2025 Summer Undergraduate Research Fellowship (SURF)
Request for Proposals and Fellowship Guidelines

## I.	Eligibility and Expectations

Applications for the 2025 Summer Undergraduate Research Fellows (SURF) program must be **written jointly** by both student and faculty mentor, with the faculty member responsible for submitting the application online through Submittable. This grant is intended to be a collaborative effort between students and faculty members from idea generation through project completion. **Please note instructions denoting student and faculty member's contributions on the application.** Faculty from diverse disciplines will be reviewing these grant proposals, so please make sure that the application is written for review by individuals outside your discipline.

Approval by the Institutional Review Board (IRB) is not required at the time of application, but all projects requiring interaction with human subjects must be approved by the IRB prior to participant research being initiated. Likewise, projects involving non-human vertebrate animals will require Institutional Animal Care and Use Committee (IACUC) approval before research can be initiated. Notification of IRB or IACUC approval must be provided to the Office of Undergraduate Research and Inquiry (OURI) when granted in order for SURF funds to be released. Requirements for faculty and student participants are as follows:

Faculty:
All continuing full-time faculty and instructional staff are eligible to serve as SURF mentors. Mentors must commit to being present to work with their student for the majority of the 12-week program (Summer I and Summer II sessions). If the mentor will not be present with the student, they should clearly explain dates that they will be away and how they will continue to mentor their student remotely.

Students:
Student applicants must be enrolled at UT for the fall semester after the Fellowship. Students are expected to be in good academic standing and to have completed the relevant course work (determined by the supervising faculty member) or have relevant experience in order to complete the work proposed in the SURF application. As part of this program, students will be asked to take assessments that will enable OURI to monitor the program's effectiveness and will also be asked to participate in educational activities, including workshops. Students must commit to attending professional development seminars, completing the project outlined in the SURF proposal, and should present their work an appropriate discipline specific conference or exhibition or submit their scholarship to an appropriate peer-reviewed outlet upon completion of the project. Students may not enroll in classes during the time that they are participating in the SURF (Summer sessions I and II).

II.   Timeline

February 1: Application Due
March 15: Awards Announced
May 28 – August 13: SURF Fellowship
August 29: SURF Symposium

III.   Goals and Outcomes

- The SURF program is a full-time, paid summer internship program that provides undergraduates with training and mentoring in the conduct of research, presentation skills, and prepares them for applying to graduate or professional school.
- SURF students will have a faculty-mentored, in-depth research or creative inquiry experience that trains them in 1) hypothesis or problem-based framing of a project; 2) skills and technologies used to complete the project; 3) implementation of the project of

The criteria used to evaluate research-oriented applications will include the following:

- There is a clear description of how the faculty member(s) will mentor the student so that s/he will grow as a scholar.
- The project is driven by a clear question (i.e., addresses a gap in the literature).
- The design of the project will allow the student to answer the research question developed in the introduction.
- The project is based on a sufficient amount of supporting evidence.
- The project is innovative and creative (i.e. the project adds an original intellectual or creative contribution to the field/discipline or practices in the discipline).
- There is a match between the goals and outcomes expressed by the student in his/her letter of interest and the project description in the grant application.
- The overall strategy and methodology are well reasoned and appropriate to accomplish the specific aims of the project.
- The proposal is formatted according to the SURF guidelines and application.

The criteria to be used to evaluate creative works applications will include the following:

- There is a clear description of how the faculty member(s) will mentor the student so that s/he will grow as a scholar.
- There is a clear question that the student will use as a framework in creation of the work.
- The proposed creative works project is significant and the contribution the proposed project will make to the arts and humanities is clear and convincing.
- There is a match between the goals and outcom22 0llowon

a. Project Overview (written collaboratively.) (250 words) In a few sentences, please explain this project to someone outside your discipline. Please explain the idea generation and development of this research proposal. Be specific about the roles of the student and faculty member in the project.

