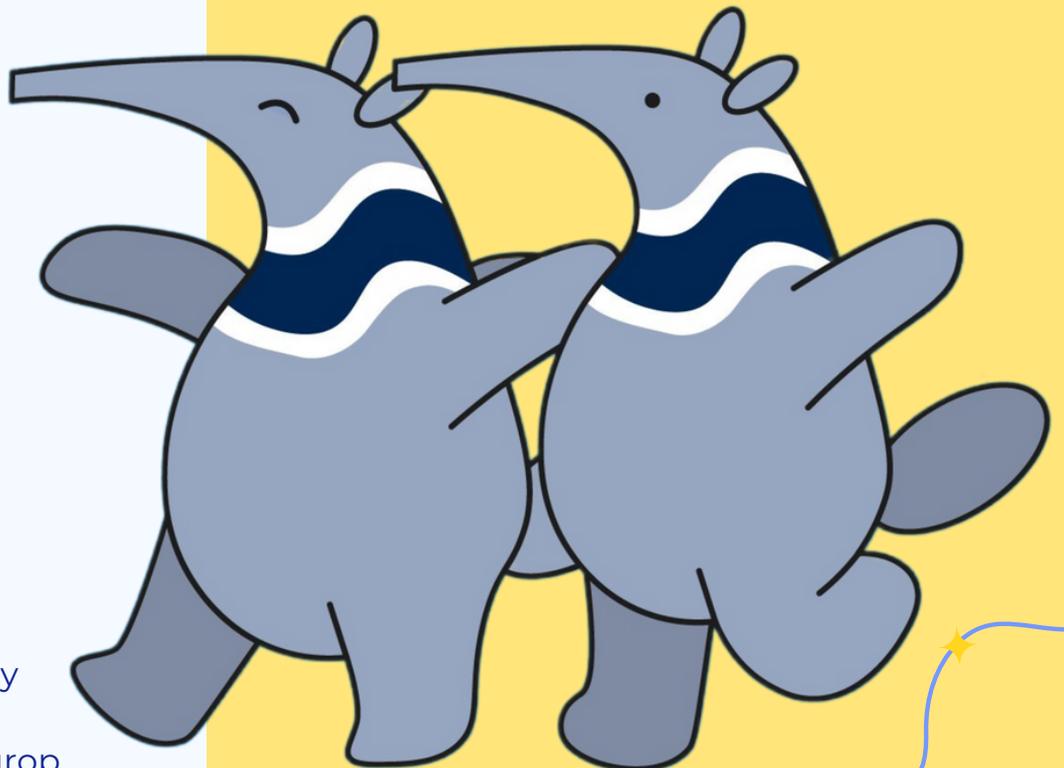


**Undergraduate Research
Opportunities Program (UROP)**

2024

**SUMMER UNDERGRADUATE
RESEARCH PROGRAM
(SURP) GUIDE**

DEADLINE: APRIL 5, 2024 @ 11:59PM



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 949-824-4189

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 urop.uci.edu

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 [linkedin.com/in/urop](https://www.linkedin.com/in/urop)

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2024 SURP Guidelines

What is SURP?

SURP (Summer Undergraduate Research Program) is a research fellowship for UCI undergraduate students who plan to continue in-depth, faculty-mentored research over the summer.

Why apply to the Summer Undergraduate Research Program (SURP)?

- Recognizes your research.
- Awards your time and effort through a stipend or non-funded recognition.
 - The total stipend amount of approximately \$1,500 will be directly sent to the awardee in two installments over the summer, one in mid-July and the other in mid-August.

What are the Requirements?

- UCI undergraduate student through at least fall quarter 2024.
- Must have UCI Faculty Mentor guidance.
- Must apply as an individual only (Members of group projects must independently submit individual applications).
- Some prior research experience (Recommended: at least one quarter working on a research project at UCI).
- Maximum of one individual funding request per student (can submit another proposal for non-funded recognition).
- Students who receive LAEP funding may only receive a non-funded SURP Award.
 - Financial Aid students who qualify for work-study may qualify for a LAEP Award of up to \$3,600. Indicate your interest on the SURP application and UROP will check your eligibility. Students receiving a LAEP Award can still receive a non-funded SURP Award for recognition.

Awardees who are continuing students are required to present their research at the Undergraduate Research Symposium in the spring following receiving their award.

2024 SURP Guidelines

Preparing the Application

YOUR APPLICATION MUST INCLUDE 3 DOCUMENTS:

1

Proposal

Describes your project.

2

Personal statement

Describes your individual relationship to your project.

3

Faculty Mentor Agreement Form

Needs to be signed by your Faculty Mentor saying they are going to support your project.

- Give it to them as soon as possible.
- Send them a copy for their records.

Note about the application system:

- **“Save As Draft”**: You can come back to the form at any time.
- **“Submit Application”**: No further changes are allowed and your application is finalized.



What is a Proposal?

A proposal describes your project.

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

Thesis, Purpose, Objective, & Approach

Why is this project significant? What are the project's goals?

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

What is your role? How is your work independent from your mentor's?

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

What is your project timeline for the summer?

Create an outline of your specific research process with what needs to be completed (i.e. data collection, analysis, trainings, meetings).

List goals to be met during each week of summer to ensure that the project is progressing efficiently.

