2025

Summer Undergraduate Research Program (SURP) Application Guide

Deadline: April 4, 2025 @ 11:59 PM

Table of Contents

Click the headings below to jump to the page.

What is the Summer Undergraduate Research Program (SURP)?

The Summer Undergraduate Research Program (SURP) at UC Irvine offers students a unique opportunity to receive recognition as a UROP fellow and/or a funded award while **continuing** an intensive, UC Irvine faculty-mentored research experience over the summer. SURP is designed for UC Irvine undergraduate students who have secured a research opportunity with a UC Irvine faculty mentor.

Students who receive non-funded awards will be awarded recognition as a UROP Fellow. Those who receive funded awards will be given recognition as a UROP Fellow **and** a $1,500 stipend for personal use. Due to limited funding, students who submit an application for a funded awarded are subject to receiving a non-funded award instead.

Key features of SURP include:

- ✅ **Duration:** Typically 10 weeks, though this can be flexible based on the project needs and faculty mentor approval. Research should be conducted in summer 2025.
- ✅ **Time Commitment:** Generally 20 hours per week, though this can be flexible based on the project needs.
- ✅ **Presentation Requirement:** UROP Fellows enrolled in spring quarter 2026 must present their project at the UC Irvine Undergraduate Research Symposium in May 2026. Students may also apply to present at the UROP Project Pitch Challenge in Fall 2025.

ℹ️ The Undergraduate Research Opportunities Program (UROP) does not provide students with a research opportunity for SURP. UC Irvine undergraduates are responsible for securing a research opportunity to apply for SURP. **Click here** to view our recorded "Get Involved in Research" information session to learn how to find a potential UC Irvine faculty mentor.

What is a UROP Fellow?

UC Irvine undergraduates awarded the title of UROP Fellow are being recognized for the quality of their research and proposal. UROP Fellows who are continuing UC Irvine students present their projects at the annual UC Irvine Undergraduate Research Symposium in May after receiving their award. This special recognition can be included on your resume/CV and LinkedIn profile and may help you stand out in future job and graduate school applications.

UROP Fellows develop valuable academic, personal, and career readiness skills that can be highlighted in interviews and networking opportunities, such as:

- ✅ Critical Thinking
- ✅ Communication: public speaking, reading, and writing
- ✅ Leadership
- ✅ Teamwork
- ✅ Professionalism
- ✅ Technology
- ✅ Discipline-specific technical skills and experience

UROP provides resources and programming to support UROP Fellows throughout their research journey. We help integrate UC Irvine undergraduate students into UC Irvine's vibrant research culture and diverse community and empower you to collaborate with your peers, faculty, and industry representatives.

If you are a UROP Fellow and are enrolled in spring quarter 2026, you must present your project at the UC Irvine Undergraduate Research Symposium in May 2026. You will need to apply and register separately for the Symposium later in the academic year.

Who Can Participate in SURP?

We welcome **all** current UC Irvine undergraduate students who are participating in a UC Irvine faculty-mentored research project or creative activity.

Eligibility & Requirements

✅ Must be enrolled at UC Irvine as a degree-seeking undergraduate student through at least fall quarter of 2025.

✅ Must have UC Irvine Faculty mentor guidance.
- Mentor must have an <u>Academic Senate Title</u>
  - Assistant Professor, Associate Professor, and Professor.
- Postdoctoral researchers, graduate students, or staff researchers are **not eligible** to serve as a UC Irvine Faculty mentor.

✅ Must be in good academic standing (2.0+ GPA).

✅ Must have some prior research experience. Recommended: at least one quarter working on a research project at UC Irvine.

✅ Must submit an individual application.

