



SUMMER UNDERGRADUATE RESEARCH WITH FACULTY (SURF) GRANT APPLICATION

To be completed, signed and submitted to the URCA office by the deadline listed below. The application pages are only fillable using Google Chrome and Adobe Acrobat for PCs and MACs. Handwritten applications will not be accepted. Applications and transcripts should be submitted electronically through Secure Share <https://seureshare.cofc.edu/>. Instructions for using Secure Share can be accessed at urca.cofc.edu.

2022-2023 Deadline

<i>SURF Deadline</i>	<i>For project support during the following dates:</i>
February 10, 2023	May 11 – August 21

URCA Application Instructions:

A complete description of the application requirements and instructions can be found on the URCA website (urca.cofc.edu) in the URCA SURF Descriptions and Guidelines handbook. For help with inserting photos or formatting text, please use the guide found on the URCA website (urca.cofc.edu).

In addition to the information requested on this application the following documents are required to be submitted to URCA.

- 1. Faculty Evaluation Form and Letter of Recommendation:** EACH faculty mentor involved in the project is required to provide an independent evaluation of the student by submitting an evaluation form and letter of recommendation. The evaluation form can be found at the end of this application. The top portion of the form should be filled out and digitally signed by the student, then given to each faculty mentor to complete and digitally sign. The letter should be written on an official letterhead document, and describe the student's aptitude for the work, nature of the mentor's previous interaction with the student, and opinion on the likely effects the experience will have on the student's development. If the student has earned a grade lower than B in courses relevant to the project, the faculty mentor should explain why they believe the student should benefit from the scholarly experience and how the student is academically prepared to work independently on the project. The evaluation form and letter of recommendation should be submitted as one document by the faculty mentor through Secure Share.
- 2. Transcripts and Course Schedule:** A complete unofficial transcript from EACH higher education institution attended by the student applicant (**Degree audits are not accepted**) and a schedule of intended coursework during the project period must be submitted. If a student has received grades from another institution on coursework that counts toward CofC graduation requirements, the unofficial transcript from the institution must be submitted with the application. It is not sufficient that the courses are listed on the CofC transcript.
- 3. IRB/IACUC Approval:** If applicable, a copy of the IRB/IACUC approval must be submitted. Applications will be reviewed without the approval; however, grant funds will not be transferred until all approvals are received.



SURF APPLICATION COVER PAGE

Applicants should refer to the URCA SURF Program Description and Guidelines for application instructions and eligibility criteria.

The application pages are only fillable using Google Chrome and Adobe Acrobat. Handwritten and incomplete applications will not be accepted or considered for funding.

PROPOSAL TITLE: _____

PRIMARY MENTOR APPLICANT:

UNDERGRADUATE APPLICANT:

NAME: _____

NAME: _____

CofC Email: _____

CofC Email: _____

Department: _____

CofC ID number _____

Faculty Status:

- Tenured/Tenure-track, Instructor, Visiting, Adjunct, Other (please specify)

Primary Major _____

Current Enrollment Status:

- Full-time (12 hours or more), Part-time (less than 12 hours)

Graduation Year:

- 2023, 2024, 2025, 2026

Please select (if applicable):

- Minority, First-Generation Student

SECONDARY MENTOR APPLICANT:

NAME: _____

Institutional Affiliation: _____

Department: _____

Email: _____

How did you hear about this particular grant opportunity?

- Yammer, Facebook, Instagram, Twitter, Email, Campus Flyers/Digital Advertisement, Chair/Dean, Professor, URCA Website, CofC Calendar, Other

Undergraduate Applicant: _____

2. STUDENT STATEMENT OF INTENT (3500 character limit with spaces):

Undergraduate Applicant: _____

3. ADDITIONAL STATEMENT OF INTENT, if applicable (GPA lower than 3.0; grade or C or lower in course relevant to project; 1750 character limit with spaces):

4. NON-TECHNICAL PROJECT ABSTRACT (1750 character limit with spaces):

Undergraduate Applicant: _____

**5. PROJECT DESCRIPTION (3 pages maximum. Please include the following sections:
a) Technical Abstract; b) Project Objectives; c) Project Significance; d) Methods of Work;
e) Faculty Mentor and Student Participant Project Roles):**

Undergraduate Applicant: _____

Undergraduate Applicant: _____

Undergraduate Applicant: _____

6. STUDENT DEVELOPMENT (1750 character limit with spaces):

7. PROJECT DISSEMINATION:

Undergraduate Applicant: _____

8. STUDENT INVOLVEMENT:

9. FACULTY INFORMATION (Last 2 years. Please include the following sections: a) Previous Students; b) Previous Dissemination; c) Outcomes; d) Additional Commitments):

Undergraduate Applicant: _____

Undergraduate Applicant: _____

10. REFERENCES:

Undergraduate Applicant: _____

**11. BUDGET JUSTIFICATION (Please include the following sections: a) Student Stipend;
b) Faculty Stipend; c) Student Travel; d) Faculty Travel; e) Supplies and Materials; f) Other):**

12. ADDITIONAL FUNDING (Please include the following sections: a) Current Cost-Share and External Support; b) Pending Support):

