Applying to SURG

Richelle Bernazzoli, Ph.D., Director
Paige Zalman, Associate Director
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

• 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

Type I

Type II

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

• 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.
THE BUDGET

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

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.
Primary Student Information Section

Andrew ID: [Redacted]  Email: jweidenh@andrew.cmu.edu  Phone Number: [Redacted]

Name: Jen
Prefered First
Gender: Female  Race/Ethnicity: Unreported  Citizenship: US
College: College of Fine Arts  Current Class Year: Senior  Graduation Year: 2021
Major: Drama  Secondary (If Applicable)
## 2 Project Information

<table>
<thead>
<tr>
<th>Project Title:</th>
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<tbody>
<tr>
<td>Project Type:</td>
<td>SURG</td>
</tr>
<tr>
<td>Project Period:</td>
<td>Fall</td>
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<td>Project Year:</td>
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<td>Requested Amount:</td>
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Use the following URL for a complete list of documents to attach: [Program FAQ Page](#)
Faculty Information Section

3 Faculty Information

Primary Faculty:
Andrew ID: **jweidenh**  Name: Jen
First  Weidenhof
Last
College: **Provost Division**  Department: **URO: Undergraduate Research Office**
Email: **jweidenh@andrew.cmu.edu**

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.
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.
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

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.

[Attach Letter of Recommendation]

[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!