



UNIVERSITY OF
ARKANSAS



STUDENT UNDERGRADUATE RESEARCH FELLOWSHIP

Fall 2019 | 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 16th
12:30 pm to 4:30 pm

October 17th
8:30 am to 4:30 pm

Silas Hunt Hall

*You will be assigned a
submission time via email!*

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:

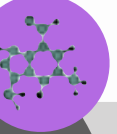
3.25 GPA or higher

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 2019-2020 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

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 17th)
- 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)

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

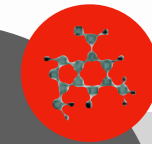
Project timeline

IRB information (if applicable)

Mentor's contact information

SURF COVER PAGE

SURF
APPLICATION



Remember!

Provide 1 official transcript from the Registrar's Office.

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

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

| 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 _____ |

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)



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.

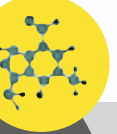
Use the style guidelines preferred by your discipline.

WRITING THE RESEARCH PROPOSAL (ITEM 8)

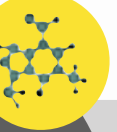
The logo for SURF APPLICATION is located in the top right corner. It consists of a large grey circle containing the text "SURF APPLICATION" in white, uppercase letters. A smaller red circle is positioned at the top right edge of the grey circle, containing a white molecular structure icon.

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 bolded, and should outline clear, incremental goals for the project’s funding period

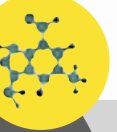


- What is one thing successful proposals have in common?
- Successful applicants typically cite at least five peer-reviewed, outside sources in their research proposals
- How can you ensure you have high-quality, credible sources?

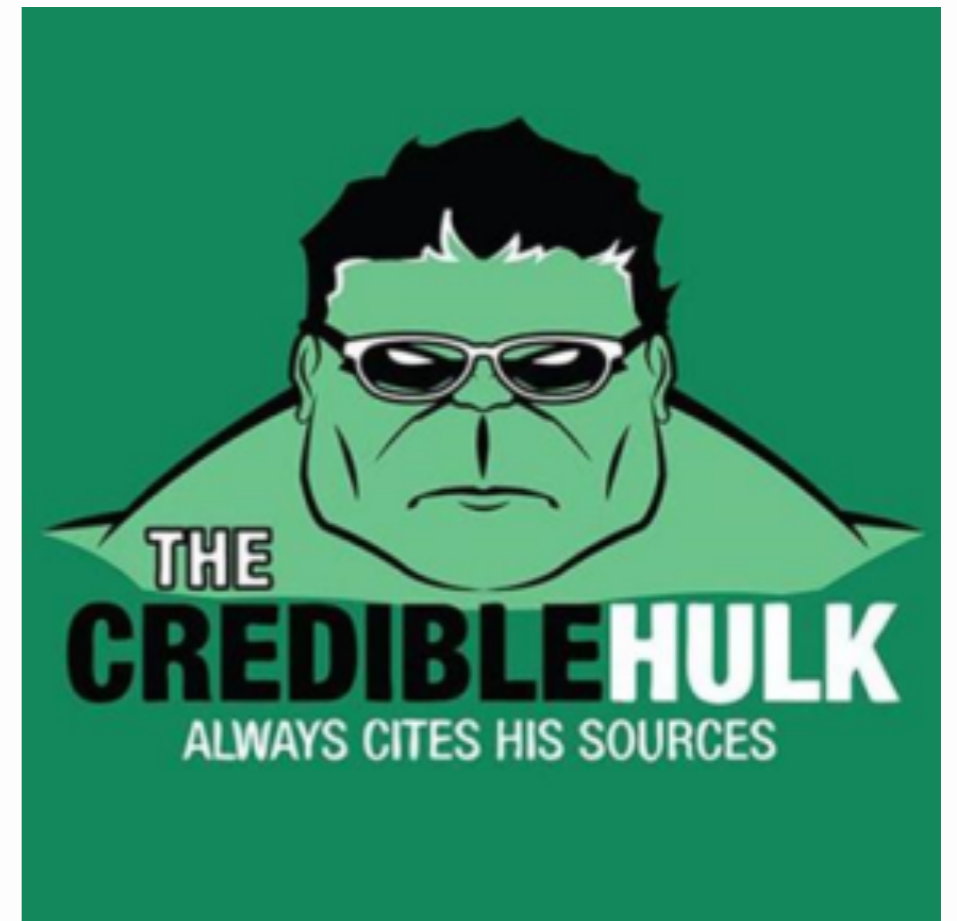


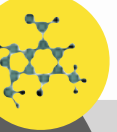
Where do you start?

- 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





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



Librarian Office Hours (beginning September 5th)

130 Gearhart Hall

Wednesdays
1:00-3:00

Thursdays
10:00-12:00

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)



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)
- 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)

The logo for SURF APPLICATION is a dark grey circle containing the text "SURF APPLICATION" in white, uppercase letters. A small blue circle with a white molecular structure icon is positioned at the top right of the grey circle.

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
- Must be on official letterhead and signed, delivered in an envelope signed across the seal

ADDITIONAL LETTERS OF SUPPORT (ITEM 12)

The logo consists of a large dark grey circle containing the text "SURF APPLICATION" in white. A smaller blue circle with a white molecular structure icon is positioned at the top right of the larger circle.

SURF
APPLICATION

- The additional letters of support should come from tenured or tenure-track faculty
- 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, delivered in an envelope signed across the seal

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

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

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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

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 9/4/2020)
- 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 \$ 2,500.00

Total Project Costs Before Other Funding \$ 2,500.00

Other funding describe:

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 | | | <input type="text"/> | | <input type="text"/> |
| Institution's Share of Student's Costs | | | | <input type="text"/> | <input type="text"/> |
| Mentor's Costs from SURF | cannot exceed | \$ 750.00 | <input type="text"/> | | <input type="text"/> |
| Student Travel Costs from SURF | cannot exceed | \$ 750.00 | <input type="text"/> | | <input type="text"/> |
| Total SURF Grant Applied for by Student & Mentor | | | <u>0</u> | | |
| Funding from other sources | | | | <input type="text"/> | |
| Total Other Funding | | | | <u>0</u> | |
| Total Project Costs | | | | | <u>0</u> |
| Period of Support: | <input type="text" value="1/1/2020"/> | through | <input type="text" value="5/1/2020"/> | | |
| | 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, 2020 through May 1, 2020
Spring and summer: January 1, 2020 through August 1, 2020
Spring and fall: January 1, 2020 through December 1, 2020

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 grey 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 grey circle.

SURF
APPLICATION

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

Please see the sign-up sheet with time availabilities after this meeting.

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
Associate Director

jtlangl@uark.edu



Emily Wright
Associate Director

evoight@uark.edu