**Request for Proposals**

**Summer Undergraduate Research Fellowships (SURF)**

The Office of Undergraduate Research & Scholarship (OURS) invites proposals from all disciplines for Summer Undergraduate Research Fellowships. The goal of the SURF program is to foster a community of undergraduate research and engaged scholarship during the summer months at Radford University. This program will fund a variety of projects where students engage in an original, intellectual or creative contribution to a discipline.

**Eligibility:**

* All currently enrolled degree-seeking undergraduate students who will graduate after the Fall 2017 semester and who wish to engage in research, scholarship or creative works during the summer are eligible to apply.
* Projects must be carried out under the supervision of a Radford University faculty mentor.
* Each student may only submit one SURF application per year.
* Students who have previously received a SURF award must acknowledge their last award, summarize outcomes and specify how the new project will be different.
* Proposals must get Institutional Review Board approval when necessary.
* If the research is taking place in the New River Valley participating students must attend at least half of the weekly planned events during the summer. Half of the events are aimed at professional development the other half on social interactions between the awardees.
* Due to budgetary restraints exactly 100 hours needs to be submitted before the fiscal year ends (projected as June 10th).

**The complete application must be submitted by February 3, 2017**

**Grant Amount:**

Total grants are not to exceed $3,000. This includes a $2000 stipend to the SURF recipient, a $500 stipend to the faculty mentor, and a $500 budget for the mentor to justify toward supplies or additional student stipend\*. Supplies should be purchased through this fiscal year and university regulations for E&G funds apply. The expectation is that students will work on average 20 hours a week for ten weeks and be required to fill out Payroll time cards online. Weekly professional and social functions will be held for the participating students and faculty.

\*If additional student stipend is requested an additional 50 hours is expected on the current fiscal year.

**Proposal:**

A professional project proposal must be submitted to OURS by February 3, 2017. The proposal must be clearly written with minimal use of jargon and appropriate for a general audience.

Proposals are not to exceed the page limits and applicants are to use the proposal template on the OURS webpage.

* Cover page
* Project description and narrative
* Anticipated outcomes
* Bibliography
* Faculty Mentor letter of support form and associated letter.

Submit completed proposals by email to [ours@radford.edu](mailto:ours@radford.edu) or hand deliver to the Office of Undergraduate Research & Scholarship in Russell 017. Deadline for applications is 5 pm February 3, 2017.

Students are highly encouraged to make an appointment to visit the Office of Undergraduate Research & Scholarship in Russell 017 for feedback on their drafted proposal. The mentor should help plan the project, assist with the proposal and actively participate in the project’s implementation.

**Letter of Support from Faculty Mentor:**

The Faculty Mentor Letter of Support Form must be completed with the faculty mentor and an accompanying letter of support should be sent separately by the faculty mentor to [ours@radford.edu](mailto:ours@radford.edu) or hand delivered to Russell 017 by February 3, 2017.

**Selection Process:**

A multidisciplinary committee will review and select SURF recipients. A final decision on SURF awards will be made by March 3rd. Projects will be assessed on the following criteria:

* Is the proposal written so that the multidisciplinary committee can understand the proposal?
  + Is the role of the student clearly defined?
  + Is the research question clearly defined?
* Does the student present an original, creative contribution to a discipline in a professional, cohesive, and organized manner?
* Is the project feasible in scope and provide convincing evidence of the likelihood of completion in time frame outlined?
* Are the research methods presented appropriate to the discipline and project?
* Strong letter of support from faculty mentor indicating significance of the project and excellent student qualifications
* Uniqueness of project from others funded
* Awareness and compliance to IRB and IACUC