

Support for Undergraduate Research Fellows (SURF) Awardee Roles & Responsibilities

<i>Office of Undergraduate Research</i>	<i>Faculty/Academic Staff (Mentor)</i>	<i>Student (Mentee)</i>	<i>Faculty/Student ‘Home’ Department</i>
<p>Application intake for Fall/AY, Spring, Summer deadlines.</p> <p>Prepare applications for committee review.</p> <p>Send award notices and monitor award balances.</p> <p>Conduct new SURF recipient orientation, provide professional development opportunities for SURF recipients, and organize annual Undergraduate Research Symposium to showcase outcomes.</p> <p>Serve as a resource for undergraduate research-related questions and concerns from students, faculty, academic staff, or administrators.</p> <p>Award closeout.</p>	<p>Supervise mentee.</p> <p>Biweekly timesheet approval.</p> <p>In compliance with federal and university policies, student may not exceed (across ALL campus student hourly appointments):</p> <ul style="list-style-type: none"> • 25 hours/week during Academic Year (including UWinterim). • 40 hours/week during Summer. <ul style="list-style-type: none"> ○ Maximum 12-week interval between period directed by UWSA. <p>Keep track of hours worked in award period to ensure there are no salary overages.</p> <ul style="list-style-type: none"> • If student exceeds maximum award budget, faculty is responsible for providing home department additional funding source to cover overage. 	<p>If a new SURF recipient:</p> <ul style="list-style-type: none"> • Complete onboarding paperwork with home department (work cannot begin until Criminal Background Check returns clear). • Attend one SURF Orientation Session (dates in award letter). <p>In compliance with federal and university policies, student may not exceed (across ALL campus student hourly appointments):</p> <ul style="list-style-type: none"> • 25 hours/week during Academic Year (including UWinterim). • 40 hours/week during Summer. <ul style="list-style-type: none"> ○ Maximum 12-week interval between period directed by UWSA. <p>Record hours appropriately using MyUW System portal. Inform home department of any missed time punches.</p> <p>Keep track of hours worked in award period (i.e. Fall/Academic Year, Spring, Summer) to ensure there are no salary overages.</p> <p>Present research findings at annual Undergraduate Research Symposium (TBD).</p>	<p>If a new SURF recipient, complete and submit onboarding paperwork:</p> <ul style="list-style-type: none"> <input type="checkbox"/> W4 <input type="checkbox"/> I9 <input type="checkbox"/> Criminal Background Check <input type="checkbox"/> Direct Deposit <input type="checkbox"/> Employee Self-Identification <input type="checkbox"/> Emergency Contact <p>Ensure student’s salary is charged to appropriate funding string via HRS.</p> <p>As backup to faculty/student:</p> <ul style="list-style-type: none"> • In compliance with federal and university policies, student may not exceed (across ALL campus student hourly appointments): <ul style="list-style-type: none"> ○ 25 hours/week during Academic Year (including UWinterim). ○ 40 hours/week during Summer. <ul style="list-style-type: none"> ▪ Maximum 12-week interval between period directed by UWSA. • Keep track of hours worked in award period (i.e. Fall/AY, Spring, Summer) to ensure there are no salary overages.

For questions regarding award balances, please contact Sarah Keepman at skeepman@uwm.edu

Extension Requests: If the student has not spent all funds by the end of the award period, an extension may be requested by emailing Kyla Esguerra at kylam@uwm.edu