2027 SURF APPLICATION OUTLINE

This document outlines information that will be collected in the online SURF application. Please review it carefully. Access the application through the SURF website: ugradresearch.uconn.edu/surf/

APPLICATION DEADLINE: Monday, February 1, 2027

APPLICANT INFORMATION

Student Name: _____ **Student Admin #:** _____

Email: _____ **Cell Phone Number:** _____

Home/Permanent Address: _____

Expected Graduation Date: _____ **G.P.A.:** _____ **UConn Campus:** _____

Major 1: _____ **Major 1 School/College:** _____

Major 2: _____ **Major 2 School/College:** _____

SURF APPLICATION

Project Title: _____

In the questions that follow, please offer a brief overview of the project you are proposing. These responses should not simply duplicate text from your proposal and should offer an accessible summary of your planned project (i.e., explanations that do not rely on field-specific jargon and acronyms). ***Character limits include spaces***.

Briefly summarize the basic idea, problem, or question the proposed project will examine. Please indicate the goals of your project as related to this central idea, problem, or question (*maximum 1500 characters*).

Briefly explain the research or creative project design, procedures, and methods (*maximum 1500 characters*).

Briefly outline your qualifications to undertake and complete this project. If appropriate, include CITI training, Responsible Conduct of Research training, and/or other courses/training in research methods or creative practice (*maximum 1500 characters*).

Briefly comment on how this project will benefit you in terms of your future educational and/or career goals (*maximum 2000 characters*).

Optional Question: Are there additional factors in your background or life experience that would help you benefit from this award program? Discuss social, economic, educational, or other obstacles, if appropriate (*maximum 2000 characters*).

Category of project:

- My project is an entirely original research or creative project proposal.
- My project is an individual project that is an extension of the research program of a laboratory/research group or the ongoing creative work of a mentor.

- My project is a research or creative apprenticeship. I am working on an established project.

Is the proposed SURF project part of a long-term project you plan to continue working on beyond the summer of 2027? Yes/No

Will you be traveling to conduct your proposed project? Please note that any restrictions to university-sponsored domestic and/or international travel in summer 2027 will apply to SURF travel. Yes/No
If "Yes," you will be asked the following question:

- What type of travel? Travel within Connecticut (not commuting), Travel within the US (outside Connecticut + not commuting), and/or International Travel. *Note that travel to UConn Health is not considered "travel" as it is considered commuting.*
- If "International Travel" is selected, you will be asked to answer a series of questions regarding your proposed international travel as part of the application. See page 6 of this outline for these questions.
- **Note**: Students engaging in **international travel** for academic purposes must register with UConn's Office of Experiential Global Learning (EGL) in accordance with the UConn Student International Travel Policy. Students will be enrolled and covered by Cultural Insurance Services International (CISI) Health Insurance for the duration of their trips upon their completion of the Global Affairs undergraduate student travel registration form. Learn more about health insurance costs and the Global Affairs registration procedure.

Campus(es) where your research will take place: _____

Specific location(s) where your research will take place: _____

Are you using survey or interview methods as part of your SURF project? Yes/No
If yes, you will be asked to upload your instrument(s) as part of your application.

PROJECT UPLOADS

Please upload your project proposal, timeline, and budget as PDF files. Students using survey, assessment, and interview methods are also expected to upload the data collection tool(s) they will use.

NOTE: Students may propose either a full-time (360 or more project hours, eligible for full stipend) or a part-time (less than 360 project hours, reduced stipend) SURF project.

PROJECT PROPOSAL

Please upload your project proposal. Students are encouraged to use section headers to assist with clarity and readability. Consider also the use of appropriate graphs, charts, pictures, etc. that will help reviewers better understand your project. Note that these all must be included in the 8-page proposal limit. Name the file LastName-FirstName-Proposal.pdf.

PROPOSAL: This document must be double-spaced, in 12-point Times New Roman font, with 1" margins and numbered pages. It must be no longer than 8 pages.

Please address the following in your proposal:

- What is the basic idea, problem, or question your project will examine?
- What is the purpose of this research or creative project? What is its significance or importance to the broader field? How does it build on or relate to other research or creative work?
- What is the research/project design? What procedures and methods will you use? Describe the steps you will take to conduct the project, demonstrating that the project is feasible within the time frame.

    - For projects in hypothesis-driven fields, what hypothesis (or hypotheses) will you test?
    - For projects involving the collection of data, provide details about your data collection strategy and the types of data you will collect.
    - For projects involving the analysis of data, provide details about your planned analytic procedures and show how your analysis will answer your research question(s).
- Where will your work be performed? What materials will you need to use?
- What will the outcomes of this work be? What do you expect to learn and accomplish? Describe anticipated products and any planned dissemination of your work (e.g., performance, poster presentation, thesis, journal manuscript, exhibition).

