

University of Wisconsin-Milwaukee  
Office of Undergraduate Research (OUR)

## Support for Undergraduate Research Fellows (SURF) Application

<b>1. Title of project (Required: Will be published as entered below - not to exceed 150 characters, including spaces and punctuation)</b>	
<b>2. *Research Mentor Information (See Terms &amp; Conditions)</b>	<b>3. Student Information</b>
2a. Research Mentor ( <i>Last Name</i> )	3a. Student ( <i>Last Name</i> )
2b. Research Mentor ( <i>First Name</i> )	3b. Student ( <i>First Name</i> )
2c. Research Mentor University Email	3c. Student University Email
2d. School/College	3d. School College
2e. Department	3e. Department
2f. Department UBR and Student Payroll Representative	3f. Address
	3g. Student is currently: <input type="checkbox"/> Freshman <input type="checkbox"/> Sophomore <input type="checkbox"/> Junior <input type="checkbox"/> Senior
	3h. If the student has already worked in a research setting, did the student work for (check all that apply): <input type="checkbox"/> Credit <input type="checkbox"/> Pay <input type="checkbox"/> As a volunteer
	_____
	If so, who (list faculty member(s) only)?
<b>4. Proposed Period of Support (Choose Only One Option)</b>	
1. <input type="checkbox"/> Fall <b>OR</b> <input type="checkbox"/> Academic Year 2. <input type="checkbox"/> Spring 3. <input type="checkbox"/> Summer	
<b>5. Request for Funds</b>	
<input type="checkbox"/> Student Support <input type="checkbox"/> Supplies & Expenditures (S&E; <i>Complete section 5e</i> )	
5a. Weekly Hours (Anticipated)	5e. S&E Budget Justification <i>Please provide a detailed itemized list of S&amp;E that directly applies to the student's research project (limit 240 characters)</i> S&E Total:
5b. Hourly Rate (\$10-12)	
5c. Number of Weeks (Anticipated)	
5d. Total Student Salary Support	
<b>6. Total Budget Requested (Student Support + S&amp;E)</b>	
<b>7. RESEARCH MENTOR AND STUDENT CERTIFICATION AND ACCEPTANCE.</b> I certify that the statements herein are true, complete and accurate to the best of my knowledge and agree to the Office of Undergraduate Research terms and conditions ( <i>see page 2 of application</i> ).	
<input type="checkbox"/> I agree to the Terms and Conditions	<input type="checkbox"/> I agree to the Terms and Conditions
7a. Research Mentor Name (please type)      Date	8b. Student Name (please type)                      Date

IMPORTANT: An email box should open when you click 'Submit Form' and you will need to click 'Send' from the email box for it to go to our@uwm.edu. If an email box DOES NOT open after clicking 'Submit Form', the button did not work with your browser and you should send attachment manually to our@uwm.edu.

**Instructions:**

- 1) You will need Adobe Reader to complete this form. If you do not have the latest version, you can download at: <https://get.adobe.com/reader/>.
- 2) Download form to your desktop and complete all fields via Adobe Reader.
- 3) Document should be saved as MENTOR LAST NAME\_STUDENT LAST NAME SURF Spring 2018.pdf (i.e. SMITH\_JONES SURF Spring 2018.pdf)
- 4) Press 'Submit Form' button above which will go to our@uwm.edu. Enter MENTOR LAST NAME\_STUDENT LAST NAME SURF Spring 2018 as 'Subject' (i.e. SMITH\_JONES SURF Spring 2018).
- 5) All fields must be completed.

## Support for Undergraduate Research Fellows (SURF) Terms and Conditions

1. **'Research Mentor'**. Must be a UWM faculty or academic staff member.
2. **Funding**. Application for SURF award does **NOT** guarantee funding.
3. **Disclosing Funding Sources**. Students applying for funding through the Office of Undergraduate Research (including but not limited to the SURF Award program and Undergraduate Travel Grants) are required to disclose in writing to the OUR all sources of campus and other funding supporting this research, as well as all applications for funding. This should be submitted as an addendum to the funding application.
4. **Multiple Funding Sources**. Students cannot *simultaneously* receive funding through multiple programs for the same work. Thus, students should not apply for SURF funding if they are already receiving funding for the work through other means, including NSF, NIH, McNair and departmental funds. SURF Awards are intended to provide support where other resources are not available.
5. **Credit vs. Salary**. Students cannot receive both credit AND salary for doing the same work.
6. **25 Hour Work Week Limit**. In compliance with federal and university policies, students must not work more than 25 hours per week across all campus appointments during the academic year, including Winterim and spring break. During the summer, students may work up to but not exceed 40 hours per week.
7. **Symposium**. Students are required to present their research findings at the annual Undergraduate Research Symposium. Details about the Undergraduate Research Symposium can be found at [www.our.uwm.edu](http://www.our.uwm.edu).
8. **Special Students** are not eligible for SURF funding.
9. **Minimum enrollment**. Students receiving SURF awards must be degree-seeking UWM undergraduates enrolled for a minimum of six credits.

To agree to the above terms and conditions, check the box "I agree to the Terms and Conditions" in section 7 of the cover page and type your name and the date of application.

## Research Mentor Project Information (to be completed by the mentor):

1. Describe the objectives and methodology  
limit 1250 characters

2. Describe the student tasks and responsibilities  
limit 1250 characters

3. Describe the proposed outcomes for your research and for the student participating in the research.  
limit 800 characters

4. How do experiences, educational history or cultural background make student a particularly good choice for this opportunity?  
limit 600 characters

5. How would you characterize the nature of the proposed tasks? (Please check the appropriate box)

Introductory     For experienced undergraduate students     For advanced undergraduate students

6. Would you like to add this project to the OUR searchable database (interested students can apply via the OUR to get involved in the project for credit)?     Yes     No

# Student Background and Research Information

(to be completed by the student)

All questions must be answered in order for the application to be considered for funding.

1. Briefly describe your reasons for wanting to participate in this research project.  
limit 1250 characters

2. Briefly describe the tasks that you will be performing.  
limit 1250 characters

3. Briefly describe how this research opportunity fits within your larger academic and career goals.  
limit 1000 characters

4. Please let us know about how your educational or cultural background and experiences might make you a particularly good choice for this opportunity.  
limit 500 characters

5. Have you previously participated in undergraduate research?

Yes  No

If yes, please list name(s) of research mentor(s) and the dates when research was performed.

6. Have you received financial support (research or travel) through the Office of Undergraduate Research?

Yes  No

If yes, please list the dates of support and reason for support: