)	RATE:	\$ -
Total Salary and Fringe		\$ -

Materials and Supplies:

Item 1 describe:		
Item 2 describe:		
Item 3 describe:		
Total Materials and Supplies (books, paper, etc.)		\$ -

Travel Costs:

Item 1 describe:		
Item 2 describe:		
Item 3 describe:		
Total Travel Costs		\$ -

Other Expenses:

Item 1 describe:		
Item 2 describe:		
Item 3 describe:		
Total Other Expenses (Printing, copying, etc.)		\$ -

Total Mentor Costs Cannot Exceed \$750 \$ -

Student Costs:

Stipend: \$ 2,500.00

Student Travel Costs (cannot exceed \$ 750):

Item 1 describe:		
Item 2 describe:		
Total Student Travel Costs		\$ -

Total Student Costs \$ 2,500.00

Total Project Costs Before Other Funding \$ 2,500.00

Other funding describe: \$ -



BUDGET FORMS (ITEMS 8 AND 9)



SURF
APPLICATION

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 section on the SURF cover page

SURF BUDGET FORM

☒ Applying for Spring only
☐ Applying for Spring and Summer

☐ Applying for Spring and Fall
☐ 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			_____		
Funding from other sources				_____	
Total Other Funding				_____	_____
Total Project Costs					_____
Period of Support	1/1/2018 through 4/30/2018				
	MM/DD/YYYY MM/DD/YYYY				
(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.					

MAKE AN APPOINTMENT WITH ONCA



SURF
APPLICATION

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.



ADVICE & APPLICATION REVIEW

Faculty
Questions



Suzanne McCray
Director

smccray@uark.edu

Student
Questions



Jonathan Langley
Assistant Director

jtlangl@uark.edu



Emily Voight
Assistant Director

evoight@uark.edu