**2023 Summer Undergraduate Research Experience (SURE) On-Campus Application Form**

**Deadline**: Applications must be submitted by **5:00 pm on Dec 2, 2022**.

**Format**:All application materials must be sent in one **pdf** via google forms. Access the form by clicking [here](https://forms.gle/ZJttnkZ4RjzrLsew5) or copy and paste https://forms.gle/ZJttnkZ4RjzrLsew5. Please submit your application in one complete file **labeled** in the following format: DEPT\_Studentlastname\_Mentorlastname\_\_SURE\_year.pdf   
(e.g., PSY\_Basquin\_Johnson\_SURE\_2023.pdf)

**Faculty Member Support**: A full-time continuing faculty member who will serve as mentor must sign the cover sheet. This signature signifies their endorsement of the student and project (i.e., that they have read the application and approve it). The faculty member’s signature also indicates their willingness to be available to the student researcher for the entire 8-week program period. The mentoring of a SURE student should be distinctly different from mentoring during the regular semester in that the mentoring should be more intensive during SURE.

**Notification**: Awards will be announced by the beginning of February, 2023.

**Availability over the 8-week period**:SURE is designed to be an intense mentoring experience that helps to build a research community that fosters intellectual exchange. As a result, both the faculty member and the student are expected to *attend all three SURE lunches*, including the last day poster sessions (please see the schedule of activities on the last page of this document) and be actively working together for the majority of SURE. In support of Elon's commitment to experiential learning, students’ SURE experiences are expected to be largely comprised of in-person, face-to-face interactions with their mentors and that, in most circumstances, these interactions will be on-campus. For example, it is typical for mentors to meet in-person and face-to-face at least three times per week (an average of one hour per meeting) and generally are not away from each other for more than 14 days. Applications where students plan to miss more than one lunch or the poster session are not likely to be funded.

**COVID-19**: We will continue to monitor the pandemic and there may be programmatic adjustments as a result.

**Additional Employment**:SURE students are prohibited from taking courses (including internships) and discouraged from participating in additional employment during the eight weeks of the SURE program.

1. Students are expected to be engaged in their SURE projects between 30-40 hours per week between May 25 – July 19.
2. Typically, much of the work related to SURE occurs during traditional work hours.
3. For SURE activities, students are compensated $3,000 (approximately $12.25/hour).
4. While additional employment opportunities may present themselves, students’ primary employment during the SURE program must be their project.
5. In order to ensure that the SURE program is as fruitful as possible and to avoid any unforeseen conflicts, students should discuss their SURE work hours and any additional summer plans that may occur during the SURE dates with their mentors.

**Collaborative projects**: SURE supports individual research projects. While some projects may have collaborative characteristics (e.g., joint data collection), students’ individual projects must be able to stand on their own. Student applications must be unique and individually developed with the faculty mentor.

**Workshops:** Developmental opportunities in the form of workshops and other gatherings will be offered to help students with their post-graduate plans. Students should discuss these opportunities with their mentors (list of topics at the end of this form).

**SURE stipends:** SURE students will receive three payments ($500 around June 10, $1,000 at the end of June, and $1,500 at the end of July). Students will need to work with Human Resources and respond to HR and UR program assistant emails promptly to ensure that they get paid. Mentor stipends will also be paid in two installments at the end of June and July. For most faculty, this will be two payments of $1,500. For faculty with two students, this would be two payments of $2,250.

**Housing**: The UR program will provide double-occupancy, on-campus housing in a residence hall for the duration of the SURE program for students that require it. Housing needs that fall outside of the SURE program dates are the responsibility of the student to arrange. The UR program will not pay for any other housing arrangements.

**SURE grants**: If you receive a place in SURE then you will get an email in May about applying for SURE grants. These are small grants to support summer research. **Equipment**: Note that **all equipment and software purchased with SURE grant funds become property of Elon University. We do not pay students or Elon faculty for their labor (e.g., transcription, inter-rater reliability) but we do reimburse for gift cards for participants and professional transcription like rev.com.**

**SURF**: Barring extenuating circumstances, students who receive research funding from the UR program are expected to present at the Spring Undergraduate Research Forum (**SURF**) in the academic year the award is given or the following academic year.

**Student Expectations:** SURE is a full-time appointment and involves a concerted effort. SURE requires that students work on their project for 30-40 hours each week. Students’ primary employment during the 8 weeks of SURE is the research project. SURE students cannot participate in summer courses (including internships). Students are expected to (1) attend all SURE lunches, (2) attend and present at the final poster sessions, (3) meet with their mentor multiple times a week, and (4) work on their research projects for the 8 weeks of SURE.Note that students who fail to fulfill their SURE responsibilities/expectations may result in their removal from the SURE program and this may impact their stipend.

**Faculty Mentor Expectations:** Faculty are expected to put forth a concerted mentoring effort – one that is more intensive than during the regular semester. Faculty mentors are expected to (1) attend all SURE lunches, (2) attend the final luncheon and poster sessions, and (3) meet with their student researcher(s) multiple times a week and be available to that student during the entire program period.

