

# **SURF CHECKLIST**

## **REQUIRED MATERIALS FOR APPLICATION SUBMISSION SURF**

- SURF Cover page (signed by mentor and authorizing institutional official)
- SURF Mentor Form and/or mentor's vita (2 page maximum for both; if vita longer than 2 pages, only the first 2 pages will be sent to reviewer)
- SURF Student Form and/or student's resume (2 page maximum for both; if resume longer than 2 pages, only the first 2 pages will be sent to reviewer)
- Current transcript and listing of current semester classes
- One page summary or abstract of proposed research
- Detailed description of proposed research (maximum of 5 pages, doubled spaced; if longer than 5 pages, only the first 5 pages will be sent to reviewer)
- SURF Budget and SURF Budget Justification forms
- Letter of support from mentor
- Two letters of recommendation from faculty members

### **Included with this checklist are:**

- SURF Checklist
- SURF Program Required Materials and Information for Application Submission
- SURF Cover Page
- SURF Mentor Form
- SURF Student Form
- SURF Budget Justification Form
- SURF Budget Form

**STUDENT UNDERGRADUATE RESEARCH FELLOWSHIP (SURF)PROGRAM  
REQUIRED MATERIALS ORDER AND INFORMATION FOR  
APPLICATION SUBMISSION**

**The SURF application must be assembled in the order listed below. The original, full applications must be submitted to the Arkansas Division of Higher Education (ADHE) by November 1. Incomplete applications will not be funded.**

- I. SURF Cover page:** This page contains a summary of your application's information and certification that the institution agrees to match the student's SURF award, if funded.
- II. SURF Mentor Form and mentor's vita:** (2 page maximum for each, if longer than 2 pages, only first 2 pages will be sent to reviewer) These documents must contain the names of the students whom the mentor has supervised during the last five years as well as relevant, representative publications. Inclusion of an extensive publication list is not necessary. New faculty or faculty who have recently become research active should not hesitate to apply.
- III. SURF Student Form and student's resume:** (2 page maximum for each, if longer than 2 pages, only first 2 pages will be sent to reviewer)
- IV. Current transcript and listing of current semester classes:** The transcript must be an OFFICIAL transcript. There will also need to be a listing of courses in which they are enrolled for the current semester (which may also be on the transcript).
- V. One page summary of the proposed research:** The summary must include student and mentor name, institution, classification, grade point average, area of study, title of project, and summary of project.
- VI. Detailed description of the proposed research:** (maximum of five pages, double-spaced, if longer than 5 pages, only first 5 pages will be sent to reviewer) This description should be written by the student. Appropriate references should be included, but these do not count as a part of the 5 pages. The description should specify the student's actual involvement in the project, including a time schedule for the proposed funding period (i.e., the student will devote X hours each week during the academic year, or 10 weeks during the summer, or some combination thereof) Month to month accomplishments should be included. Background for the project should be included but should constitute no more than 25 percent of the project description.
- VII. SURF Budget and SURF Budget Justification forms:** The budget should include the periods for which the student and mentor will receive support. If the project will not be completed by the student's graduation, please note on application because funding ends upon graduation. Proposed funds requested by the mentor must be itemized. Funds provided for student travel should be used only by the student to present the results of his/her SURF-funded research project at a research conference. Travel funds can also be used for travel to conduct surveys and/or interviews of human subjects, research libraries, and archaeological sites and museums.

No indirect costs are allowed. It is assumed the faculty salary will most likely be paid in the summer, depending on institutional policies. Fringe benefits should be the same as for other faculty. The total SURF award cannot exceed \$2,750. The institution's match of the student stipend portion cannot exceed \$1,250 for a maximum SURF budget of \$4,000 per student. Any additional external funds secured for the project will be considered cost-sharing. **The SURF Panel reserves the right to fund at reduced levels.**

**The student's funds are non-taxable under the Internal Revenue Service's regulations on scholarships and fellowships.**

**VIII. Letters of support from the mentor**

**IX. Letters of support from two additional faculty members**

**Deadline.** Completed application and supporting documentation must be sent electronically to the Division of Higher Education by **November 1**. If sent physically, it must be post-marked by the deadline date. If the deadline falls on a weekend, the deadline will be moved to the next following business day.

