



ENRICHMENT PROGRAMS  
OFFICE OF  
UNDERGRADUATE RESEARCH

**DEADLINE: 4pm on 2/3/14**

## SUMMER UNDERGRADUATE RESEARCH FUND (SURF) 2014 APPLICATION OUTLINE

This document outlines information that will be collected in the online SURF application. Your application must be submitted online through the OUR website: <http://ugradresearch.uconn.edu/surf/>

### APPLICANT INFORMATION

Student Name: \_\_\_\_\_ Student Admin #: \_\_\_\_\_  
 Email: \_\_\_\_\_ Cell Phone Number: \_\_\_\_\_  
 Home/Permanent Address: \_\_\_\_\_  
 Local Address: \_\_\_\_\_  
 Major 1: \_\_\_\_\_ Major 1 School/College: \_\_\_\_\_  
 Major 2: \_\_\_\_\_ Major 2 School/College: \_\_\_\_\_  
 Expected Graduation Date: \_\_\_\_\_ G.P.A.: \_\_\_\_\_ UConn Campus: \_\_\_\_\_

### PROPOSED SURF PROJECT

Project Title: \_\_\_\_\_

Briefly summarize the basic idea, problem, or question the proposed project will examine. Please indicate the goals of your project as related to the research question (maximum 250 words).

Briefly explain the research or creative project design, procedures, and methods (maximum 250 words).

Briefly outline your qualifications to undertake and complete this project. If appropriate, include CITI training, Responsible Conduct of Research training, and/or other courses/training in research methods (maximum 250 words).

Category of project:

- My project is an entirely original research or creative project proposal.
- My project is an individual project that is an extension of the research in an established laboratory or the ongoing creative work of a mentor.
- My project is a research or creative apprenticeship. I am working on an established project.

Is the proposed SURF project part of a long-term project you plan to continue working on beyond the summer of 2014?

Briefly comment on how receiving a SURF award will benefit you in terms of your future educational and/or career goals (maximum 300 words).

Permission to print transcript: The Office of Undergraduate Research may include my unofficial transcript in my application.

## PROJECT UPLOADS

Please upload your project proposal, timeline, and budget as PDF files. Note that the timeline, budget, and letters of recommendation **do not** count in the 8-page limit for the proposal upload.

### PROPOSAL

Please upload your project proposal, including appropriate graphs, charts, pictures, etc. that will help reviewers better understand your project. Take care to appropriately cite any grant proposals that you may have used as a reference for your project proposal. Name the file LastName-FirstName-Proposal.pdf. Your proposal should be no longer than 8 pages TOTAL, which includes the following components:

#### PROJECT PROPOSAL

This section must be double-spaced, in 12 point Times New Roman font, with 1" margins. Please address the following questions:

- What is the basic idea, problem, or question your project will examine?
- What is the purpose of this research or creative project? Why is it important?
- What is the research design? What procedures and methods will you use? Describe the steps you will take to conduct your project, and provide evidence that your project is feasible within the time frame.
- Where will your work be performed? What materials will you need to use?
- What will the outcome of this work be? What do you expect to accomplish?

#### REFERENCES

List appropriate scholarly references cited in your proposal to demonstrate your understanding of the field. References should be formatted in the style appropriate to your discipline. If you refer to a grant proposal developed by your mentor, please cite the grant proposal as one of your sources.

### TIMELINE

Please upload a timeline for your project, including start and end dates and a week-by-week listing of planned project milestones. You may single-space this document. Name the file LastName-FirstName-Timeline.pdf.

### BUDGET

The maximum amount of funding that you may request is \$4,000. This includes a maximum stipend of \$3,500 and an additional \$500 of research supplies. If you do not anticipate research expenses with your project, you do not need to request research supply funds.

**Total amount of funds requested (Provide dollar amount):** \_\_\_\_\_

Please upload a detailed budget for your project. You may single-space this document. Name the file LastName-FirstName-Budget.pdf.

## LETTERS OF RECOMMENDATION

The SURF application requires two letters of recommendation from faculty members. Letters of recommendation should be emailed to [our@uconn.edu](mailto:our@uconn.edu) by 4pm on Monday, February 3, 2014. Faculty recommendations should be

sent from UConn email accounts with the subject heading "SURF Recommendation – Student Name," with the specific student's name included.

The first recommendation should be from the faculty member overseeing the proposed project. S/he must be a full-time member of the UConn faculty. The second letter can be from a faculty member of your choosing.

*Please note: If you are conducting research at an institution other than UConn, the first reference should be your faculty supervisor at the other institution. The second reference should be from your UConn supervisor. The Faculty Review Committee looks closely at situations where students are working at other institutions. The reference letters should clearly communicate that the two advisors are aware of, and in agreement with, the supervision arrangements for the project. The Faculty Review Committee looks for evidence of a strong plan of oversight in these cases specifically.*

**Reference 1 – The UConn faculty member supervising the project**

Name: \_\_\_\_\_  
Department: \_\_\_\_\_  
Email: \_\_\_\_\_ Phone: \_\_\_\_\_

**Reference 2 – Another faculty member**

Name: \_\_\_\_\_  
Department: \_\_\_\_\_  
Email: \_\_\_\_\_ Phone: \_\_\_\_\_

**DEMOGRAPHIC AND OTHER INFORMATION**

The committee's review of SURF applications is focused on the merits of the proposals. Your answers to the questions in this section will have no effect on the committee's decision regarding the merits of your proposal.

