

# Applying to **SURG**




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**Carnegie  
Mellon  
University**

Office of  
Undergraduate  
Research and  
Scholar  
Development

Carnegie Mellon University  
Undergraduate Research Office

# Agenda

- Program basics
- Application overview (NEW - Shorter proposal!) 
- Application system

# Program Basics

## **Small Undergraduate Research Grant (SURG)**

- \$500 for individual projects; \$1000 for group projects
- Grants cover materials, supplies, equipment, etc. required for project
- Can be faculty-led research OR student-driven research advised by faculty
- Students can apply to SURG multiple times while undergraduates at CMU!

# SURG Eligibility

- Degree-seeking undergraduate students at all levels
- In good academic standing
- Enrolled during semester of grant OR following semester for summer awards
- Not on a leave of absence during application or award
- Have a faculty advisor for your project
- Conducting research with CMU or other Pittsburgh institution

# Application Overview

- 200-word abstract
- **600-word proposal**
- Budget
- Supporting materials (if required)
- Letter of recommendation



**NEW! SHORTER  
PROPOSAL  
LENGTH!**

# A word on faculty research mentorship

- Required, even if you have initiated your own project
- Your faculty mentor should be involved in your proposal development.
- Their letter matters!
  - Indicates enthusiasm for the project
  - Addresses feasibility of the work
  - Outlines plan for support and mentorship

**Abstract: 200-word summary of proposal**

**Body of proposal: 600 words**

### **Objectives and Contribution of the Research**

- Research questions or objectives
- Artistic or creative influences
- Gaps in the existing body of work
- Novel contribution to the field and/or to society

### **Methodology**

**Type I**

- Specific techniques to be used
- Design choices: Media, genre, context, etc.
- Justification of the targeted techniques and design choices
- If applicable: Analytical techniques to be applied
- Expected artistic or creative product
- Timeline

**Background** - your qualifications

**Budget**

**Required Supporting Materials**

**Abstract: 200-word summary of proposal**

**Body of proposal: 600 words**

### **Objectives and Contribution of the Research**

- Research questions or objectives
- Hypotheses or expected findings
- Gaps in the existing body of work
- Novel contribution to the field and/or to society

### **Methodology**

**Type II**

- Specific methods to be used
- Equipment and materials to be used
- If applicable: sampling method
- If applicable: protocol for interview or survey
- If applicable: experimental setup
- If applicable: methods of analysis
- Justification of the methodological choices
- Timeline

**Background** - your qualifications

**Budget**

**Optional Supporting Materials**

# THE BUDGET

## ALLOWABLE EXPENSES

- Expendable lab materials
- Expendable art materials
- Equipment not already accessible to you at CMU
- Data not already accessible to you at CMU
- Books and archival materials not available through CMU Libraries
- Survey/interview participant incentives
- Supercomputing time
- Others?

## NON-ALLOWABLE EXPENSES

- Equipment, data, books, etc. already freely available to you
- Pay for the researcher (you)

**NOTE: Equipment purchased with SURG funds is property of CMU and must remain with your research advisor or OURSD when the project has concluded.**



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**List \*specific\* line items for which you are requesting funds!**

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**Include the price of each item!**

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**Include the price of each item!**

**Include a budget total!**

# A word about audience

Your readers...

- Represent various disciplines on campus.
- Come from a variety of research backgrounds, but...

\* ...may or may not be in your specific topic/area.\*

# Application Process

- CMS Form
- Be sure that all parts of your application are complete and ready to be uploaded when you complete the form.
- You will need the Andrew ID of your faculty mentor(s)
- For group SURG: A primary student will complete the form and add any additional students and the faculty mentor. The primary student will need the Andrew ID and student information for the additional students.

# URO Application Form

## Primary Student Information Section

# Carnegie Mellon University

## Undergraduate Research Office

Research Grant/Program Application  
Tracking Number: RGPT0000224

### Purpose of This Form

Welcome to the URO online application. Students should use this form to apply for the various grants and programs offered through the Undergraduate Research Office. Faculty should use this form to upload letters of recommendation.

