

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

The SURF application must be assembled in the order listed below. The original applications and one copy must be submitted to the Arkansas Department of Higher Education by November 1. Incomplete applications will not be funded.

- I. Cover page.** This page includes certification that the institution agrees to match the student's SURF award, if funded.
- II. Mentor form and mentor's vita** (2 page maximum for vita, if longer than 2 pages, only first 2 pages will be sent to reviewer). These documents must contain the names of 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 has recently become research active should not hesitate to apply.
- III. Student form and/or student's vita** (2 page maximum for resume, if longer than 2 pages, only first 2 pages will be sent to reviewer). Students must provide the student form, a copy of a **current transcript** as well as a listing of courses in which they are enrolled for the current semester. The transcript must be an official transcript. If the vita only is used, it must contain all information requested in the student form. Student must be enrolled full-time and have minimum 3.25 cumulative grade point average to apply.
- IV. 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.
- V. Description of the proposed research.** This description should be written by the student (maximum of five pages, double-spaced, if longer than 5 pages, only first 5 pages will be sent to reviewer). Appropriate references should be included, but these do not count as a part of the five 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.
- VI. Abstract.** Fellowship recipients are required to submit a one page abstract of the findings of his/her research at the end of project completion to the Arkansas Department of Higher Education as follows:

May 1	Spring term project completion
August 1	Summer term project completion
December 1	Fall term project completion
- VII. Budget.** 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. Fringe benefits should be the same as for other faculty. The total SURF Grant 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 committee 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 and two additional faculty members.

Included with this application are:

- The Evaluation Criteria that is used by the SURF Committee to determine awards.

Deadline. Completed application and supporting documentation must be postmarked by **November 1**. Please mail original completed application and one copy to:

**Arkansas Department of Higher Education
423 Main Street, Suite 400
Little Rock, AR 72201**

MAHLON MARTIN FELLOWSHIP

The Student Undergraduate Research Fellowship Committee is proud to support the Mahlon Martin Fellowship. Mahlon Martin died in 1995. Mr. Martin served as a dedicated council member, contributing invaluable knowledge and insight to the SURF program.

Because of his lifetime work in government, his memory is honored by awarding additional fellowships for **African-American** students. Eligible African-American students are encouraged to apply for the SURF program and the Mahlon Martin Fellowship. **Checking the Mahlon Martin box on the application is optional and will not exclude the application from being considered for SURF funding.**

The Mahlon Martin Fellowship will require no institutional match, and will enable the student to be paid for additional research as well as provide an expanded travel budget. We will award two to four of these fellowships as funds allow. In order to be considered, please mark the appropriate box on the SURF Cover Page.

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 _____

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. (Use additional paper if necessary.)

5. List the undergraduate students with project titles you have directed in research or other scholarly activity during the last five years. (Use additional paper if necessary.)

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 2-year student applicant, indicate graduation date from 2-year institution;
if 4-year student applicant, 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 FORM

Attach the appropriate budget form here. Refer to the SURF web site for these forms.

Selection Committee Evaluation Criteria

Reference Purposes Only

Student's Name _____

Classification: Sophomore, Junior, Senior (circle one)

Institution _____ Department _____

Grading Criteria	Possible Points	Points Awarded
Student's performance and accomplishments (G.P.A., activities, community service, etc.).	10	
Appropriateness of courses completed for proposed research.	10	
Mentor's letter of support.	10	
Two letters of reference.	10	
Does mentor have prior supervision of students experience? New faculty should receive special consideration, as well as those recently beginning involvement in research.	10	
Appropriateness of proposed mentor's previous experience for the proposed project.	10	
Research/scholarly activity/productivity by the mentor.	10	
The proposed research project. *	30	
TOTAL POINTS AWARDED	100	

*Criteria for the awarding of points vary with the area of the endeavor. Criteria may include:

- ✓ Feasibility of the project, i.e., is the project reasonable for the proposed student with the available facilities?
- ✓ Is the proposed research/scholarly activity of value to the field of study?
- ✓ Is the project of sufficient difficulty to challenge the student?
- ✓ Will the project teach the student skills that are transferable to other research endeavors/scholarly activities?
- ✓ List other criteria you deem appropriate below:

- ✓ Is there some justifiable reason to give this proposal consideration for any additional points? If so, state the reason. For example, the candidate is from a group under-represented in the area of endeavor. List below:

Note: The student must have 30 semester credit hours completed when support starts, i.e. the student may apply before 30 semester credit hours are completed, but 30 semester credit hours must be completed when funding starts.