

# CHECKLIST

## REQUIRED MATERIALS FOR APPLICATION SUBMISSION SURF

- Cover page (signed by mentor and authorizing institutional official)
- Mentor form and mentor's vita (2 page maximum; if vita longer than 2 pages, only the first 2 pages will be sent to reviewer)
- Student form and student's resume 2 page maximum; 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 of proposed research
- 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)
- Budget and budget justification forms
- Letter of support from mentor
- Two letters of recommendation from faculty members

**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 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 sent electronically to the Department of Higher Education by **November 1.**

**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 MENTORFORM

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. SURFSTUDENT 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 JUSTIFICATION FORM**

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

<b>Mentor Costs:</b>		Enter amount in box below
<b>Summer Salaries and Fringe Benefits (9 Month Faculty Only):</b>		
Salary - enter amount		
Applicable Fringe - (insert institutional fringe rate)	RATE:	_____
Total Salary and Fringe		_____
<b>Materials and Supplies:</b>		
Item 1 describe:		
Item 2 describe:		
Item 3 describe:		
Total Materials and Supplies (books, paper, etc.)		_____
<b>Travel Costs:</b>		
Item 1 describe:		
Item 2 describe:		
Item 3 describe:		
Total Travel Costs		_____
<b>Other Expenses:</b>		
Item 1 describe		
Item 2 describe		
Item 3 describe		
Total Other Expenses (Printing, copying, etc.)		_____
<b>Total Mentor Costs Cannot Exceed</b>	<b>\$750</b>	_____
<b>Student Costs:</b>		
Stipend:		
<b>Student Travel Costs (cannot exceed \$ 750):</b>		
Item 1 describe:		
Item 2 describe:		_____
Total Student Travel Costs		_____
<b>Total Student Costs</b>		
<b>Total Project Costs Before Other Funding</b>		_____
Describe other Funding		

**SURF BUDGET FORM**

Applying for Spring

Applying for Spring and Fall

Applying for Spring and Summer

Applying for Spring, Summer and Fall

			<b>SURF Funding</b>	<b>Institutional and Other Funding</b>	<b>Total Funding</b>
SURF Share of Student's Costs			_____		
Institution's Share of Student's Costs				_____	
Mentor's Costs from SURF	cannot exceed	\$ 750.00	_____		
Student Travel Costs from SURF	cannot exceed	\$ 750.00	_____		
Total SURF Grant Applied for by Student & Mentor			=====		
Funding from other sources				_____	
Total Other Funding				=====	_____
Total Project Costs					=====

Period of Support \_\_\_\_\_ through \_\_\_\_\_  
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, 2018 through May 1, 2018  
Spring and summer: January 1, 2018 August 1, 2018  
Spring and fall: January 1, 2018 through December 1, 2018

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