b. Project Description (written by student with faculty mentor guidance) Describe the project in no more than 1,000 words. As with the summary and remainder of your application, this should be written in language that is completely understandable to all disciplines. Jargon and abbreviations should be limited. Include background, theories, significance, and aims of your project. Explicitly state the question or problem being investigated. References should be included and uploaded as an appendix. If this project is a continuation of a previously funded proposal, please differentiate this proposed work and explain the incremental difference or impact of this current proposal.

c. Proposed Activities and Benefits to Student (written collaboratively): Describe the student's proposed activities in no more than 1,000 words. What, specifically, will the student(s) do during the funding period? How will these activities contribute to the student's development as a scholar? Please explain the roles of the student and faculty mentor and what work each will do to complete the project with sufficient details to fully describe the activity plan. Please include how participation in this project will allow the student to improve his/her critical thinking skills, communication skills, and attain practical skills in the field of inquiry, such as information literacy, quantitative literacy, creative thinking and problem solving.

d. Mentoring Plan (written collaboratively, no more than 500 words) Describe Pe19 Tc 0.01 5i365.2-1 ((L)-1 ( )T

h. **Student's Letter of Intent**: Please answer the following three questions in paragraph form (500-word limit): 1. How did your interest in this research project develop? 2. What skills do you possess that will help you complete this project? What skills will this project help you develop? 3. How does the completion of this research project fit within your future plans? The letter should be uploaded as a pdf file.

VI.   Budget Guidelines

The University of Tampa is committed to supporting the development of student scholars by providing generous support that enables students to pursue full-time research during the summer. Students who participate in the SURF program will be provided the following:

- x $3,500 stipend
- x Housing allowance is provided if the student chooses to live on campus (living on-campus is encouraged to create a community of student-scholars).

Faculty can elect to receive a $1,000 stipend to support their time in mentoring the student. This stipend can be applied to travel funds or supplies if the faculty so chooses. Fringe benefits of 8.33% are applied to faculty stipends and must be included in the total budget. E }š W &   µ o š Ç u u   Œ •   ] v P
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SURF students can also request up to $2,000 in supplies or travel funds, according to the following criteria:

- **Computer Hardware and Software** - Computer hardware and software essential to the conduct of the research may be requested.
    - o All computers purchased with funds from the Undergraduate Research and Inquiry Grants will be property of the Office of Undergraduate Research and Inquiry (OURI) and should be used for research purposes by students and faculty on approved grants.
    - o Quotes for computers must be obtained from ITS and included as part of the application. To obtain a quote, contact ITS with a list of required specifications.
    - o Please include a screen shot or print a PDF of the item that you would like to purchase with its specifications visible as an appendix to your application.
    - o The computer or technology will be officially assigned to the faculty mentor.
    - o At the conclusion of the student's project, OURI should be contacted. Computers may be redistributed for use in student research.
    - o Under no circumstances should a computer be retained by the student or faculty after the funded research has concluded without permission from OURI.
    - o Please check with ITS to see if they have licenses to software that you need before you purchase new software.

- **Dues and Fees** - All professional dues and fees associated with the project to join or maintain memberships in established, reputable, professional associations necessary or helpful to the project sharing knowledge, networking, or other, may be

proposed to support the student and/or faculty.

- Equipment - Equipment essential to the conduct of the research may be requested.

- Instrumentation - Assessment tools and instruments including commercial tests, surveys, profiles, and all other instruments proposed for the project should be itemized including how many instruments will be purchased from the vendor.

- Supplies, Postage, Xeroxing - Routine supplies, postage, Xeroxing, and other non-personnel office support may be proposed and must be itemized and detailed so that it is clear exactly what will be purchased.

- Travel - Travel to present papers at established and reputable local, regional, state, national, and international conferences of consequence must be itemized to include cost of registration, transportation, housing, food, and other expenses associated with project or paper presentation. Travel costs for the student and/or faculty member may be proposed U šZ}µPZ (µo