

GUIDELINES FOR UROP & SURP PROPOSALS

Research and creative projects require not only dedication, planning, and a substantial time commitment, but also funding. UROP provides funding for undergraduate research and creative projects, but students need to write a proposal to receive funding.

Calls for Proposals

UROP provides funding for undergraduate research and creative projects mentored by UCI faculty through two separate Calls for Proposals, one in the Fall Quarter and the second in the Spring Quarter. Once the Calls have been announced, students have approximately one month to submit their proposals. On the other hand, the Summer Undergraduate Research Program (SURP) provides funding in support of students' efforts during the summer. The SURP Call for Proposals is announced in the Winter Quarter and is due in early April.

Applications for both programs are available on the UROP Web site. A specific deadline for each Call will also be announced. Proposals that do not require funding or are already receiving adequate funding from departmental or other sources may be submitted for an Honorary Fellowship.

Proposals are evaluated based on the intellectual merit of the student's research, a complete application, the level of support from the faculty mentor, the student's transcript, and available funding. The UROP Faculty Advisory Board reviews the proposals and makes recommendations on funding. Keep in mind that there is not a specific number of UROP and SURP grants that need to be awarded each year—decisions are simply based on quality and available funding. Also keep in mind when you develop your timeline that students who receive a UROP or SURP grant **MUST** present their findings at the UCI Undergraduate Research Symposium held annually in May. Also, we invite students to submit their research findings to *The UCI Undergraduate Research Journal*.

UROP vs. SURP Grants/Fellowships

Purpose of Funding/Itemized Budget

In the case of UROP Proposals, requests for research related expenses for individual projects that involve only one student can be for up to \$1,000, where the average amount of funding expected is close to \$560. For group proposals that involve multiple students, requests can be for up to \$2,500, where the average amount of funding

expected is close to \$1,200. Students are required to submit an itemized budget of projected and actual expenses and revenues (see a detailed description in the Research Proposal section).

On the other hand, SURP provides a maximum stipend of \$3,000 for a student's time and effort over the summer; therefore an itemized budget is **NOT** needed. This program offers students the opportunity to become immersed in a research topic for a full-time ten-week period, or the equivalent of 400 hours. If a student needs less than \$3,000 because s/he has other sources of funding, such as a Regent's Scholarship, s/he can indicate that on the Proposal Cover Sheet. Students who need funding for supplies for a summer project can also submit a proposal for the UROP Spring Call for Proposals.

Group Projects

For a UROP proposal, all of the participants' names (meaning UCI undergraduates) can be included in one proposal, although each member must submit their own personal statement. For a SURP proposal, each group member should submit a separate proposal, because it involves individual stipends for each participant's time.

Eligibility Criteria

To be eligible for UROP and SURP grants, students must be undergraduates in good academic standing. For SURP, students must also have been involved in a faculty-mentored research project or creative activity for at least one quarter (Spring Quarter involvement is acceptable). For both the UROP and SURP grants, eligible students can not be graduating within a quarter of submitting their proposal.

Contents of the Proposal

The proposal should be prepared by the student applicant(s) and jointly submitted by the student(s) and his/her faculty mentor(s). Proposals should be as long as they need to be to convince the Faculty Advisory Board that funding is needed. Typically a proposal is about five pages, but if needed, you can add further documentation, such as a survey that you are administering or data that you have

collected. To see past proposals that have been accepted for funding, visit the UROP Web site for Sample Proposals. Submit your proposal online by entering information about you, your fellow undergraduate researchers, and your faculty mentors, as well as providing or uploading the following:

- The proposal, which includes a thesis, purpose, objective, and approach; the student's specific responsibility; the project's timeline; an itemized budget (not for SURP); and works cited.
- A personal statement from the student(s).
- The appropriate IRB or IACUC protocol number, if the research involves human subjects or the use of live vertebrate animals.

A confirmation e-mail is sent to the undergraduate researcher(s) and faculty mentor(s) once the submission has been received. This confirmation provides a secure link that allows students and mentors to access and update the submission. In addition, faculty mentors are asked to upload one letter of recommendation per project.