> **If you are part of a group project, your proposal must articulate independent aims that make your focus unique and significant. While group members can use the same resources and background information if needed, we expect students to write their own proposals, even if it's part of a larger group effort. Multiple group members should not submit the same proposal as part of their individual applications.**

SURP Timeline

Before April 2025	Secure a UC Irvine faculty mentor willing to support your summer research project.
April 4, 2025 (11:59 PM)	Submit a complete SURP application, including: Proposal, Personal Statement, and Faculty Agreement Form.
April - May 2025	UROP Faculty Advisory Board reviews SURP applications.
Late May 2025	SURP applicants are notified of their application status.
Summer 2025	Funded awards are distributed. All SURP UROP Fellows (non-funded and funded awards) conduct their research projects.
Late Summer 2025	Check email and the UROP website for details about the Fall Project Pitch Challenge and consider applying to present your summer research.
Mid-September 2025	SURP UROP Fellows should have made significant progress on their faculty-mentored research projects, demonstrating substantial contributions that reflect their intensive summer work.
October 2025	Attend or apply for a chance to present your research (if selected) at the UROP Fall Project Pitch Challenge.
Early-April 2026	Registration Deadline for the 2026 UC Irvine Undergraduate Research Symposium. All UROP Fellows (funded and non-funded) who are enrolled in spring quarter 2026 must present, and will need to submit a separate application to register their project.
May 2026	Present at the 2026 UC Irvine Undergraduate Research Symposium!

UCI Undergraduate Research Opportunities Program

Summer Undergraduate Research Program (SURP) Information Session

SURP Deadline: April 4, 2025 @ 11:59 PM

2025 SURP Application Overview and Submission

Join us to learn about the Summer Undergraduate Research Program (SURP) at UC Irvine. This informative session will provide an overview of the following:

- Eligibility criteria and program requirements.
- Application process and important deadlines.
- Hear insights from a past SURP recipient.

This session will give you valuable information about this exciting opportunity to continue your UC Irvine faculty mentored research during the summer.

Wed 2/26/2025 3:00 PM - 4:00 PM (Zoom)

Scan the QR code to register!
A Zoom link will be provided after registration.
Session will also be recorded for later viewing.

📍 559 Science Library   📷 @uciurop   🌐 urop.uci.edu

ℹ️ **Click here** to register for the information session on CampusGroups.

How Do I Prepare My Application?

Your online application must include the following:

1 **Applicant Information**

- ☐ Name
- ☐ UC Irvine Email address
- ☐ Phone Number
- ☐ Major(s), Class Level, Graduation Date

2 **Faculty & Graduate Student Mentor Information**

- ☐ Name
- ☐ UC Irvine Email
- ☐ School
- ☐ Department

3 **About Your Project**

- ☐ Indicate if you are requesting a non-funded ($0 + UROP Fellow Title) or a funded ($1,500 + UROP Fellow Title) SURP award
- ☐ Indicate UROP funding history
- ☐ Indicate if your project involves human or animal subjects

4 **Required Documents**

- ☐ Proposal
- ☐ Personal Statement
- ☐ Faculty Mentor Agreement Form

Note about the application system:

- "Save As Draft": You can come back to the form at any time.
  - Button is in the lower-left corner of the page.

- "Submit Application": No further changes are allowed and your application is finalized. An email will be sent to you confirming your application submission.

Save as Draft

Submit

The Proposal

What is a proposal?

A proposal describes your project and should convince the reviewers of its significance and worthiness of support.

What should I Include in my proposal?

Thesis, Purpose, Objective, & Approach

Describe your purpose with a clear question or objective. Why is this project significant? Thoroughly discuss the significance of your project, how it advances knowledge, and its potential impact on society. Describe the work you have already completed, what you plan to accomplish, and your intended outcomes.

Responsibility

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

Timeline

Create an outline of your specific research process, including what needs to be completed (e.g., data collection, analysis, trainings, meetings). Include a schedule, by week or month, of project tasks and deadlines. Discuss the progress you have made so far, where you are in your project, and expectations that you can complete the work within this timeframe. List specific goals to ensure that the project is progressing efficiently.

References

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

Formatting Your Proposal

Use the information below to help you format your proposal. Content and organization vary 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).

Name of the undergraduate researcher and mentor
- ✅ At the top of the document

Page Count
- ✅ Typically 3-5 pages
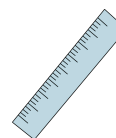 - ○ If you need to write more that's okay, but keep it concise.

