

**STUDENT UNDERGRADUATE RESEARCH FELLOWSHIP (SURF) PROGRAM REQUIRED  
MATERIALS ORDER AND INFORMATION FOR APPLICATION SUBMISSION**

**The SURF application must be assembled in the order listed below. The original, full applications must be submitted to the Arkansas Division of Higher Education (ADHE) by November 1. Incomplete applications will not be funded.**

- I. SURF Cover page:** This page contains a summary of your application's information and certification that the institution agrees to match the student's SURF award, if funded. If you are an African-American student, you qualify for the Mahlon Martin Fellowship, which provides additional funding. Please be sure to check the box at the top of the cover page to be considered.
- II. SURF Mentor Form and mentor's vita:** (2 page maximum for each, if longer than 2 pages, only first 2 pages will be sent to reviewer) These documents must contain the names of the students whom the mentor has supervised during the last five years as well as relevant, representative publications. Inclusion of an extensive publication list is not necessary. New faculty or faculty who have recently become research active should not hesitate to apply.
- III. SURF Student Form and student's resume:** (2 page maximum for each, if longer than 2 pages, only first 2 pages will be sent to reviewer)
- IV. Current transcript and listing of current semester classes:** The transcript must be an OFFICIAL transcript. There will also need to be a listing of courses in which they are enrolled for the current semester (which may also be on the transcript).
- V. One page summary of the proposed research:** The summary must include student and mentor name, institution, classification, grade point average, area of study, title of project, and summary of project.
- VI. Detailed description of the proposed research:** (maximum of five pages, double-spaced, if longer than 5 pages, only first 5 pages will be sent to reviewer) This description should be written by the student. Appropriate references should be included, but these do not count as a part of the 5 pages. The description should specify the student's actual involvement in the project, including a time schedule for the proposed funding period (i.e., the student will devote X hours each week during the academic year, or 10 weeks during the summer, or some combination thereof). Month to month accomplishments should be included. Background for the project should be included but should constitute no more than 25 percent of the project description.

**SURF Budget and SURF Budget Justification forms:** The budget should include the periods for which the student and mentor will receive support. If the project will not be completed by the student's graduation, please note on application because funding ends upon graduation. Proposed funds requested by the mentor must be itemized. Funds provided for student travel should be used only by the student to present the results of his/her SURF-funded project at a conference. Travel funds can also be used for travel to conduct surveys and/or interviews of human subjects, research libraries, and archaeological sites and museums. No indirect costs are allowed. It is assumed the faculty salary will most likely be paid in the summer, depending on institutional policies. Fringe benefits should be the same as for other faculty. The total SURF award cannot exceed \$2,750. The institution's match of the student stipend portion cannot exceed \$1,250 for a maximum SURF budget of \$4,000 per student. Any additional external funds secured for the project will be considered cost-sharing. **The SURF Panel reserves the right to fund at reduced levels.**

- VII. The student's funds are non-taxable under the Internal Revenue Service's regulations on scholarships and fellowships. Letter of support from the mentor**
- VIII. Letters of support from two additional faculty members**
- IX. Deadline.** Completed application and supporting documentation must be sent electronically to the Division of Higher Education by November 1 by the student's college or university

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FELLOWSHIP SELECTION CRITERIA

All proposals will be reviewed by the Student Undergraduate Research Fellowship Panel that is selected by ADHE. The SURF Panel will use the following scale to grade each selection criteria, one (1) being the best score and nine (9) being the lowest score.

- 1 Superior: Extraordinary and needs little to no revision/improvement
- 2 Excellent: Easily addressable issues and needs little revision/improvement
- 3 Above Average: Has strong quality and would benefit from revision/improvement
- 4 Good: Has slightly above average quality and needs some revision/improvement
- 5 Average: Has average quality and needs revision/improvement
- 6 Fair: Has slightly below average quality and needs revision/improvement
- 7 Below Average: Has weak quality and requires revision/improvement
- 8 Minimal: Multiple issues and severely requires revision/improvement
- 9 Poor: Not recommended for funding or consideration

<b>Selection Criteria</b>
<p><b>Student's Academic Success</b> GPA, extracurricular activities, leadership, etc.</p>
<p><b>Qualifications of the Mentor (if applicable)</b> Clear plan for support, research history, experience in the field of proposal, contributions to undergraduate mentoring.</p>
<p><b>Innovation/Originality</b> Generates new ideas and/or applies existing ideas in a new context.</p>
<p><b>Significance</b> Outcomes are clearly proposed and impact is anticipated. <b>STEM:</b> Addresses an area of importance to the discipline and shows potential to advance the science. <b>Non-STEM:</b> Expands knowledge of best/creative practices in the field, increases creative output.</p>
<p><b>Appropriateness of Methodology or Process</b> <b>STEM:</b> Research design, sampling approach, data collection protocol/plan, data analysis procedure/plan, protection of human subjects and/or plan for seeking IRB approval. <b>Non-STEM:</b> Preliminary research showing selection and citation of primary and secondary sources, hermeneutic framework, and analytical approach are well defined or creative process and products are well planned/described.</p>
<p><b>Merit</b> <b>STEM:</b> Uses established scientific principles, demonstrates how scientific knowledge will be gained, problem/topic being investigated is of value to the larger scientific community. <b>Non-STEM:</b> Uses best practices and innovative approaches in the field, betters the understanding of the human experience, benefits and engages the field's community.</p>
<p><b>Other Criteria</b> Reference letters, plan for dissemination, appropriate budget, feasibility of completing the project in projected timeframe, cohesiveness and coherency, clarity of writing</p>