Applying for SURG and SURF
Part 1

Undergraduate Research Office
February 2022
Agenda

● Program basics

● Application overview

● Application system

● Q&A
**Program Basics**

<table>
<thead>
<tr>
<th>Small Undergraduate Research Grant (SURG)</th>
<th>Summer Undergraduate Research Fellowship (SURF)</th>
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<tbody>
<tr>
<td>● $500 for individual projects; $1000 for group projects</td>
<td>● $3500 for summer research</td>
</tr>
<tr>
<td>● Grants cover materials, supplies, equipment, etc. required for project</td>
<td>● Individual applications only</td>
</tr>
<tr>
<td>● This deadline: Summer ’22 and Fall ’22 grants</td>
<td>● This deadline: Summer ’22 fellowships</td>
</tr>
<tr>
<td>● Can be faculty-led research OR student-driven research advised by faculty</td>
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</table>
SURG/SURF 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

*Contact our office regarding COVID-19 exceptions.
Eligibility, cont’d

SURF only:

- Have not received a SURF in the past
- Able to commit to full-time summer research
Deciding on SURA vs. SURF

**SURA is a good fit if...**
- You are a 1st-yr or 2nd-yr student *OR* a junior with little to no research experience
- You have not yet done SURA or SURF
- You are very new to the project and not yet ready to write a proposal
- You are still seeking out a faculty connection

**SURF is a good fit if...**
- You have already done SURA or otherwise gained research experience
- You have not yet done SURF
- You are familiar enough with the faculty/lab/project to write a proposal
- This is your last opportunity to apply for SURF
Application Overview

**SURG**
- 3-page proposal
- Budget
- Supporting materials (if required)
- URO History
- Letter of recommendation

**SURF**
- 3-page proposal
- Supporting materials (if required)
- 1-page biography
- Resume
- Transcript
- URO History
- Letter of recommendation
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

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

Type I

Type II

Optional Supporting Materials
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.

- The form is currently live
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
Last
Citizenship: US
College: College of Fine Arts Current Class Year: Senior Graduation Year: 2021
Major: Drama Secondary (If Applicable)

OK
Faculty Information Section

3 Faculty Information

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

Secondary Faculty (optional):
- Andrew ID: 
- Name: 
- College: 
- Department: 
- Email: 

Clear Faculty

Next Page
Additional Student Information (For SURG only)

- 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.

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: [ ] Yes

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.
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.
Important Dates:

● March 23rd: Application deadline

● March 27th: Deadline for faculty to upload letter and accept

● Week of April 18th: Award Notifications
Thank you for joining us!

- Part 2: Proposal Workshop 3/15, 4:30 - 5:30pm EST
  - Arrive with the following:
    - Research topic
    - Research question or objective
    - Novelty and importance of the project
    - Ideas for methods

- 1:1 Proposal reviews - schedule with us on Handshake!