The Research Proposal

Proposals answer these questions:

- Why am I doing this project? What issues/problems will I explore and answer?
- Is my topic too broad or narrow to manage?
- What are my goals for the project? How will I get there? What do I hope to realize as a result of my efforts?
- Are there sufficient sources for me to use in my project?
- Do I have expenses? How much funding should I request?
- Will I be dedicating the time needed to complete the project within the timeline proposed?

Thesis, Purpose, Objective, & Approach

As you begin your project, you will likely conceive a rudimentary research question. In a sense, your thesis statement is your answer to the central question or problem you have raised. Writing this statement will enable you to see where you are heading and to remain on a productive path as you plan and write. Beginning your proposal with your

thesis statement frames everything that follows. This section should also describe your purpose—what your topic is with a clear research question, and why this topic is unique or important to your field. Make sure you clearly state the significance of your research to your field, but also to the general public. Describe the objective by telling what specifically you have completed in your project, what you will be accomplishing, and its intended outcome. Illustrate your methodology and demonstrate the feasibility of the project, as well. Support your research with details, and express any practical concerns and/or difficulties you may incur and how you will overcome them.

Responsibility

Describe your specific duties for the project. If it is a group project, describe the responsibilities of each person. Also explain how you will be interacting with your faculty mentor during the course of the research. Discuss any collaboration you may have with other research personnel involved in your project.

Timeline

Produce a schedule of activities for your research. Be sure to give yourself plenty of extra time in your timetable in case certain activities take longer than predicted. Most applicants produce schedules by week, month or quarter.

Itemized Budget

For a UROP proposal, the budget section should include an itemized list of projected expenses. It may be as simple as a one-page, itemized list of expenses (two columns, one for type of item and one for amount). If some of your expenses look unnecessary or unusual, please explain why they are needed. Include the total cost of your project specifying the amount requested from UROP, and other sources of funding (other grants, personal funds, potential revenue, etc.). Items that can be covered by a UROP grant include chemicals, supplies, reference materials, animals, mailing, copying/printing, phone calls/postage/faxing, mileage, software, compensation for human subjects, travel, presentation materials, rental of facilities or any other related costs. Items that are NOT covered include standard laboratory expenses, major hardware purchases, salaries and stipends, travel expenditures only, or items that can be borrowed or rented at a much lower cost.

References

List books, articles, or any other outside sources used in preparing your proposal or that have contributed to your expanded knowledge about your area of research. These references will also help to establish why your research is essential to the field. It will add credibility to your project and show that you have done the research necessary to carry out your project.

Personal Statement

This tells the evaluator who you are, why you want to pursue this research, and what impact you expect this experience to have on your future career. Include your research background and describe how it might have influenced your education. It will also explain what you have accomplished so far in a particular field, including relevant classes that you have taken, and how this opportunity will help you realize your goals. Also include what made you choose this topic for your research project and why you should receive funding. A personal statement can also elaborate on information you normally include in your resume. In a group project, each member must write a personal statement. With your permission, we will download a copy of your transcript, therefore you do not need to provide that to us.

Letter of Support

This is written by your faculty mentor(s) and is an evaluation of your performance and capacity to complete the proposed activities (only one letter is needed per project). We will request your letter of support from your faculty mentor(s) after you submit your proposal.

Research Conduct Rules

If your project involves human and/or animal subjects, you must provide the appropriate IRB or IACUC protocol number approving your study. The IRB or IACUC approval must be obtained at the beginning of your project. If a protocol that includes your name has been submitted for review to the appropriate IRB or IACUC committee, but a protocol number has not been provided, then please indicate "pending." For more information, visit the UCI Office of Research & Graduate Studies Web site at www.rgs.uci.edu.

Workshops and Deadlines

UROP Proposal Writing Workshop

Thursday, October 25, 2007, 3–5 PM
Student Services II, Classroom 1010A/B

UROP Fall Call for Proposals

Deadline: Monday, November 5, 2007

SURP Proposal Writing Workshop

Thursday, April 17, 2008, 4–6 PM
Student Services II, Classroom 1010A/B

SURP Call for Proposals

Deadline: Monday, April 28, 2008

UROP Proposal Writing Workshop

Tuesday, May 6, 2008, 3–5 PM
Student Services II, Classroom 1010A/B

UROP Spring Call for Proposals

Deadline: Monday, May 19, 2008