

SURP Proposal Submission Process

When you submit your proposal, your faculty mentor(s) will receive an e-mail asking for a recommendation for your project, to be received by UROP one week after the SURP proposal deadline.

Submit your SURP proposal through the UROP Web site (www.urop.uci.edu/SURP.html):

1. Use your Web browser to open the SURP Call for Proposals Web page: www.urop.uci.edu/SURP/SURP_call.html
2. Click **SURP Proposal Submission Form** to begin the submission process with Page 1.

Page 1

Number of Faculty Mentors: Enter the number of faculty mentors. You must be working under the guidance of at least one member of the Academic Senate. If you have more than one faculty mentor, be sure they are aware of each other, and that you have discussed the arrangement with each of them.

Page 2

Please use normal capitalization in your entries. Do not use all upper- or lower-case letters.

Name: Type your full name in the First Name, Middle Initial, and Last Name boxes.

Student ID: Enter your UCI Student ID Number.

E-mail: Use your preferred e-mail address. Please check your e-mail regularly, as this is how we will communicate with you.

Major(s): Select your major. Use the box provided to type additional majors, as appropriate, and if your major is not available as part of the drop-down list.

Summer Courses: If you intend to enroll in one or more Summer courses, enter the title and number of units for each. You must have approval from your faculty mentor to enroll in courses while participating in SURP-supported research.

Personal Statement: Type the path and file name of your Personal Statement, or use the **Browse** button to locate it. This document should be a PC-formatted Word (.doc) or Adobe Acrobat (.pdf) file. It should describe who you are—your background and interests—and introduce your project and how it will help you meet your goals. For more details on how to prepare your personal statement, review the Proposal Guidelines:

www.urop.uci.edu/SURP/Guidelines_for_SURP_Proposals.doc

Expected Graduation Date: Select your expected graduation date. You must be continuing as a student during the following school year to be eligible for a SURP grant.

Education Goals: Share your long-term education goals with us.

Career Goals: Share your career goals with us.

Research Interests and Experience: Provide details regarding your research interests and experience.

Mailing Address/Phone Number: Provide your current mailing address and phone number. Enter your phone number in a (xxx) xxx-xxxx format.

The image shows two screenshots of the SURP PROPOSALS web form. The top screenshot is Page 1, titled "SURP PROPOSALS" with a navigation bar (1-2-3-4-5) and a "Required Information" section. It contains a form field for "Indicate the number of faculty mentors*" with the value "1" entered. Below this is a "Continue" button and a reminder: "Double-check that your information is correct, then click the Continue button".

The bottom screenshot is Page 2, also titled "SURP PROPOSALS" with the same navigation bar. It is for an "Undergraduate Researcher" and contains a "Required Information" section. The form includes fields for "First Name*", "Middle Initial", and "Last Name*", "Student ID*", and "E-mail*". A "Major*" dropdown menu is set to "Aerospace Engineering", with an "Additional Majors, If Applicable" text box below it. There is a section for "Concurrent with your summer research participation and at the approval of your faculty mentor, are you planning to enroll in summer courses?" with a "No" dropdown and a note: "If yes, please provide for each course the Title and # of Units". A "Personal Statement*" field has a "Browse..." button. Below that is "Expected Graduation Date*" with "Spring" and "2004" selected. "Education Goals" are listed with checkboxes for BA/BS, MA/MS, Ph.D., MD, JD, and Other, with an "If Other" text box. "Career Goals" and "Research Interests and Experience (please include duration, if applicable)" are both text areas. The "Mailing Address" section includes "Street Address*", "City*", "State*", and "Zip*" fields, and a "Phone Number" field. At the bottom, there is a "Double-check that your information is correct, then click the Continue button." and "Back" and "Continue" buttons.

Page 3

If you have indicated that you have more than one faculty mentor, you will be prompted to complete one page for each mentor.

Faculty Mentor: List the name, department, e-mail address, phone number and UCI address for the faculty mentors. Use the **Directory** feature on the upper-right corner of the UCI Web site (www.uci.edu) to find this information.

Page 4

Project Title: Type the full title of your project. Please use normal title capitalization. Do not use all lower- or upper-case letters.

Special Characters/Symbols: Check this box if your project title has any special text, such as Greek letters, scientific notation, italics, bold, etc.

Faculty Approval: Proposals should be reviewed and approved by all faculty mentors before they are submitted.

Proposal: Type the path and file name of your proposal, or use the **Browse** button to locate it. This document should be a PC-formatted Word (.doc) or Adobe Acrobat (.pdf) file. It should provide a background, clear objective, relevancy, methodology, roles and responsibilities, timeline, citations and an itemized budget. For more information on how to prepare your proposal, review the sample proposals and Proposal Guidelines at: www.urop.uci.edu/SURP/surp_sample_proposals.html

IRB/IACUC Approved Protocols: If your project involves human subjects or live vertebrate animals, you need to obtain or be added to an approved protocol.

To determine whether you need IRB or IACUC approval, review the Office of Research Administration Research Protections Web site, research.uci.edu/ora/. This page has all the information you need to meet the protocol submission and approval requirements, as well as whom to contact for assistance. If applicable, provide us with your approved protocol number. If you have submitted a protocol that has not yet been approved, provide your protocol number and type "Pending." Please note that you will not receive funding and cannot make contact with human subjects or with vertebrate animals in the context of your research project until the protocol is approved.

Funding Information: Enter the total amount of funding you are requesting, up to \$3,000. If you are receiving additional outside funding for your project, you may request less than this amount. If you are receiving additional funding, please provide details regarding the source, amount and purpose of the funds.

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Revise: Review all your information. Click the appropriate **Revise** button to make changes.

Submit: Click **Submit** after confirming that the information you provided is correct. You and your faculty mentor(s) will receive an e-mail confirming that your proposal has been received, which includes a link to access the information you submitted and make further edits.

SURP PROPOSALS 1-2-3-4-5

Faculty Mentor 1/1 * Required Information

First Name* Middle Initial Last Name*

Department*

E-mail*

Phone Number

UCI Address*

Double-check that your information is correct, then click the Continue button.

SURP PROPOSALS 1-2-3-4-5

Project Information * Required Information

Title of your Project*

Does your project TITLE contain scientific notation, Greek letters, bold, italics, or other special characters/symbols?

Has your faculty mentor(s) approved the proposal that you are submitting?

Proposal* [Sample Proposals](#)
(Please upload your proposal as a PC Formatted Word (.DOC) or Adobe PDF (.PDF) Document.)

If this project involves the student's use of human subjects or data/specimens from living humans, has it been approved by the Institutional Review Board (IRB)?
 Yes No Not Applicable

If yes, please provide the approved IRB protocol number

If this project involves the student's use of live vertebrate animals, has it been approved by the Institutional Animal Care and Use Committee (IACUC)?
 Yes No Not Applicable

If yes, please provide the approved IACUC protocol number

Funding Information

Stipend Requested* \$ TOTAL
(Your stipend request can be for less than \$3,000 if other sources are contributing to your stipend.)

Related to the proposed project, are you receiving funding for research-related supplies and expenses?

Related to the proposed project, are you receiving funding in the form of stipends?

If yes, please indicate source, amount and purpose of funding:

Double-check that your information is correct, then click the Continue button.

SURP PROPOSALS 1-2-3-4-5

Please confirm that the following information is correct.

After you've verified that this information is correct and made all the appropriate revisions, then click on the Submit button at the end of this page.

Please note that by clicking on the Submit button, you are authorizing the reviewer committee to obtain current grade point information.