Spacing
- ✅ Double spaced

Margins
- ✅ 1" margins

Font
- ✅ 11-point or larger type
- ✅ Times New Roman, Calibri, Arial

Document
- ✅ Size: 8.5" x 11"
- ✅ File type: MS Word or PDF

ⓘ Your proposal will be evaluated by faculty reviewers. **Click here** to review the rubric on how your proposal will be scored. Please note that they will also consider formatting.

The Personal Statement

What is a personal statement?
A Personal Statement describes your background, motivation, and experience that relate to your project. It is distinct from your Proposal and should include different content.

What should I Include in my personal statement?
Please address the following in essay format (do not include headings below in your essay):

1 **Interest and Motivation for Research or Creative Activity:**
- Describe your academic or professional interest in conducting research or this creative activity.
- Explain what sparked your curiosity or passion for this specific research topic or creative activity.

2 **Personal Connection to the Project:**
- Share any personal experiences, values, or life events that uniquely connect you to this project.
- Discuss any personal motivations or values driving your commitment to this project.

3 **Alignment with Goals and Impact:**
- Explain how pursuing this project will help you move toward your academic, career, and/or personal goals.
- Discuss the skills, knowledge, or experiences you aim to gain from the project.
- Discuss the impact your project can make in your field and community.

4 **Background and Experience:**
- Highlight your background and experience related to this project, including any previous relevant accomplishments.
- Include information about any previous research projects, coursework, internships, or relevant activities.

Formatting Your Personal Statement

Use the information below to help you format your proposal.

Name
- At the top of the document
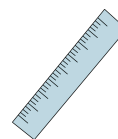
Page Count
- Typically 1-2 pages. Be Concise.

Spacing
- Double spaced

Margins
- 1" margins

Font
- 11-point or larger type
- Times New Roman, Calibri, Arial

Document
- Size: 8.5" x 11"
- File type: MS Word or PDF

Faculty Mentor Agreement Form

What is faculty mentor agreement form?

In an effort to increase the value and impact of the UROP experience, we require all participants to receive guidance and oversight of their projects from a UC Irvine faculty member. Your faculty mentor should review your proposal and provide you with feedback ***before*** you submit your application.

When completing the form, the faculty mentor **can** indicate if they have a **designee** —such as a graduate student or postdoc—who will engage in these mentoring activities on their behalf.

What steps do I need to take to complete the form?

1   **Meet with Faculty Mentor** to review your proposal..

2   **Send the Form Electronically:**
   - Send the "Faculty Mentor Agreement Form" to your faculty mentor electronically for completion.

3   **Faculty Mentor Completes the Form:**
   - Your faculty mentor completes and signs the "Faculty Mentor Agreement Form" and sends the signed form back to you.

4   **Provide Your Faculty Mentor's Email in the online SURP Application:**
   - Include your faculty mentor's email address in the "Additional Email Addresses for Notifications" field on the first page of the SURP application.
   - **Important:** Only UC Irvine faculty should be added to the "Primary Faculty Mentor" field in the application. If there is a graduate student mentor, they can be added as an **additional mentor** but should not be listed as the Primary Faculty Mentor.

5   **Upload the Form:**
   - Upload and attach your signed form to your online SURP application.

ⓘ Provide your faculty mentor with this form as soon as possible so they will be aware of the questions they need to answer. **Click here** to access the Faculty Mentor Agreement Form.

Conducting
Ethical Research

Does your project involve human and/or animal subjects?

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

Students should consult with their Faculty Mentor to determine if Institutional Review Board (IRB) or Institutional Animal Care and Use Committee (IACUC) approval is needed.

Does UROP have detailed guidelines to help me?

Yes. Review the UROP Research Protections Instructions (linked below) for detailed guidelines, including instructions on how to complete the IRB Exempt Self-Determination Tool for projects involving human subjects. While this process does not need to be completed before applying to SURP, it must be completed before starting your research, if applicable.

If you have questions about this process after reading our UROP Research Protections Instructions, consult with your Faculty Mentor, as they should be able to provide you with guidance. If your Faculty Mentor has questions, contact UROP for assistance.

Click here to access the UROP Research Protections Instructions.

Resources

We've compiled a list of resources that are meant to support your experience with the 2025 SURP application. Happy clicking!