Note: Plan to complete a significant amount of research in the summer. This research can be continued into the next school year if necessary.

References

What resources will you use?

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

2024 SURP Guidelines

Proposal Formatting



Page count

Typically 3-5 pages.

If you need to write more that's okay!



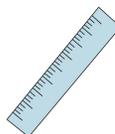
Name

At the top of the document



Spacing

Double Spaced



Margins

1" margins



Font size

11-point or larger type



File Type

MS Word or PDF



Text Typeface

Times New Roman, Calibri, Arial



Document size

8.5" x 11"

Content and organization varies by field of study. Talk to your faculty mentor to determine how you should organize your proposal (this includes citation styles e.g., APA, MLA, and Chicago).

What is a Personal Statement?

A personal statement describes your relationship to the project.

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

Motivation for Research

Why do you want to pursue this research?

Describe your passion or interest in the specific area of research.

Benefits and Goals

How will pursuing this project help you move toward your academic, career, and/or personal goals?

Discuss the skills, knowledge, or experiences you aim to gain from the project.

Research Background

What is your research background, including what you may have accomplished so far in the field you are researching?

Discuss any previous research projects, coursework, internships, or relevant activities.

Personal Significance

Why does this project matter to you?

Share any personal experiences, values, or motivations that connect you to the research topic.



Personal Statement Formatting



Page count

Typically 2-3 pages



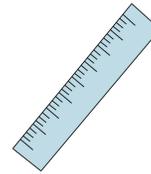
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1" margins



Font size

11-point or larger type



File Type

MS Word or PDF



Text Typeface

Times New Roman, Calibri, Arial



Document size

8.5" x 11"

Faculty Mentor Agreement Form

The Faculty Mentor Agreement Form indicates that your faculty mentor agrees to review your proposal and mentor the student researcher named on this proposal.

Meet with Faculty Mentor to review proposal.



Faculty mentor completes “Faculty Mentor Agreement Form” and sends completed form back to Student.



Student includes Faculty Mentor’s email address in the “Additional Email Addresses for Notifications” field on the first page of the submission form.



Student submits the form with the application.

Scan QR code to view Faculty Mentor Agreement Form or [click here](#)



2024 SURP Guidelines

CONDUCTING ETHICAL RESEARCH

Projects involving human and/or animal subjects must adhere to UCI's Research Protections standards.

SURP applicants should consult with their Faculty Mentor to determine if Institutional Review Board (IRB) or Institutional Animal Care and Use Committee (IACUC) 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 or your Faculty Mentor have questions about this process.



urop@uci.edu



949-824-4189

**Scan QR code to view
UROP's Research
Protections Instructions
or [click here](#)**



Submission Instructions

#1

Visit our UROP website at urop.uci.edu

In the menu bar select the “Opportunities” tab and click on “UROP Opportunities.”

#2

Click “Summer Undergraduate Research Program.”

Select “Step 3: Submit Your Application.”

#3

Click “Online Application” to open the application form.

#4

Fill out the application and upload the required documents (proposal, personal statement, & faculty mentor agreement form).

#5

Save a draft of the application.

This allows you to return and make any additions and/or changes before your final submission.

#6

When you have completely finished the application, click “Submit.”

SURP Timeline





SURP Deadline:
Friday, April 5,
2024 @ 11:59
pm.



Summer Undergraduate Research Program (SURP) Info Sessions

Presented by **UCI** Undergraduate Research
Opportunities Program

Proposal Writing & Submission for SURP

UROP will cover the basics of SURP and outline the required submission components for completing the application.

Date	Time	Location
Wednesday, 2/28	3:30-4:30PM	In Person
Thursday, 3/7	3:30-4:30PM	Zoom

Personal Statement Workshop

Join the UCI Writing Center's workshop to learn how to write a personal statement for your SURP application!

Date	Time	Location
Thursday, 2/29	3:00-4:00PM	In Person



**Scan for
details &
register to
attend**

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Resources

UNDERGRADUATE RESEARCH OPPORTUNITY PROGRAM (UROP) RESOURCES

- **Recorded SURP Info Sessions:** Couldn't attend our info sessions? Watch them on our YouTube page!
- **Appointments with a UROP Advisor:** Schedule a meeting with a UROP Advisor for personalized guidance.
- **Sample Proposals by School:** Explore sample proposals from various schools to see what others have done before.
- **UROP's Research Protections Instructions:** Determine whether your project requires review by the Institutional Review Board (IRB) or Institutional Animal Care and Use Committee (IACUC). If needed, receive guidance on procedural details, including the use of the IRB Exempt Self-Determination Tool for projects involving human subjects.
- **UROP and SURP Proposal Scoring Matrix/Rubric:** Review the criteria used to evaluate submissions and understand how your proposal will be assessed.

OTHER UCI RESOURCES

- **UCI Writing Center:** Peer tutors are available for by appointment to assist you with your proposal and personal statement. Feel free to visit them, even during the brainstorming stages of your proposal or personal statement!
- **Learning-Aligned Employment Program (LAEP):** Financial Aid students who qualify for work-study may qualify for a LAEP Award to conduct research. If eligible, you may receive up to \$3,600 at a pay rate of \$22 per hour instead of a funded SURP Award. If interested, indicate your interest on the SURP application and UROP will check your eligibility.