**Faculty-Student Pairs**: The SURE program hinges on the relationship between student and mentor. Please let the UR director know if problems arise so we can work toward a productive solution.

**Application Content**:The application must address the following:

A. **Cover sheet** with personal information (see page four of this document)  
B. **Description of the overall project** (written by student and mentor). The description should include:

1. A research question or line of inquiry with research goal(s) clearly articulated

Parts 1-3 not to exceed 5 double-spaced pages

1. The rationale for researching the question, *written for individuals outside the discipline*, clearly explaining the importance of the work within the discipline
2. A description of the planned methodology or process
3. References to relevant scholarly work, using citation methods appropriate for your discipline

For honors students who are post-proposal, successful Lumen Prize recipients, ECF students who have completed the junior seminar, and/or students who have had successful endowed grant or SURE applications in the past, please **attach** a copy of your proposal/ application/paper at the end of your application. If you have received multiple types of funding, then attach your most recent or your most relevant. Do not complete Part B but instead complete Part C. Your limit for Part C is three pages (double-spaced) plus references.

C. Explanation of **project advancement** since last university funding or project approval. Complete this section if this is your second SURE or you have received an endowed grant in the past, or you have received other university funding or project approval (e.g., honors proposal approved, ECF seminar completed, Lumen prize awarded, etc.). *If you have not received any university funding in the past then state that this is the case here and move on to Part D.*

1. Provide a brief introductory paragraph introducing the research project (max 250 words)
2. Provide a project update, including preliminary data analyses if appropriate.
3. Include a brief description of how the past funding was used (or will be used)
4. Explain how your research has progressed since the last funding/approval you have received (even if it has only been a few weeks).
5. Explain clearly how this new grant will advance your project*.*

D. Description of the **specific responsibilities of the student** (written by the mentor)  
E. Description of the **educational benefits for the student** (written by the student)  
F. Description of the **planned mentoring relationship** (e.g., planned contacts etc.) (written by the mentor).   
G. Description of any special circumstances with details (e.g., missed lunch, dates of travel for research and/or time apart/fewer in-person meetings than what is typically expected) and a clear explanation of what the student and mentor will do to accommodate these special circumstances.  
H. Description of how the student will engage with the intellectual on- or off-campus life/research community during SURE (written by the student and mentor).  
I. **Biographical sketch of the mentor**, including information specifically oriented to the proposed research. This is typically two or so paragraphs on your mentoring style/experience and a summarized vita, *4 pages maximum*. This should show the mentor’s record of mentoring and expertise in the area of proposed research*.* Junior faculty are not expected to have an extended record of mentoring, but will benefit from evidence of dedication to mentoring undergraduate research.  
J. **Student transcript** and **GPA** (an unofficial copy from OnTrack will suffice). Be sure to include the GPA.

**Note on Student Writing Responsibilities for the Application**: It is expected that the faculty mentor and student will collaborate on writing part B, C, and H (description of the overall project). However, section E (educational benefits to student) must demonstrate that the student understands the nature of the project and their responsibilities. It is the student’s responsibility to ensure that all parts of the application have been included.

*REMOVE ALL OF THE ABOVE PAGES AND ONLY INCLUDE PROPOSAL COVER SHEET + SIGNATURES IN YOUR APPLICATION.*

**Summer Undergraduate Research Experience (SURE)**

**Proposal Cover Sheet**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **INFO** | | |
| **Student Name (first middle last):** | Click here to enter text. | | |
| * Student Campus Box: | Click here to enter text. | | |
| * Student Local Phone: | Click here to enter text. | | |
| * Student’s Major(s): | Click here to enter text. | | |
| * Student’s Current Year in School | First Year | |  |
|  | Second Year (sophomore) | |  |
|  | Third Year (junior) | |  |
|  | Fourth Year (senior) | |  |
| * GPA | Overall |  |
| In Major(s) |  |
| * Student’s Elon ID (datatel number)\*: | Click here to enter text. | | |
| * Student email address (include @elon.edu): | Click here to enter text. | | |
| * Does the student anticipate needing summer on-campus housing? | Click here to enter text. | | |
| * Will the student miss a SURE lunch? If yes provide dates and brief explanation. | Click here to enter text. | | |
| * Does the application include student and/or mentor travel away from campus? If yes provide dates, locations, and brief explanation. | Click here to enter text. | | |
| * Will the student and mentor be away from each other for more than 14 days? If yes provide dates and brief explanation | Click here to enter text. | | |
| **Primary Faculty Mentor:** | Click here to enter text. | | |
| * Primary Mentor’s Department: | Click here to enter text. | | |
| * Primary Mentor’s Email: | Click here to enter text. | | |
| **Secondary Faculty Mentor:** | Click here to enter text. | | |
| * Secondary Mentor’s Department: | Click here to enter text. | | |
| * Secondary Mentor’s Email: | Click here to enter text. | | |
| **Project Title:** | Click here to enter text. | | |
| Student fellow/scholar status (note that this information is only for our records and assessment). Put an X in the right column for all that apply. Leave blank if none apply. | **Type of Fellow** | | |
| Elon College Fellow | |  |
| Honors Fellow | |  |
| Teaching Fellow | |  |
| Business Fellow | |  |
| Communications Fellow | |  |
| Lumen Scholar | |  |
| Multifaith Scholar | |  |
| Other Fellow/Scholar (describe) | |  |
| Currently Enrolled in (put an X in the right column) | **Course Enrollment** | | |
| 499 | |  |
| 498 | |  |
| Neither 499/498 (explain) | |  |
| If the proposed work is an extension of previous work, indicate university support received in the past. Put an X in the right column for all that apply. **Attach** past successful Lumen application, honors proposal, ECF junior seminar paper, or past successful SURE/endowed grant application at the end. | **Type of Past Funding** | | |
| Grant-in-Aid | |  |
| Travel Grant | |  |
| SURE | |  |
| Endowed Grant (Watts, Wise, Glen Raven, Rawls, Sinclair) | |  |
| Sustainability Grant | |  |
| Honors funds used for research | |  |
| ECF funds used for research | |  |
| Lumen funds used for research | |  |
| Leadership Prize for research | |  |
| Multifaith Scholar | |  |
| Other funds used for research (explain) | |  |
| The student has presented or plans to present at (put an X in the right column for all that apply) | **Type of Conference** | | |
| NCUR | |  |
| Professional Conference | |  |
| Other undergraduate conference | |  |
| * If other than NCUR, please type the full name of the conference(s) | Click here to enter text. | | |
| **IRB** # (if applicable) or date of intended application: | Click here to enter text. | | |
| **IACUC** # (if applicable) or date of intended application: | Click here to enter text. | | |