SURF COVERPAGE

1. Name of Student \_\_\_\_\_
2. Student SSN \_\_\_\_\_
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.  STEM     Non-STEM (Check one box only)
10. Academic Department \_\_\_\_\_
11. Degree Sought \_\_\_\_\_

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

Budget Categories	Enter amount below
Mentor Cost (cannot exceed \$750)	\$ _____
Student's Research Costs (cannot exceed \$1,250)	\$ _____
Student Travel Cost (cannot exceed \$750)	\$ _____
Total SURF Grant applied for by Student & Mentor (cannot exceed \$2,750)	\$ _____
Institutional Stipend Match (cannot exceed \$1,250)	\$ _____
<b>Total SURF Project Costs (cannot exceed \$4,000)</b>	<b>\$ _____</b>

*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 MENTOR FORM

1. **Name:** \_\_\_\_\_
  
2. **Department:** \_\_\_\_\_
  
3. **Institution:** \_\_\_\_\_
  
4. **Please include a brief statement of research/scholarly interests. If not included in the attached vita, please list recent pertinent publications or other scholarly accomplishments. New faculty and faculty recently beginning involvement in research are urged to apply. Such faculty should describe the reasons for wanting to be involved in research.**
  
5. **List the undergraduate students with project titles you have directed in research or other scholarly activity during the last five years.**

## SURF STUDENT FORM

1. Name: \_\_\_\_\_

2. Education:

a. Institution: \_\_\_\_\_

b. Program of Study\Degree: \_\_\_\_\_  
(interest area, e.g., English, biology, chemistry, engineering, etc.)

c. Expected Graduation Date: \_\_\_\_\_  
(If at a 2-year institution, indicate graduation date from 2-year institution; if at a 4-year institution, indicate graduation date from 4-year institution.)

d. Classification: \_\_\_\_\_  
(Sophomore, Junior, Senior)

e. Grade Point Average (GPA): \_\_\_\_\_  
(minimum 3.25 GPA required for application submission)

f. Hours Completed: \_\_\_\_\_

g. Enrolled full-time: Yes \_\_\_\_\_ No \_\_\_\_\_

h. Scholarships, Endowments, Fellowships, etc.: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Please provide any additional information that qualifies you for support by this program. List your educational career goals. (Use additional paper if necessary.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## SURF BUDGET JUSTIFICATION FORM

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

<b>Mentor Costs</b>		Enter amounts in boxes below
<b>Summer Salaries and Fringe Benefits (9 Month Faculty Only):</b>		
Salary - enter amount		\$
Applicable Fringe - (insert institutional fringe rate)	RATE:	\$
<b>Total Salary and Fringe</b>		<b>\$</b>
<b>Materials and Supplies:</b>		
Item 1 describe:		\$
Item 2 describe:		\$
Item 3 describe:		\$
<b>Total Materials and Supplies (books, paper, etc.)</b>		<b>\$</b>
<b>Travel Costs:</b>		
Item 1 describe:		\$
Item 2 describe:		\$
Item 3 describe:		\$
<b>Total Travel Costs</b>		<b>\$</b>
<b>Other Expenses:</b>		
Item 1 describe		\$
Item 2 describe		\$
Item 3 describe		\$
<b>Total Other Expenses (Printing, copying, etc.)</b>		<b>\$</b>
<b>Total Mentor Costs (Cannot Exceed \$750.00)</b>		<b>\$</b>
<b>Student Costs</b>		Enter amounts in boxes below
<b>Student Research Costs:</b>		
<b>Stipend Amount (Cannot Exceed \$1,250.00)</b>		<b>\$</b>
<b>Student Travel Costs:</b>		
Item 1 describe:		\$
Item 2 describe:		\$
Item 3 describe:		\$
<b>Total Student Travel Costs (Cannot Exceed \$750.00)</b>		<b>\$</b>
<b>Total Student Costs (Cannot Exceed \$2,000.00)</b>		<b>\$</b>
<b>Total SURF Project Costs (Not including school match)</b>		<b>\$</b>

**SURF SUMMARY BUDGET FORM**

Applying for Spring  
 Applying for Spring and Summer

Applying for Spring and Fall  
 Applying for Spring Summer and Fall

		SURF Funding		Institutional Funding	<b>Total Project Funding</b>
SURF Share of Student's Costs	Cannot Exceed \$1,250.00	\$ _____			
Mentor's Costs from SURF	Cannot Exceed \$750.00	\$ _____			
Student's Travel Costs from SURF	Cannot Exceed \$750.00	\$ _____			
Institution's Stipend Match of Student's Cost				\$ _____	
<b>SURF + Institution Totals</b>	<b>Cannot Exceed \$4,000</b>	\$ _____	+	\$ _____	=
					\$ _____
Other funding, if applicable	Funding NOT provided by SURF				\$ _____
<b>Grand Total</b>					\$ _____

Period of Support \_\_\_\_\_ through \_\_\_\_\_  
MM/DD/YYYY MM/DD/YYYY

\*Period of Support should be one of following timelines during the year awarded:  
Spring Only: January 1 through May 1  
Spring and Summer: January 1 through August 1  
Spring and Fall: January 1 through December 1

NOTE: The students' funds are non-taxable under the Internal Revenue Service's Regulations on the scholarships and fellowships.