

SURF BUDGET JUSTIFICATION FORM		
The student and the mentor have determined that the following expenditures are needed to adequately fund the project.		
Mentor Costs	Total mentor costs cannot exceed \$750.	Enter amounts in the appropriate box below.
If you are taking your mentor costs in the form of salary , follow the guidelines below.		
Nine-month academic year and 12-month faculty fringe benefits	Fringe = 32%, enter \$182.00	\$
Nine-month faculty summer fringe benefits	Fringe = 20%, enter \$125.00	\$
Salary	9 & 12 month, enter \$568.00. Summer only, enter \$625.00.	\$
Total salary and fringe	Enter \$750.00 for this option.	\$
If you are taking your mentor costs for materials and supplies , enter the amounts below.		
Item 1 description		\$
Item 2 description		\$
Item 3 description		\$
Total materials and supplies	Enter total amount for this option.	\$
If you are taking your mentor costs for travel , enter the amounts below.		
Accommodations:		\$
Transportation:		\$
Registration:		\$
Total travel costs	Enter total amount for this option.	\$
Total mentor costs		\$ 750.00
Student Costs		Enter appropriate amount in boxes below.
Fellowship project period		\$ 1,250.00
Students are required to attend a conference related to their discipline.		
Accommodations:		\$
Transportation:		\$
Registration:		\$
Total student travel costs		\$ 750.00
Total student costs		\$2,000.00
Total project costs before other funding		\$2,750.00

Describe other funding (personal income, gift, scholarship, etc.

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I am applying for summer only.	I am applying for spring & fall.
I am applying for spring & summer.	I am applying for spring, summer, fall.

	SURF Funding	Institutional & Other Funding	Total Funding
Funding from ADHE SURF Program	\$1250.00		
UCA's share of funding		\$1250.00	
Mentor's costs from SURF (cannot exceed \$750)	\$ 750.00		
Student's travel costs from SURF (cannot exceed \$750)	\$ 750.00		
Total SURF grant applied for by mentor & student	\$ 2,750.00		
Funding from other sources		\$	
Total other funding		\$	
Total project costs			\$ 4,000.00

Period of support: 01/01/2025–

- Spring only: January 1–May 1
- Spring and Summer: January 1–August 1
- Spring and Fall: January 1–December 1
- Spring, Summer, and Fall: January 1–December 1

Note: The student's funds are non-taxable under IRS regulations on scholarships and fellowships.

Attention Students: Please read the following statement.

*By Arkansas law, students cannot receive financial aid from the state that would go over the recognized cost to attend public institutions of higher education. If you receive an Arkansas Academic Challenge Scholarship, UCA scholarship, or other public funds, including Pell grants, please contact the UCA Financial Aid Office before **December 1**. You can fill out the form at <https://uca.edu/financialaid/contact-our-office/>, and choose "Scholarship Questions" from the drop-down menu. Copy and paste the following question into the question/comment box:*

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Dear Financial Aid Advisors:

I have applied for the Student Undergraduate Research Fellowship (SURF) through the Arkansas Department of Higher Education and receive state financial aid. I would like to speak to a financial aid advisor regarding next steps in case I am awarded the fellowship and my financial aid package exceeds the cost of attendance at UCA.

Thank you!

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I attest I have read and understand the above statement and will contact financial aid regarding my application for SURF if applicable.