

Summer Undergraduate Research Fellowship (SURF) Fellowship Mentor Application

Faculty Mentor Name:

Total Number of On-Campus SURF students requested:

Total Number of Virtual SURF students requested:

Faculty Applicant's Agreement:

1. Facilitate and endorse student application submission by 5pm deadline.
2. Mentor students face-to-face (on-campus SURF) or via video conference (virtual SURF) for at least 20% of their working hours, on average.
3. Participate in weekly group meetings, as needed or where applicable.
4. Submit a reflection and report of completed activities to the Director of Undergraduate Research (undergraduateresearch@berry.edu) within two weeks after the SURF project period ends.
5. Mentor students in disseminating their work, if possible, during the following academic year (e.g., student symposium, publication, regional or national conference).

Faculty Applicant's Signature

Date

Department Chair Comments:

Department Chair Signature

Date

School Dean Comments:

School Dean's Signature

Date

Student Eligibility Criteria: Summer Undergraduate Research Fellows must be returning to Berry as an undergraduate student in the fall following the summer research period. A faculty member must endorse their application as their research mentor (see below).

On-Campus SURF:

- Must be eligible to participate in LifeWorks.
- Minimum of 20 hours/week of faculty mentored research. No more than 40 hours/week, including all Lifeworks positions.
- Students will be paid via submission of bi-weekly Lifeworks timesheets.
- On-Campus Housing Requirements:
 - 5 Weeks (Block A or B)
 - Block A: Students vacate Friday, June 20th
 - Block B: Students vacate Friday, July 25th
 - 8 Weeks (Block A to July 11th)
 - Students vacate Friday, July 11th
 - 10 Weeks (Blocks A and B)
 - Students vacate Friday, July 25th
 - Students remaining on campus after Block B for other work will relocate beginning Saturday, July 26th

Virtual SURF:

- Choose between 10 and 20 hours/week options.
- Students will be paid via a stipend at the conclusion of their project and receipt of their reflection by the Director of the Office of Undergraduate Research.

10 Hours Per Week Option:

- Students will receive a one-time stipend payment after conclusion of the project.
 - Student Stipend Amount
 - \$500 per 5-week block
 - \$800 for 8-week block

20 Hours Per Week Option:

- Students will receive a one-time stipend payment after conclusion of the project.
 - Student Stipend Amount
 - \$1000 per 5-week block
 - \$1600 for 8-week block

Fellows are expected to complete a reflection and survey that will be due to Director of Undergraduate Research (undergraduateresearch@berry.edu) within two weeks after the SURF project period ends, and they should find an avenue for dissemination of their work during the following academic year (e.g., student symposium, publication, regional or national conference).

Part I: SURF Options

For each SURF student listed, indicate the type of SURF project, Weeks (5-Weeks, 8-Weeks, 10-Weeks) and Hours per Week. *Notes.* Blocks A or B are 5 Weeks, Block C = 10 Weeks; for the on-campus option, SURF students must work at least 20 hrs./week. For the virtual option, SURF students must select from 10 hrs./week and 20 hrs./week options. *Note. If multiple students have the same type of SURF project, number of weeks, and proposed hours/week, you can list them on the same row.*

Names of Students	Type of SURF Project (On-Campus-Residential, On-Campus-Commuter, Virtual)	Number of Weeks	Proposed Hours/Week (consult previous page)

Part II: Lifeworks Job Descriptions (for On-Campus SURF projects only)

Faculty mentors must hire each SURF student who will be working on campus and paid through the Lifeworks program. Students must be eligible to work and be returning in the fall semester following their summer SURF. The mentor must approve weekly timesheets and help to ensure students are not exceeding 40 hours/week, including any additional positions held on campus. *Note. If multiple students are being hired with the same job classification, title, responsibilities, and skills, they can be listed in the same row.*

Names of Students	Job Classification (Entry, Intermediate, Advanced, Preprofessional)	Job Title (e.g., Research Assistant, Research Associate, Research Specialist, Project Director/Project Director/Principal Investigator)	Primary Responsibilities	Skills

PART III: Overview of Project(s)**Project Description**

Please complete the following questions for each project that you are proposing.

Project 1 Title:

(1) Describe the Project Goals. **For the virtual option:** Please provide a brief justification explaining why your project can be effectively conducted remotely rather than on campus. Consider addressing factors such as access to necessary resources, feasibility of remote collaboration, or the nature of your research or creative work.

(2) Describe the significance of the project. Provide citations as needed.

(3) How do you anticipate that the student(s) will contribute to the project goal (i.e., what will the student specifically do)?

(4) How does this project further your scholarship goals? What are your plans for the dissemination of the work?

(5) If this project requires research clearance, please provide the protocol/approval number below. If not, leave blank. Approval must be obtained before the SURF project begins.

IACUC (Vertebrate Animal Research)

Protocol Number:

IRB (Human Subjects Research)

Protocol Number:

ELM (Education Land Management)

Approval Number:

Please send the signed agreement and application to undergraduateresearch@berry.edu by 5pm on the due date.

Project 2 Title:

(1) Describe the Project Goals. **For the virtual option:** Please provide a brief justification explaining why your project can be effectively conducted remotely rather than on campus. Consider addressing factors such as access to necessary resources, feasibility of remote collaboration, or the nature of your research or creative work.

(2) Describe the significance of the project. Provide citations as needed.

(3) How do you anticipate that the student(s) will contribute to the project goal (i.e., what will the student specifically do)?

(4) How does this project further your scholarship goals? What are your plans for the dissemination of the work?

(5) If this project requires research clearance, please provide the protocol/approval number below. If not, leave blank. Approval must be obtained before the SURF project begins.

IACUC (Vertebrate Animal Research)

Protocol Number:

IRB (Human Subjects Research)

Protocol Number:

ELM (Education Land Management)

Approval Number:

Please send the signed agreement and application to undergraduateresearch@berry.edu by 5pm on the due date.

Project 3 Title:

(1) Describe Project Goals. **For the virtual option:** Please provide a brief justification explaining why your project can be effectively conducted remotely rather than on campus. Consider addressing factors such as access to necessary resources, feasibility of remote collaboration, or the nature of your research or creative work.

(2) Describe the significance of the project. Provide citations as needed.

(3) How do you anticipate that the student(s) will contribute to the project goal (i.e., what will the student specifically do)?

(4) How does this project further your scholarship goals? What are your plans for the dissemination of the work?

(5) If this project requires research clearance, please provide the protocol/approval number below. If not, leave blank. Approval must be obtained before the SURF project begins.

IACUC (Vertebrate Animal Research)

Protocol Number:

IRB (Human Subjects Research) ELM

Protocol Number:

(Education Land Management)

Approval Number:

Please send the signed agreement and application to undergraduateresearch@berry.edu by 5pm on the due date.

PART IV: Grant History

Please check if you are (check all that apply):

Receiving a Faculty Development Summer Stipend for any project described in this application.

Receiving *external* funding that includes summer pay for any project described in this application.

Planning to teach in the 2025 Summer sessions. If so, what course(s) and which block(s)?

Please check if you have (check all that apply):

Mentored students in the SURF program previously

Received the CURE summer stipend