Funding for SURF comes from many different sources. Some funds have specific demographic targets, some are limited to Honors students, and some are restricted to students in particular schools/colleges and/or majors. This information helps us match your proposal, IF IT IS APPROVED for funding, to the appropriate funding source.

**Are you a member of the Honors Program?**

**Are you a Rowe Scholar?**

**Are you a first-generation college student?**

**Are you a McNair Scholar?**

**Are you a Presidential Scholar?**

**Do you receive any of these forms of financial aid? Select all that apply.**

Work Study – Perkins Loan – Subsidized Stafford Loan – Pell Grant or FSEOG Grant – Iraq & Afghanistan Service Grants

**Race/Ethnicity**

## RESEARCH COMPLIANCE

Students are responsible for working with their faculty advisor and the Office of Research Compliance to ensure that their project has the approvals necessary to begin their research, and for submitting verification of this authorization to the Office of Undergraduate Research. Research approvals take time and require students to complete relevant training, so please plan accordingly.

You will be asked the following questions in your SURF application. Not all questions may apply to you. For questions that do apply, please make note of the information and/or documentation you will need to provide.

**Does your project involve research with human subjects? If “Yes,” you will be asked the following questions:**

- Do you have the necessary IRB approval for this project?
- If “Yes,” please upload a PDF copy of your IRB approval letter. Note: If you are a student researcher on a faculty project, please upload a PDF copy of the PI’s approval letter AND a PDF copy of the validated Appendix A listing you as a student researcher on the project.
- If “No,” please outline your plan and timeline for obtaining IRB approval.

**Does your project involve research with animal subjects? If “Yes,” you will be asked the following questions:**

- Do you have the necessary IACUC approval for this project?
- If “Yes,” please upload a PDF copy of your PI’s IACUC approval letter and a PDF copy of Appendix C (with approval dates) listing you as a student researcher on the project.
- If “No,” please outline your plan and timeline for obtaining IACUC approval.

**Does your project involve the use of biological agents, toxins, and/or recombinant DNA (rDNA)? If “Yes,” you will be asked the following questions:**

- Have you completed the appropriate laboratory safety training (through Environmental Health and Safety) for this type of work?
- If “No,” please outline your plan and timeline for completing the training.
- Does this biological research involve the use of recombinant or synthetic nucleic acid molecules that are covered by the NIH Guidelines?
- If “Yes,” please upload a PDF copy of your Faculty Advisor’s IBC approval letter.

**Does your project involve the use of human embryonic stem cells and/or iPS cells? If “Yes,” you will be asked the following questions:**

- Do you have the necessary SCRO approval for this project?
- If “Yes,” please upload a PDF copy of the SCRO Amendment letter which approves your addition as a student researcher on your faculty advisor/PI’s project.
- If “No,” please outline your plan and timeline for obtaining the necessary SCRO approval.

## INTERNATIONAL TRAVEL

**Will you be traveling in order to conduct your proposed project?**

- No travel outside CT
- Travel inside US, outside CT
- International travel

**If your project involves international travel you will be required to answer the questions below.**

Students interested in traveling outside the United States as part of their projects must demonstrate that they have made adequate preparations for the logistics and challenges of research and creative work abroad. The review committee will look for evidence that applicants have researched these matters as part of their assessment of the viability of the project.

**To which country (or countries) would you be traveling?**

**How did you determine that this country (these countries) were appropriate locales in which to conduct your research?**

**Do you have a UConn-based faculty advisor (or other faculty contact) with whom you have discussed your proposed work in this country (these countries)?**

- If “Yes,” please provide the name of the faculty advisor with whom you have discussed your proposed work.
- If “Yes,” is your proposed work connected to this person’s (these people’s) work? If “Yes,” how does your work connect with theirs?

**Within the country (or countries) to which you would travel, where would you be conducting your project?**

**Please be as specific as possible in naming the proposed location(s).**

**Where do you propose to live while working on your project abroad? Please state your proposed housing circumstance (apartment, hotel, other), with pricing and contact information.**

**Please describe the transportation arrangements you foresee within country (e.g., walk from housing to project site, municipal bus between project sites).**

**Please describe how you plan to navigate language differences while abroad. If English is not in common usage, please discuss your level of proficiency in the relevant language(s) and any proposed arrangements for translation services.**

**Please list the names of contacts in that country (representatives of institutions or organizations, or private individuals) who support your project. Note that we may ask you for evidence of that support.**

**Does the country to which you intend to travel require special clearance from its government in order to engage in research activities, e.g. a project-specific research permit/pass?**

- If yes, what steps have you taken to apply for and receive this clearance?

**What are your proposed dates of travel?**