



ENRICHMENT PROGRAMS
OFFICE OF
UNDERGRADUATE RESEARCH

DEADLINE: 1/30/17

SUMMER UNDERGRADUATE RESEARCH FUND (SURF) 2017 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: _____

Expected Graduation Date: _____ G.P.A.: _____ UConn Campus: _____

Major 1: _____ Major 1 School/College: _____

Major 2: _____ Major 2 School/College: _____

PROPOSED SURF PROJECT

Project Title: _____

In the questions that follow, please offer a brief overview of the project you are proposing. These responses should not simply duplicate text from your proposal and should offer an accessible summary of your planned project (i.e., explanations that do not rely on field-specific jargon and acronyms). Character limits include spaces.

Briefly summarize the basic idea, problem, or question the proposed project will examine. Please indicate the goals of your project as related to this central idea, problem, or question (maximum 1500 characters).

Briefly explain the research or creative project design, procedures, and methods (maximum 1500 characters).

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 or creative practice (maximum 1500 characters).

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 program of a laboratory/research group 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 2017?

Briefly comment on how receiving a SURF award will benefit you in terms of your future educational and/or career goals (maximum 2000 characters).

Will you be traveling in order to conduct your proposed project? If “Yes”, you will be asked the following question:

- What type of travel? Travel within Connecticut, Travel within the US (outside Connecticut), and/or International Travel.
- If “International Travel” is selected, you will be asked to upload the answers to a series of questions regarding your proposed international travel. (Note: The list of “International Travel” questions is included on page 7 of this outline.)
- **Note:** Students engaging in **international travel** for academic purposes must register with UConn Global Affairs – Education Abroad in accordance with the [UConn Student International Travel Policy](#). Students will be enrolled and covered by Cultural Insurance Services International (CISI) Health Insurance for the duration of their trips upon their completion of the UConn Education Abroad student travel registration form. [Learn more](#) about health insurance costs and the Education Abroad registration procedure.

Location(s) where your research will take place: _____

PROJECT UPLOADS

Please upload your project proposal, timeline, and budget as PDF files. Students using survey, assessment, and interview methods are also expected to upload the data collection tool(s) they will use.

PROPOSAL

Please upload your project proposal, including appropriate graphs, charts, pictures, etc. that will help reviewers better understand your project. Name the file LastName-FirstName-Proposal.pdf.

PROJECT PROPOSAL

This section must be double-spaced, in 12 point Times New Roman font, with 1” margins and numbered pages. It must be no longer than 8 pages. 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? What is its significance or importance to the broader field? How does it build on or relate to other research or creative work?
- What is the research/project design? What procedures and methods will you use? Describe the steps you will take to conduct the project, demonstrating that the project is feasible within the time frame.
 - For projects in hypothesis-driven fields, what hypothesis (or hypotheses) will you test?
 - For projects involving the collection of data, provide details about your data collection strategy and the types of data you will collect.
 - For projects involving the analysis of data, provide details about your planned analytic procedures and show how your analysis will answer your research question(s).
- Where will your work be performed? What materials will you need to use?
- What will the outcomes of this work be? What do you expect to learn and accomplish? Describe anticipated products and any planned dissemination of your work (e.g., performance, poster presentation, thesis, journal manuscript, exhibition).

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

(including one developed by your mentor), please cite the grant proposal as one of your sources. References **do not count** as part of the 8-page project proposal length restriction.

TIMELINE

Please upload a timeline for your project, including summer start and end dates, anticipated number of project work hours each week, and a week-by-week listing of planned project milestones. For projects extending beyond the summer, you may list key project activities/milestones that will precede or follow the SURF project period so as to provide context for the summer activities and demonstrate their feasibility. Account for your planned enrollment in summer coursework, participation in study abroad programs, and/or any other substantial commitments in your timeline. **Note:** Unless the development of a synthesis of the literature is a major component of your proposed summer project, timeline weeks should **not** be allocated solely to literature review. You may single-space this document. Name the file LastName-FirstName-Timeline.pdf.

BUDGET

Please upload a detailed budget for your project. 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 project supplies. If you do not anticipate supply expenses with your project, you do not need to request supply funds. Make sure to refer to <http://ugradresearch.uconn.edu/surf/sample-surf-budgets/> to ensure that your budget conforms to SURF funding guidelines. You may single-space this document. Name the file LastName-FirstName-Budget.pdf.

Total amount of funding requested (Provide dollar amount): _____

RESEARCH INSTRUMENT(S)

Students using survey or interview methods should upload their data collection tools here (e.g., survey, assessment instrument, interview protocol). Students not using these methods can skip this upload field.

LETTERS OF RECOMMENDATION

The SURF application requires two letters of recommendation from faculty members. Letters of recommendation should be submitted via the relevant online form no later than Monday, January 30, 2017.

Recommender 1 (Project Advisor): <http://ugradresearch.uconn.edu/surf/form1/>

Recommender 2: <http://ugradresearch.uconn.edu/surf/form2/>

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 should be from a faculty member of your choosing.

Please note: If you are conducting research at an institution other than UConn, the first recommendation should be from your faculty supervisor at the other institution. The second recommendation should be from your UConn supervisor. The Faculty Review Committee looks closely at situations where students are working at other institutions. The recommendation 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.

Recommender 1 – The UConn faculty member supervising the project

Name: _____

Email: _____

Department: _____ Preferred Phone: _____

Recommender 2 – Another faculty member

Name: _____

Email: _____

Department: _____ Preferred Phone: _____

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 approved for funding, we will require 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. Note: If you are approved for funding, we will require EITHER a PDF copy of Appendix C (if you are listed as a student researcher on the project) OR an email from your PI indicating that you are an “Unlisted” student on this 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.

DEMOGRAPHIC 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 first-generation college student? (“First generation” means that neither of your parent(s)/guardian(s) has earned a bachelor’s degree from a US college or university.)

Are you a Rowe Scholar?

Are you a Presidential Scholar?

Are you a University Scholar? (Students are admitted to this highly selective program based on an application submitted during their junior year.)

Are you a McNair Scholar?

Are you a STEM Scholar? (The “STEM Scholar” designation is made by the Office of Undergraduate Admissions beginning in Fall 2014.)

Are you an LSAMP Scholar? (LSAMP stands for Louis Stokes Alliance for Minority Participation.)

Are you now, or have you ever been, a member of a UConn Living & Learning Community?

- If “yes”, please provide the name of the Living & Learning Community.

Are you now, or have you ever been, a member of a non-residential UConn Learning Community?

- If “yes”, please provide the name of the Learning Community.

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

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

Race/Ethnicity

Do you intend to enter a research-based master's degree program or a Ph.D. program *immediately after* completing your undergraduate degree?

ADMINISTRATIVE DATA & PERMISSIONS

Should your application be selected/approved for funding, please indicate when you intend to present at Frontiers: Fall 2017 or Spring 2018 or Other

How did you learn about this award program? Select all that apply.

Website/Online search – Faculty/staff member or advisor – Posters/Other advertising – Friends – Facebook/Twitter – Other

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

Permission to include name in press releases and other publicity relating to this award program: Yes or No

ACADEMIC INTEGRITY

Statement of Academic Integrity

By typing my name in the field below, I confirm that I have prepared all components of this application in accordance with University standards for academic integrity.

SUPPLEMENTAL QUESTIONS - INTERNATIONAL TRAVEL

If your project involves international travel you will be required to answer the questions below. The answers must be uploaded in a single PDF file.

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?