

## Guidelines for SURP Proposals

The Summer Undergraduate Research Program (SURP) is a research fellowship for UCI undergraduate students. It is aimed at students with some prior research experience who plan to continue an intensive, faculty mentored research experience over the summer. The fellowships are typically for 10 weeks, with a commitment of 20 hours per week. However, the total time commitment is flexible and should be appropriate for the proposed project. The award amounts are flexible and dependent on student need and the time commitment of the project. They are capped at \$3,000, and are provided to students in one or two stipends.

Submission deadlines, and the application, are on the UROP website ([urop.uci.edu](http://urop.uci.edu)).

The UROP Faculty Advisory Board reviews proposals and makes award recommendations based on the quality of a complete application and available funding. Our [Proposal Scoring Rubric](#) shows criteria that reviewers consider when evaluating proposals.

### **Eligibility Requirements**

- Current UCI undergraduate student through at least one quarter after the summer for which you are awarded. Limited to one award per summer.
- Good academic standing
- UCI Faculty Mentor guidance
- Some prior research experience; at least one quarter working on a research project at UCI is recommended

### **Application Materials**

- Online application form
- Research Proposal
- Personal Statement
- Faculty Mentor Agreement Form
- Projects involving human and/or animal subjects must adhere to UCI's research conduct rules, and may need to complete additional steps with their Faculty Mentor

### **Detailed Submission Instructions**

Please login to the online proposal submission portal, linked to the [UROP Opportunities](#) website.

- Begin an application early and save it as a Draft. This will allow you to see everything that is required and provide you with enough time to compile all of the necessary information before the deadline.
- You may save a Draft of your submission as many times as needed before it is complete and return to finish it later.
- **Do NOT click "Submit" until you are sure your submission is 100% complete.** You will NOT be able to modify your submission after it has been submitted.
- Your Faculty Mentor will need to review your Proposal and complete a form before the submission deadline, so it is **critical** that you meet with them well in advance of the deadline.

The proposal should be prepared by the student applicant, under the guidance of their faculty mentor(s). Submit your proposal online by entering information about you and your faculty mentor(s), and uploading or providing the following:

#### **1) The Research Proposal**

Your proposal should convince the reviewers of the significance of the project and need for funding. Typically, a proposal is about three to five pages, but should be the appropriate length to support your request completely and concisely. If needed, your proposal may include further documentation, such as a survey that you are administering or data that you have collected.

Your proposal should follow these formatting guidelines:

- Format: standard 8.5" x 11" page size
- 11 point or higher font, except text that is part of an image
- Times New Roman or equivalent standard text font
- 1" page margins
- MS Word or PDF format

Proposals should answer these questions:

- Why am I doing this project? What issues/problems/questions will I explore and answer?
- What are my goals for the project? How will I get there? What do I hope to realize as a result of my efforts?
- What resources will I use in my project?
- How much funding should I request, if any?
- Will I dedicate the time needed to complete the project within the timeline proposed?

You can see past proposals on the UROP website as examples.

### **Thesis, Purpose, Objective, & Approach**

You will likely start your project by asking a rudimentary research question, usually with the help of your mentor. In a sense, your thesis statement is your answer to the central question or problem you have raised. Writing this statement will enable you to see where you are heading and to remain on a productive path as you plan and write. Beginning your proposal with your thesis statement frames everything that follows.

This section should also describe your purpose—what your topic is—with a clear research question, and why this topic is unique or important to your field. Make sure you clearly state the significance of your research to your field, and to the general public. Describe the objective by telling what you have completed in your project, what you will be accomplishing, and its intended outcome. Illustrate your approach and demonstrate the feasibility of the project as well. Support your research with details, and express any practical concerns and/or difficulties you may incur and how you will overcome them.

Finally, this section should discuss your project's intellectual merit and impact. Describe how your project will advance knowledge and benefit society.

### **Responsibility**

Describe your specific duties for the project. Explain how you will interact with your faculty mentor during the course of the research. Discuss any collaboration you may have with other research personnel involved in your project.

### **Timeline**

Produce a schedule of activities for your research. List tasks by week, month or quarter.

### **References**

List books, articles, and any other outside sources that were used in preparing your proposal or that have contributed to your expanded knowledge about your area of research. These references help establish why your research is essential to the field and add credibility to your proposal by showing that you have done the research necessary to carry out your project.

## **2) Personal Statement**

The personal statement tells the evaluators who you are, why you want to pursue this research, and what impact you expect this experience to have on your future career. It should discuss the following:

- Your research background; describe how it might have influenced your education.
- What you have accomplished so far in the field you are researching, including relevant classes that you have taken, and how this opportunity will help you realize your academic and career goals.

- Why you chose this topic for your research project and why you should receive funding. A personal statement can also elaborate on information you normally include in your resume.
- Include your name at the top of the document.

Upload in PDF or MS Word file. Write your name at the top.

### 3) Faculty Mentor Agreement Form

You are required to meet with your Faculty Mentor to have them review your draft proposal. After you meet, they must complete the [Faculty Mentor Agreement Form](#) and send it to you. You must then include the form as part of your final submission by the submission deadline. We recommend that you provide them with this form as soon as possible, so that they will be aware of the type of questions they will need to answer on the form.

In addition, you **must include your Faculty Mentor's email address in the "Add Other Email Addresses for Notifications"** field on the submission form. This ensures that they will receive future updates about your submission.

**IMPORTANT: Faculty Mentors do NOT need to write Reference Letters.** However, they do need to review and comment on your proposal on the form before the deadline. Do not wait until the last minute to ask them to meet with you, as they may suggest revisions to include in your Proposal submission.

### Research Conduct Rules

Projects involving human and/or animal subjects must adhere to UCI's [Research Protections standards](#). Students should consult with their Faculty Mentor to determine if Institutional Animal Care and Use Committee (IACUC) or Institutional Review Board (IRB) or approval is needed.

- **Review the [UROP Research Protections Instructions](#) for detailed guidelines**, including instructions on how to complete the **IRB Exempt Self Determination Tool** for projects involving human subjects.
- If you and your Faculty Mentor have questions about this process, please contact UROP for assistance.

### Need Help?

UROP offers the Proposal Writing & Submission Workshop that covers the proposal process in detail. Check the [UROP Calendar](#) on our website for dates, or view the workshop recording on the UROP website. If you still need help after attending or viewing the workshop and consulting with your Faculty Mentor, please [Contact UROP](#) for assistance.