Undergraduate Applicant: _____

PROJECT INFORMATION PAGE

REQUESTED DATES OF PROJECT SUPPORT (mm/dd/yy): From _____ To _____

TOTAL AMOUNT REQUESTED FROM URCA: \$ _____

1. Does the proposal involve research on human subjects? Yes No
If yes, status of the **IRB** request (no funds can be awarded without **IRB** approval):
 Submitted Approved

2. Does the proposal involve research with live vertebrate animal subjects? Yes No
If yes, status of the **IACUC** request (no funds can be awarded without **IACUC** approval):
 Submitted Approved

3. Have student or faculty applicants received URCA support for this or any other project in the past 12 months or do they currently hold funding through the URCA program?
 Yes No
If yes, which type? SURF MAYS RPG
If the applicant holds funding in the current cycle, specify name of applicant and award amount:

4. Does the **student** have another proposal under consideration by URCA during the current cycle? Yes No
If yes, what type of grant proposal is it? MAYS RPG

5. Does the **faculty mentor** have another proposal under consideration by URCA during the current cycle? Yes No
If yes, what type of grant proposal is it? SURF MAYS RPG

6. Is there another internal proposal current or pending for this research/creative work?
 Yes No
If yes, please list the source(s) as well as amount of request and dates of award:

7. Is there an external proposal current or pending for this research/creative work?
 Yes No
If yes, please list the source(s) as well as amount of request and dates of award:

8. Does the project have potential for copyright or invention? Yes No

9. Does the project involve biohazards or other safety issues? Yes No

Undergraduate Applicant: _____

SURF Proposed Budget Table:

Complete the SURF project budget using the budget table below. The total cost of the project (URCA- funding and other funding) must be clearly indicated. The total budget request from URCA may not exceed \$6500. It should be clear that at least half of the funding is going to directly support the student. When preparing the budget, it is important to clearly indicate how expenses will be applied in each fiscal year. Only half of the awarded funds will be available through the end of June, and the other half of the awarded funds will be available at the beginning of July. This is to accommodate the fact that the grant spans two fiscal years. In specific and well-justified circumstances, grants may be awarded in full either before June 30 or after July 1, although applicants should not expect nor should they base project plans on such latitude.

The table below must be complete to ensure review of your project. Any items that are left incomplete will render the application ineligible for review.

	I	II	III	IV	V
	SURF Funding Requested*		Dept/School Other Internal Support for Project	External Support for Project	Total Cost of SURF Project
	For Use Prior to June 30	For Use After July 1			
A. Student Salary (taxable amount)					
B. Faculty Salary (taxable amount)					
C. Student Travel**					
D. Faculty Travel**					
E. Supplies & Materials					
F. Other					
G. Total Costs Per Column					
TOTAL SURF REQUEST:					

*Funds are distributed over two fiscal years. Funds in Column I must be expended by June 30th; funds in Column II must be expended by the first day of the fall semester.

**No travel will be awarded for the dissemination of project results. Travel funds for project presentations must be requested by submitting an RPG application.

Undergraduate Applicant: _____

GRANT SIGNATURE PAGE:

Digital signatures are required for all participants. Please read the URCA Guidelines prior to signing this page. Signatures below indicate awareness of and intention to follow appropriate Program, Departmental, School, College and State rules and regulation for conducting projects, travel, and expenditure of funds.

SIGNATURE & DATE, Undergraduate Applicant: _____

SIGNATURE & DATE, Faculty/Mentor Applicant: _____

SIGNATURE & DATE, Faculty/Mentor Applicant: _____

Chair: I acknowledge that the above student and faculty mentor are applying for an URCA Grant and that the funds for successful proposals will be transferred into the departmental R & D account for disbursement based on the budget included in this proposal.

SIGNATURE & DATE, Chair: _____

SIGNATURE & DATE, Chair: _____

FACULTY MENTOR EVALUATION FORM (one form per mentor)

The top portion should be filled out and digitally signed by the student, then given to each faculty mentor to complete the bottom portion and digitally sign. The evaluation form and letter of recommendation should be submitted as one document by the faculty mentor through Secure Share.

This section is to be completed by the student applicant.

Student Applicant Name: _____

The student applicant named above requests that the faculty mentor named above submits a letter of recommendation as part of the URCA application. The student must indicate whether or not he/she will waive the right of subsequent access to this evaluation form and recommendation letter.

_____ I do waive my right of subsequent access to this evaluation form and recommendation letter.

_____ I do **not** waive my right of subsequent access to this evaluation form and recommendation letter

Signature of Student Applicant

Date

This section is to be completed by the project mentor.

For how long have you known the student applicant? _____

Nature of your past interactions (if any) with student applicant: (select all that apply)

- teacher/student
- mentor/researcher
- advisor/student
- social settings

other (please explain) _____

Please rate the student applicant on a scale of 1 - 5 (5 being the highest, N.O. for not observed) in comparison to other students at the College of Charleston.

Independence: _____

Knowledge appropriate to the project: _____

Critical thinking: _____

Work ethic: _____

Communication skills: _____

Creativity: _____

Ability to work with others: _____

Research potential: _____

Signature of Faculty Mentor

Date