Get Involved in Research Information Session:

- **Review our PDF and watch our YouTube Video** to learn how to find and contact a potential UC Irvine faculty mentor.

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 the proposal.

2025 SURP Application Overview and Submission:

- We are hosting an information session Wed 2/26/2025 3:00 PM - 4:00 PM. Registration is required via **CampusGroups**. Zoom recording will be linked to SURP's **"Prepare Your Application"** section once the recording becomes available.

Sample Proposals by School:

- Explore **sample proposals** from various schools to see what others have done before.

UC Irvine Writing Center:

- **Schedule an appointment** to get feedback on your personal statement and proposal, even if you are in the brainstorming stages.

SURP Proposal Scoring Rubric:

- **Review the criteria** used to evaluate submissions and understand how your proposal will be assessed.

UROP's Research Protections Instructions:

- If your project involves human or animal subjects, **read UROP's Research Protections Instructions** to 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.

Click Here to Apply to SURP 2025

Frequently Asked Questions

How are awards distributed?

UROP Fellows who receive funded SURP awards will receive their stipend in the summer, and will be provided with more details about exact timing upon selection.

How many SURP applications can I submit?

You may request a stipend for no more than one research project or creative activity. Additionally, if you are involved in more than one research or creative activity, you can submit one additional individual application for UROP Fellow recognition only.

Can I apply even though I've been awarded the Research Experience Fellowship (REF) or SURP in the past?

You may apply for a project that has been funded in the past, but you must update your proposal to include work that has already been done on the project, likely including changes to the introduction, timeline, among other areas. You should also update your personal statement to include any updates to your research, academic, and/or career goals.

How can I increase my chances of receiving funding?

Ensure that you submit the strongest application possible: consult with your faculty mentor to write a well-justified and detailed proposal and personal statement. Go to the UC Irvine Writing Center to receive feedback on your documents. While we strive to fund as many worthy projects as possible, the UROP award budget is limited. The final funding decision is based on a variety of factors considered by our Faculty Advisory Board. You will increase your chances by following our guide closely to submit the best application you can.

Can my grad student be my UCI faculty mentor?

Graduate students can assist you with your project, but the official faculty mentor must be a UC Irvine Faculty member who has an **Academic Senate Title** (Assistant Professor, Associate Professor, and Professor). You may use the **UCI Directory** to confirm their title. The Faculty Mentor Agreement Form indicates that your faculty mentor agrees to review your proposal and mentor the student researcher named on the proposal. Graduate students may not serve as primary mentors but can be designated by the faculty mentor to provide additional guidance and support.

What if I don't know enough about my project to address all of the points in the proposal?

If you're unsure about certain aspects of your project, such as methods, timelines, and other details, you should ask your faculty mentor or graduate mentor for assistance. They are there to help you with these aspects and provide the necessary guidance. For detailed proposal components, your mentors will be the best resource.

Am I required to present at the UC Irvine Undergraduate Research Symposium?

Yes, if you are an enrolled UC Irvine student in May 2026 and if you receive SURP recognition or funding, you are required to present your research in May 2026. You are not required to present in the current year's Symposium.

Am I automatically registered to present at the UCI Undergraduate Research Symposium?

No, you must register separately in early April 2026. You will only be allowed to present one individual project (you can also be involved in one group project).

If awarded for multiple projects, will I need to present all of them at the UC Irvine Undergraduate Research Symposium?

No, you do not need to present all of them. You can decide which project to present.

Are there other opportunities to present my summer project?

Yes! We strongly encourage SURP students to present at the Fall Project Pitch challenge in early fall 2025. Learn more about this event and see **last year's finalists' presentations** on our website. Updated information will be shared via email in late Spring and Summer 2025.

Is there an opportunity to obtain funding for project-related expenses?

The Fall Research Experience Fellowship (REF) is an opportunity to get reimbursed for project-related expenses, and it is only offered in the fall quarter. However, this is subject to change, so always refer to the UROP website for the most current information and opportunities. If your research is interdisciplinary, you may also want to explore the Interdisciplinary Research Training (IRT) program as another potential funding option. More information is available on our website.