



SURF Checklist

Instructions: This form is provided strictly for the use of faculty mentors and students applying for SURF grants. We hope you find this checklist a useful organizing tool. If you have any questions, please call (501) 450-3451 or e-mail SponsoredPrograms@uca.edu.

Student Responsibilities

- Register to apply for SURF.
- Arrange to meet with designated Sponsored Programs administrator.
- Complete the SURF Cover Page with your mentor.
- Complete the SURF Student Form.
- Provide a vita (2-page maximum).
- Obtain a current sealed, official transcript from the Registrar's office. (*Do NOT open!*)
- Print out current class schedule from myUCA.
- Provide a one-page summary of proposed research.
- Provide a description of proposed research after receiving feedback and approval from mentor (maximum of 5 pages, doubled spaced).
- Provide a reference list (no page limit).
- Prepare first draft of the budget and collaborate with mentor and Sponsored Programs Office (SPO) grant administrator to complete the SURF budget justification and budget forms.
- Obtain letters of recommendation from two (2) faculty members.
- Submit the complete paper application to Sponsored Programs.
- Check with the Research Compliance officer to see if your research requires IRB or IACUC approval before the submission deadline. Visit uca.edu/researchcompliance.

Mentor Responsibilities

- Complete and sign the SURF Cover Page with your mentee.
- Complete the SURF Mentor Form.
- Provide a vita (2-page maximum).
- Provide a letter of support.
- Provide feedback on the one-page summary, description of proposed research, and reference list.
- Set up proposal profile for approval routing in Cayuse424.
- Collaborate with mentee and SPO grant administrator to complete the SURF budget justification and budget forms.

- Upload documents into Cayuse.
- Start routing for approvals.
- Check with student to ensure documents will be delivered by hand to Sponsored Programs by the deadline.

Sponsored Programs Responsibilities

- Collaborate with mentor and student to complete the SURF budget justification and budget forms. <http://uca.edu/sponsoredprograms/files/2018/04/SURF-Budget-and-Justification-Forms.pdf>
- Provide feedback on narrative components of the proposal as requested.