Applying for SURG

Undergraduate Research Office
September 2021
Program Basics

Small Undergraduate Research Grant (SURG)

- $500 for individual projects; $1000 for group projects
  - SURG-CW: $1000/$2000
- Grants cover materials, supplies, equipment, etc. required for project
- This deadline: Spring 2022 SURG
- Can be faculty-led research OR student-driven research advised by faculty
SURG Eligibility

- Degree-seeking undergraduate students at all levels
- In good academic standing
- Enrolled during semester of grant
- 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

*Contact our office regarding COVID-19 exceptions.
Application Overview

- 3-page proposal
- Budget
- Supporting materials (if required)
- URO History
- Letter of recommendation
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 & SURG/CW: 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.
Carnegie Mellon University
Undergraduate Research Office

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: sophiaf Email: jweidenh@andrew.cmu.edu Phone Number: 5556558555

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)
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.
Faculty Submission Box

- Once the faculty mentor receives the automated email, a link will take him/her 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.
Abstract

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

Feedback and Evaluation

Dissemination of Knowledge

Required Supporting Materials

Abstract

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

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Optional Supporting Materials
Your audience: The selection committee!

4 readers for each proposal:

- 1 URO staff member
- 1 faculty member in your general disciplinary area
- 2 faculty members *not* in your area
Selection criteria

1. Well-defined, actionable research question or objective
2. Discussion of hypotheses OR other expected findings/outcomes
3. Discussion of the significance/contribution of the research to the broader field
4. Comprehensive explanation of methodology
5. Discussion of background, supervision, and dissemination of results

Common pitfalls...
Selection criteria

1. Well-defined, actionable research question or objective
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What drives your research?

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<th>GOAL</th>
<th>Creating a new solution</th>
<th>GOAL</th>
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Breakout room: Discuss with your group!
So you think you have a research question...

One of the biggest pitfalls with proposals is that they discuss a broad research topic, but never state a concrete question or objective!

An actionable RQ/RO:

1. Is stated in a way that it can be answered/achieved with information that you are able to find or create.

2. Is narrow enough in scope that you can use it to determine your methodological approach.
Selection criteria

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What makes your research novel and significant?

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Why is this new outcome important to your field and/or society?
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Feedback and Evaluation

Dissemination of Knowledge

Required Supporting Materials

Type I

Type II
Selection criteria

1. Well-defined, actionable research question or objective
2. Discussion of hypotheses OR other expected findings/outcomes
3. Discussion of the significance/contribution of the research to the broader field
4. Comprehensive explanation of methodology
5. Discussion of background, supervision, and dissemination of results
What IS a “comprehensive” discussion of methodology?

1. **Explains** the process to be carried out in answering your RQ or achieving your RO
   a. Specific methods/tasks
   b. How information/data/creative output will be gathered or produced
   c. How information/data/creative output will be analyzed or implemented

2. **Justifies** this process design
   a. Why are the chosen methods/tasks the best ones for your purposes?
   b. How will these methods/tasks produce results that will fulfill your RQ/RO?

3. Feasibility & timeline considerations
**Abstract**

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**Type I**

**Type II**

**Background**

**Feedback and Evaluation**

**Dissemination of Knowledge**

**Required Supporting Materials**
The final three sections

● Background
  ○ What do you bring to the project? Relevant courses, experiences?

● Feedback and Evaluation
  ○ Who is your faculty mentor? What is the mentoring structure for this project?

● Dissemination of Knowledge
  ○ How will you share the results?
    ■ Hint: Meeting of the Minds 2022! (but also other outlets?)

→ Each should be one short paragraph at most!
Important Dates:

● Now: 1-on-1 Proposal reviews - schedule with us on Handshake!
  ○ NOTE: Appts will be limited; schedule now!

● October 20th: Student application deadline

● October 24th: Deadline for faculty to upload letter and accept

● Mid-November: Award Notifications