

2023 SURP Proposal Guidelines

UROP provides recognition and/or funding for undergraduate research and creative projects mentored by UCI faculty through several annual calls for proposals.

The Summer Undergraduate Research Program (SURP) is aimed at students with some prior research experience who plan to continue an intensive, faculty mentored research experience over the summer. The fellowships are typically for 10 weeks, with a commitment of 20 hours per week; however, the total time commitment is flexible and should be appropriate for the proposed project.

The award amounts are expected to be approximately \$1,500. This award is a stipend that is given directly to students in support of their time and effort.

SURP awards are individual awards. All students must submit their own proposal, even if they are working on a project with other undergraduate researchers.

The 2023 SURP deadline is Friday, April 7 at 11:59 pm. You must complete your application and submit all required supporting materials before the deadline.

Eligibility Requirements

- Current UCI undergraduate student through at least fall 2023
- Good academic standing
- UCI Faculty Mentor guidance
- Some research experience recommended
- One award per summer

Application Materials

- Online application form
- Research Proposal
- Personal Statement
- Faculty Mentor Agreement Form
- Projects involving human and/or animal subjects must adhere to UCI's research conduct rules, and may require additional steps in collaboration with a Faculty Mentor

Application Information and Tips

You must prepare and upload three documents as part of your application. Each is described later in this document:

- Research Proposal
- Personal Statement
- Faculty Mentor Agreement Form

In addition, consider the following:

- Begin your application early and save it as a Draft. This will allow you to see everything that is required and provide you with enough time to compile all of the necessary information before the deadline.
- You may save a Draft of your application as many times as needed before it is complete and return to finish it later.
- Your Faculty Mentor must review your Proposal and complete the Faculty Mentor Agreement Form before the submission deadline, so meet with them well in advance.

- Include your Faculty Mentor’s email address in the “Additional Email Addresses for Notifications” field on the first page of the submission form. This ensures that they will receive future updates about your submission.
- Review the [UROP and SURP Proposal Scoring Matrix/Rubric](#) to see how submissions will be evaluated.

Submission Instructions

To apply for the Distinguished Research Fellowship:

1. Go to the [UROP Opportunities](#) page of the UROP website.
2. Under Call for Summer Proposals, click “Details and Requirements” to show more information.
3. Click “Online Application” to open the application form.
4. Fill out the form and upload the required documents.
 - Include your Faculty Mentor’s email address in the “Additional Email Addresses for Notifications” field on the first page of the submission form. This ensures that they will receive future updates about your submission.
5. Save a draft of the application. This allows you to return and make any additions and/or changes before your final submission. You may save as a Draft repeatedly before completing and submitting the application.
6. When you have completely finished the application, click “Submit.”

Important! Do NOT click “Submit” until you are sure your submission is 100% complete. You CANNOT modify your application after it has been submitted.
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The Research Proposal

Your proposal should convince the reviewers of the significance of the project and need for funding, if requested. It should follow these formatting guidelines:

- 8.5" x 11" page size
- 11-point type or larger
- Times New Roman or equivalent standard text font
- 1" page margins
- Double spaced
- MS Word or PDF format
- Include the names of all undergraduate researchers and faculty mentors at the top
- Typically three to five pages, but should be the appropriate length to support your request completely and concisely

Proposals should answer these questions:

- Why am I doing this project? What issues/problems/questions will I explore and answer?
- What are my project goals? How will I get there? What do I hope to realize as a result of my efforts?
- What resources will I use?

As you are preparing your proposal, review the [UROP and SURP Proposal Scoring Matrix/Rubric](#) to see how submissions will be evaluated. You can also see past proposals on the [UROP website](#) as examples of successful past submissions.

The following sections describe the information you should include in your proposal.

Thesis, Purpose, Objective, & Approach

Describe your purpose with a clear research question. Thoroughly discuss the significance of your project, how it advances knowledge, and its potential impact on society. Describe work you have already completed, what you plan to accomplish, and your intended outcome.

Responsibility

Discuss your specific duties for the project. Are you working in a lab or doing an independent project? Describe how your work is independent from that of your mentor(s). Explain how you will interact with your faculty mentor and other research personnel throughout the project.

Timeline

Include a schedule—by week, month or quarter—of project tasks and deadlines. Discuss the progress you have made so far, where you are in your research, and expectations that you can complete the work within this time.

References

List books, articles, and any other outside sources you used in preparing your proposal or that have contributed to your research.

Personal Statement

Each undergraduate researcher must prepare a personal statement, which describes their relationship to the research project. Use the same format you used for the proposal:

- 8.5" x 11" page size
- 11-point type or larger
- Times New Roman or equivalent standard text font
- 1" page margins
- Double spaced
- MS Word or PDF format

The personal statement should discuss the following:

- Why you want to pursue this research
- How pursuing this project will help you move toward your academic, career and/or personal goals
- Your research background, including what you may have accomplished so far in the field you are researching
- Why this project matters to you
- Include your name at the top

Faculty Mentor Agreement Form

You must meet with your Faculty Mentor to have them review your draft proposal. After you meet, they must complete the [Faculty Mentor Agreement Form](#) and send it to you to include as part of your final submission. Provide them with this form as soon as possible, so that they will be aware of the questions they will need to answer.

Important! You must include your Faculty Mentor's email address in the "Additional Email Addresses for Notifications" field on the first page of the submission form. This ensures that they will receive future updates about your submission.

Research Conduct Rules

Projects involving human and/or animal subjects must adhere to UCI's Research Protections standards. Consult with your Faculty Mentor to determine if [Institutional Animal Care and Use Committee \(IACUC\)](#) or [Institutional Review Board \(IRB\)](#) approval is needed.

- Review the [UROP Research Protections Instructions](#) for detailed guidelines, including instructions on how to complete the IRB Exempt Self Determination Tool for projects involving human subjects.
- Contact UROP if you and your Faculty Mentor have questions about this process.

Need Help?

There are several resources to help you prepare your proposal for submission:

- UROP's Proposal Writing & Submission information session covers the proposal process in detail. Check the [UROP Calendar](#) on our website for dates or view the recording on the UROP website.
- Peer tutors at the [UCI Writing Center](#) offer drop-in sessions to help you with your proposals and personal statements.
- If you need further help, you can [Contact UROP](#) for assistance.