\* datatel number is required

**SIGNATURES**

***I understand that SURE is a full-time appointment, and that participating in summer courses (including internships) during the SURE program is not permitted, nor is it permitted that I receive both course credit and a stipend for the given research period. I understand that SURE involves a concerted student effort, and that I am expected to (1) attend all SURE lunches, (2) attend and present at the final poster sessions, (3) meet with my mentor multiple times a week, and (4) work on my research project for the 8 weeks of SURE. I also understand that SURE requires students to work on their project for 30-40 hours each week and that my primary employment during the 8 weeks of SURE is to be my research project.*** *If I am selected to receive SURE funding, I understand that the Undergraduate Research Program may use my application as an example for future applicants (with transcript and other identifying information removed)*.

Applicant’s Electronic Signature: Click here to enter text. Date: Click here to enter text.

***I understand that SURE involves a concerted mentoring effort, and that I am expected to (1) attend all SURE lunches, (2) attend the final luncheon and poster sessions, and (3) meet with my student researcher multiple times a week and be available to the student during the entire program period.*** *If**my student is selected to receive SURE funding, I understand that the Undergraduate Research Program may use this application as an example for future applicants (with transcript and other identifying information removed)*.

Primary Faculty Mentor’s Electronic Signature: Click here to enter text. Date: Click here to enter text.

Secondary Faculty Mentor’s Electronic Signature: Click here to enter text. Date: Click here to enter text.

**Summer Undergraduate Research Experience**

Tentative 2023 Schedule of Activities (updated September 2022)

|  |  |
| --- | --- |
| **ACTIVITIES** | **DATE/TIME/LOCATION** |
| **First day of SURE** Check in with your mentor to start planning and working. | May 25 (set date) |
| **First SURE lunch**  *Required attendance for all students and mentors* Update your group: what is your project and what are your plans for SURE? | June 1, 12-1:30 pm (approximate) |
| **SURE Research Grant** requests due (you will get an email about grants from the director) | June 2, 5 pm (set date) |
| **GRE** **session** (Ms. Rene Jackson) | June 6, 4 pm (approximate) |
| **Resume** **Info Session & Workshop** (Ms. Rachael Rysz) | June 15, 4 pm (approximate) |
| **Connecting the Dots: Writing Your Research Story**  Writing Center Personal Statement Workshop (Dr. Julia Bleakney) | June 23, 4-5 pm (approximate) |
| **Second SURE lunch – Mid-Point Check-In**  *Required attendance for all students and mentors* Update your group on your progress so far (e.g., challenges and successes, planned outcomes). | June 27, 12-1:30 pm (approximate) |
| **Preparing Your SURE Poster: Writing a Script, Designing Slides** Writing Center Presentation Workshop (Dr. Julia Bleakney) | July 11, 4-5 pm (approximate) |
| **Finalizing Your Oral Presentation: Tips for Organization, Focus, and Oral Delivery**  Writing Center Presentation Workshop(Dr. Julia Bleakney) | July 12, 4-5 pm (approximate) |
| **SURE Final Poster Presentations** *Required attendance for all students and mentors* Student will present at one of two consecutive poster sessions. | July 19, 9 am – 12 pm (set date) |
| **Final SURE lunch** *Required attendance for all students and mentors* | July 19, 12-1:30 pm (set date) |

Set date = likely not going to change; Approximate date = may change

*REMOVE THIS PAGE FROM YOUR APPLICATION*