REFERENCES: List appropriate scholarly references cited in your proposal to demonstrate your understanding of the field. References should be formatted in the style appropriate to your discipline. If you refer to a grant proposal (including one developed by your mentor), please cite the grant proposal as one of your sources. References **do not count** as part of the 8-page project proposal length restriction.

TIMELINE

Please upload a timeline for your project, including summer start and end dates, anticipated number of project work hours each week, total project hours, and a week-by-week listing of planned project milestones. Note that total project hours should match what you enter in the SURF Budget form. For projects extending beyond the summer, you may list key project activities/milestones that will precede or follow the SURF project period to provide context for the summer activities and demonstrate their feasibility. Account for your planned enrollment in summer coursework, participation in study abroad programs, and/or any other substantial commitments in your timeline. You may single-space this document. Name the file LastName-FirstName-Timeline.pdf.

Check the website (ugradresearch.uconn.edu/surf/sample-surf-timelines/) to ensure that your timeline includes all required information.

BUDGET

Will you be traveling domestically (not commuting) or internationally as part of your SURF project? Yes/No

If "Yes," and if you will be requesting travel expense funding (a Plan B or Plan C budget), you will be asked to specify the total amount of travel expense funding requested. If you are also requesting stipend funding (a Plan C budget), you will be asked to specify the total number of SURF project hours outside your travel dates. This number should be consistent with the timeline submitted.

If "No," or if you will not be requesting travel expense funding (a Plan A budget), you will be asked to specify the total number of SURF project hours. This number should be consistent with the timeline submitted.

Are you requesting research expense funding (maximum $500)? Yes/No

If "Yes," do you wish to request $50 for poster printing (leaving $450 for other research expenses)? Yes/No

If you are requesting travel expense funding and/or research expense funding, please upload a detailed budget for your project. Make sure to refer to ugradresearch.uconn.edu/surf/sample-surf-budgets/ to ensure that your budget conforms to SURF funding guidelines. ***Note that travel to UConn Health is not considered domestic travel as it is commuting***. You may single-space this document. Name the file LastName-FirstName-Budget.pdf.

Please identify any other funding sources to which you have applied or plan to apply to support your engagement in this research or creative project this summer (e.g., Presidential Scholar enrichment funding, McNair Scholar funding, summer IBACS grant, departmental funding).

RESEARCH INSTRUMENT(S) - Students using survey or interview methods should upload their data collection tools here (e.g., survey, assessment instrument, interview protocol). Students not using these methods will not be shown this upload field.

RESEARCH COMPLIANCE

This section asks questions regarding the necessary research approvals for your project. Students are responsible for working with their faculty advisor, Research Integrity & Compliance Services, and Environmental Health & Safety to ensure that their project has the approvals necessary to begin their research, and for submitting verification of this authorization to the Office of Undergraduate Research. Research approvals take time and require students to complete relevant training, so please plan accordingly.

You will be asked the following questions in your SURF application. Not all questions may apply to you. For questions that do apply, please make note of the information and/or documentation you will need to provide.

At which UConn campus will your research be taking place?

Does your project involve research with human subjects? If "Yes," you will be asked the following questions:

- Do you have the necessary IRB approval for this project?
- If "Yes," please upload a PDF copy of your IRB approval letter. Note: If you are approved for funding, we will require a PDF copy of the validated Appendix A listing you as a student researcher on the project.
- If "No," please outline your plan and timeline for obtaining IRB approval.

Does your project involve research with animal subjects? If "Yes," you will be asked the following questions:

- Do you have the necessary IACUC approval for this project?
- If "Yes," please upload a PDF copy of your PI's IACUC approval letter. Note: If you are approved for funding, we will require confirmation that you are listed as a student researcher on the project.
- If "No," please outline your plan and timeline for obtaining IACUC approval.

Does your project involve the use of human embryonic stem cells and/or iPS cells? If "Yes," you will be asked the following questions:

- Do you have the necessary SCRO approval for this project?
- If "Yes," please upload a PDF copy of the SCRO Amendment letter which approves your addition as a student researcher on your faculty advisor/PI's project.
- If "No," please outline your plan and timeline for obtaining the necessary SCRO approval.

