



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 orsp@uca.edu.*

Student Responsibilities

- Register to apply for SURF.
- Arrange to meet with designated ORSP administrator.
- Complete the SURF Cover Page with your mentor.
- Complete the SURF Student Form.
- Provide a vita (2-page maximum).
- Obtain an official transcript from the Registrar's office. (Hard copies must be sealed!)
- Print out current class schedule from myUCA. (Please print as a PDF)
- 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 ORSP grant administrator to complete the SURF budget justification and budget forms. See ORSP SURF webpage for templates.
- Ensure all required documents have been submitted to ORSP.
- Check with the Research Compliance officer to see if your research requires IRB or IACUC approval before the submission deadline. Visit uca.edu/researchcompliance for more information.

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.
- Collaborate with mentee and ORSP grant administrator to complete the SURF budget justification and budget forms.
- Approve proposal to start routing (Cayuse).
- Check with student to ensure documents have been received by ORSP.
- FCOI form on file with ORSP.

Sponsored Programs Responsibilities

- Collaborate with mentor and student to complete the SURF budget justification and budget forms.
- Provide feedback on narrative components of the proposal as requested.
- Coordinate and assemble proposal submission.
- Obtain Provost's signature on cover page.
- Submit proposal package in ADHE submission portal.
- Notify applicants (December/January)
- Release awards to Grant Accounting.