



Sponsored Programs Office

SURF 2011

Student Undergraduate Research Fellowship

Detailed Application Instructions

I. Student documents - Due to SPO on or before Wednesday, October 19th

The following documents MUST be delivered to the Sponsored Programs Office (SPO), Torreyson West, room 324. Bring ALL documents in a folder on or before Wednesday, October 19th. (Do not wait until the last week to request transcript and support letters.)

- a. Completed cover page with Mentor's signature
(SPO will get the Authorizing Institutional Official signature)
- b. Completed student form
- c. Current resume (2 page max)
- d. Unopened official transcript with grades from most recently completed sem/term
- e. Print out of current courses student is taking
- f. Letter of support from your mentor
- g. Letters of support from two additional faculty members

II. The following documents MUST be uploaded into Cayuse.

- a. Completed Mentor form
- b. Vita – 2 page maximum
- c. One-page summary of the proposed research project
- d. Description of the proposed research (project narrative)
- e. Budget and budget justification forms

Cayuse Training

Faculty mentors that have not previously been trained on using Cayuse will need to receive training as soon as possible. All SURF mentors will be contacted by Kimberly Ashley-Pauley from SPO to set-up time for her to come configure your computer and/or laptop and give you a brief lesson on uploading documents into the Cayuse System. She will also provide instruction on how to initiate the routing chain. This usually takes up to 30 minutes.

Kimberly will also provide a Cayuse review for faculty mentors who have already had Cayuse training, but haven't used it in a while. She will be contacting those of you as well.

Sponsored Programs Review of Proposals
This review will increase your chances of being funded.

It is recommended that you upload the Cayuse documents on or before Wednesday, October 19th. For those that upload these documents by the end of day on the 19th, SPO staff will read and review each one and provide feedback and advice on the project narrative. We will also review the budget and budget justification for errors. Proposal documents that are not uploaded by end of day on the 19th may not receive a full review.

After SPO review, proposal documents will be scanned and uploaded back into Cayuse no later than Friday, October 21nd so you can review our comments and finalize your proposal over the weekend. We realize this is fall break weekend, but with a November 1st due date the timing can't be helped. The sooner you upload the proposal documents to Cayuse the sooner SPO staff will review and upload back into Cayuse so you can finalize your proposal.

You must notify SPO by calling 450-3451 to let us know your proposal documents have been uploaded and are ready for SPO review.

Administrative Approvals and Proposal Delivery

Once the proposal is finalized (one-page summary, five page project narrative, budget and budget justification), upload the final documents into Cayuse and then mentors must initiate the routing for administrative approvals (Kimberly will explain this during your Cayuse training). Routing for all administrative approvals usually takes several days so it is important to initiate routing no later than Tuesday, October 25th.

After all administrative approvals have been received, the UCA Sponsored Programs Office (SPO) will print the completed proposals from Cayuse, combine with all student related documents, assemble in the right order, make the copy, and deliver to ADHE by the Monday, November 1st deadline. It is extremely important that you upload the corrected, final version of your proposal documents into Cayuse because these will be the ones sent to ADHE.

Additional Information

- Please call or come by SPO if you need any help with your proposal and/or budget. SPO has coordinated SURF for many years and have reviewed numerous proposals. We'll be glad to offer any help that we can. Please call 450-3451 to make an appointment to ensure someone will be available to help.
- It is recommended that you include a simple Gantt chart in your five page project narrative to outline the timeline of your proposed project. There are many online examples.