If your project will take place at Avery Point, Hartford, Storrs, Stamford, or Waterbury, you will be asked:

Does your project involve the use of biological materials? Examples of biological materials can include, but is not limited to: recombinant or synthetic nucleic acid molecules (rsNA); biological agents and toxins; bacteria and their phages and plasmids; viruses; fungi; mycoplasmas; prions; parasites; human and non-human primate tissues, body fluids, blood, blood byproducts, and cell lines; animals; and animal remains and insects that may harbor zoonotic pathogens. If "Yes," you will be asked the following questions:

- Has this biological research been approved by the Institutional Biosafety Committee (IBC)?

- If “No,” please contact ibc@uconn.edu, to ensure proper approval is received prior to beginning research.

Are you conducting your project in a setting with hazards such as a lab, theater, or studio? If “Yes,” you will be asked to upload a screen shot of your safety training history from the HuskySMS system. For details about the documentation required, please reference ugradresearch.uconn.edu/safety-training/.

If your project will take place at UConn Health, you will be asked:

Does your project involve the use of recombinant or synthetic nucleic acids (r/s NA)? If “Yes,” you will be asked the following questions:

- Has this research been approved by the UConn Health Institutional Biosafety Committee (IBC)?
- If “Yes,” please upload a PDF copy of your PI's IBC approval letter. Note: Should your application be selected for funding, we will also require confirmation that your name has been added to the IBC registration. Your PI can contact the UCH IBC to add your name and receive this confirmation.
- If “No,” please ensure your PI is in touch with the UCH IBC so that proper approval/addition of your name is assured prior to beginning research.

LETTER OF RECOMMENDATION

The 2027 SURF application ***will require only one letter of recommendation*** from the UConn faculty member who is supervising your proposed SURF project. Students proposing a mentor who is affiliated with UConn but does not hold a faculty appointment should contact OUR to confirm the mentor’s eligibility. You must request this letter of recommendation through the Quest application system; the system will send your faculty supervisor an individualized link for recommendation submission. ***The faculty letter of recommendation is due by the SURF application deadline – Monday, February 1, 2027 – so make sure to send your request well in advance of the deadline.***

Faculty Project Supervisor

Name: _____ Email: _____

PERMISSIONS & ACADEMIC INTEGRITY

Permission to print transcript: I give the Office of Undergraduate Research permission to print a copy of my unofficial transcript to include in my application.

Permission to access student information for program assessment and matching to funding sources: I give the Office of Undergraduate Research permission to access information about me from StudentAdmin (ethnicity, first generation status, membership in groups such as Honors, receipt of scholarships such as Presidential Scholarships) and from Student Financial Aid Services (highest need, some need, or no need based on Expected Family Contribution; or no FAFSA filed). I understand that this information will be aggregated and used to assess how representative applicants for and recipients of OUR funding are of the overall undergraduate population. If my application is approved for funding, I understand that this information may also be used to match me to an appropriate funding source.

Permission to include name and project title in press releases and other publicity relating to this award program: Yes or No

Statement of Academic Integrity

By typing my name in the field below, I confirm that I have prepared all components of this application in accordance with University standards for academic integrity.

INTERNATIONAL TRAVEL QUESTIONS (if applicable)

If your project involves international travel, you will be required to answer the questions below.

Students interested in traveling outside the United States as part of their projects must demonstrate that they have made adequate preparations for the logistics and challenges of research and creative work abroad. The review committee will look for evidence that applicants have researched these matters as part of their assessment of the viability of the project.

To which country (or countries) would you be traveling?

How did you determine that this country (these countries) were appropriate locales in which to conduct your research?

Do you have a UConn-based faculty advisor (or other faculty contact) with whom you have discussed your proposed work in this country (these countries)?

- If "Yes," please provide the name of the faculty advisor with whom you have discussed your proposed work.
- If "Yes," is your proposed work connected to this person's (these people's) work? If "Yes," how does your work connect with theirs?

Within the country (or countries) to which you would travel, where would you be conducting your project? Please be as specific as possible in naming the proposed location(s).

Where do you propose to live while working on your project abroad? Please state your proposed housing circumstance (apartment, hotel, other), with pricing and contact information.

Please describe the transportation arrangements you foresee within country (e.g., walk from housing to project site, municipal bus between project sites).

Please describe how you plan to navigate language differences while abroad. If English is not in common usage, please discuss your level of proficiency in the relevant language(s) and any proposed arrangements for translation services.

Please list the names of contacts in that country (representatives of institutions or organizations, or private individuals) who support your project. Note that we may ask you for evidence of that support.

Does the country to which you intend to travel require special clearance from its government in order to engage in research activities, e.g. a project-specific research permit/pass?

- If yes, what steps have you taken to apply for and receive this clearance?