Please see program descriptions and deadlines at: <https://www.cmu.edu/uro/>

### 1 Primary Student Information

Andrew ID:  Email:  Phone Number:

Name:  Preferred First  Last

Gender:  Race/Ethnicity:  Citizenship:

College:  Current Class Year:  Graduation Year:  YYYY

Major:   Secondary (If Applicable)

Carnegie Mellon University

Office of Undergraduate Research and Scholar Development

Undergraduate Research Office

# Project Information Section

## 2 Project Information

Project Title:

Project Type:

Project Period:

Project Year:

YYYY

Requested Amount:

Use the following URL for a complete list of documents to attach: [Program FAQ Page](#)

Project Abstract (1370 character limit):

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# Faculty Information Section

## 3 Faculty Information

Primary Faculty:

Andrew ID:  Name:    
First Last

College:  Department:

Email:

[Clear Faculty](#)

Secondary Faculty (optional):

Andrew ID:  Name:    
First Last

College:  Department:

Email:

[Clear Faculty](#)

[Next Page](#)



# Additional Student Information

- Up to four additional students can be added for a group project.
- The primary student will enter this information for any additional students.
- If more than five students on the project, please contact our office and we can note that information.

## 4 Additional Student Information

For the Presentation Award, SURG, SURG/CW and SURG-Flex grants, you may submit up to four additional students per project application. If you have additional students, contact the Undergraduate Research Office for additional instructions.

Second Student:

Andrew ID:  Email:  Phone Number:

Name:   
Preferred First Last

Gender:  Race/Ethnicity:  Citizenship:

College:  Current Class Year:  Graduation Year:   
YYYY

Major:   
Primary Secondary (Optional)

Clear Student

# Release of Financial Aid Information and Acknowledgement

- Student signature will populate once the Student Submit button is hit.
- This sends the form to a queue and an email is sent to the faculty mentor.

## 5 Release of Financial Aid Information

While approval of funding from the Undergraduate Research Office is based on the merits of the research proposal, some sources of URO funding are based on demonstrated financial need of the student. In order to determine a source of funding for each project, permission is needed to access the financial aid information of the student. Financial aid status will not be reviewed until after a proposal has been approved.

We would greatly appreciate your willingness to share your financial aid information. Please check the box below if you give authorization for the URO to review your financial aid information.

As an applicant for financial support from the Carnegie Mellon University Undergraduate Research Office (URO), I hereby authorize the URO to access and review my financial aid information at the university to assess my level of financial need.

I Acknowledge:

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## 6 Student Acknowledgement

By clicking the "Student Submit" button, I approve the release of this information to those specified on the form and to the Undergraduate Research Office.

**Student Submit**

Student Signature:  Date:

*Student signature and date will populate once student submits the form.*

# Faculty Submission Box

- Once the faculty mentor receives the automated email, a link will take them to your application form.
- The form and attachments can be reviewed.
- The faculty mentor uploads the letter of recommendation and then hits the Faculty Approve button.
- The full application, including all attachments, is sent on to the URO queue for review by the committee.
- Automated emails will be sent to all students and faculty on the application to confirm receipt.

## 7 Faculty Acknowledgement

[Attach Letter of Recommendation](#)

By clicking the "Faculty Approve" button, I acknowledge that I will act as the faculty mentor for this student(s)/project. I have attached a Letter of Recommendation for this application. By clicking the "Faculty Reject" button, I decline to approve/participate in this project.

**Faculty Approve**

**Faculty Reject**

Faculty Signature:

Date:

*Faculty signature and date will populate once faculty approves the form.*

# Thank you for joining us!

See the OURSD website to:

- View important dates regarding upcoming SURG workshops and deadlines!
- Schedule a one-on-one meeting to discuss your proposal draft!

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