

**March 6, 2020 DEADLINE**

**I wish to be considered for the following awards:**

- ✓ Summer Research Award
- ✓ Brennan Summer Research Fellowship
- Humanities Center Summer Award
- Gund Institute Summer Research Award
- Justice Research Award

- HCOL Summer Award
- Carl Reidel Summer Award
- Green Mountain Scholar
- Clean Energy Summer Fellowship
- Special Collections Summer Award

|   |   |
|---|---|
| Name:   | Student #: 95   |
| Local Address:  | NetID:  |
| Major(s):   | Phone:  |
| College (CAL, CAS, CEMS, CESS, CNHS, GSB, HCOL, RSENR)                            | GPA:  |
| I have received prior FOUR funding (choose Yes or No):<br>If yes, which award(s)? | Year:<br><br>Anticipated Graduation Date (month/year) |

|   |
|---|
| PROJECT TITLE:  |
| DATES OF PROJECT:   |
| Specific location where work will be done (campus building/room; other state/country; etc.) |

**FACULTY INFORMATION and FACULTY SPONSOR FORM**

|  |                          |
|--|--------------------------|
| Name:  | UVM Department, College: |
| Email:   | Telephone:               |
| <p>Faculty must agree to sponsor your research, meaning that they are responsible for any training or ethical oversight appropriate to your discipline, helping you with University policies and protocols, etc. They must be available in person or consistently via Skype, phone, or email during your project. Unsupervised students will not be funded.</p> <p><u>Attach (or submit separately) FOUR Faculty Sponsor Form.</u></p> |                          |

Providing your student number and NetID verifies your degree-seeking status and is used as a "signature" on this application asserting that this is your own work. This information also necessitates that you submit using the File Transfer Service ([filetransfer.uvm.edu](http://filetransfer.uvm.edu)).

This section helps determine the additional review necessary to approve this award. Please make your answers as complete as possible to speed up the review process. Attach any trainings or other documentation that help verify your planned research. No funding may be given until ALL compliance statements are verified.

RESEARCH COMPLIANCE: *My work involves*

**Risk/Safety, IRB, IACUC, Travel**

(Check all that apply to your project OR clearly indicate "N/A")

N/A

Animals - Corresponding IACUC approval #:

Biological or Infectious materials including:

DNA

Recombinant DNA (Corresponding IBC Protocol # \_\_\_\_\_)

Bloodborne pathogens

Virus, Bacteria, Parasite (Corresponding IBC Protocol # \_\_\_\_\_)

Chemicals, Compressed gases, Controlled substances or Select Agents

Domestic travel

Driving?      Driver Training to operate UVM vehicle (required for insurance purposes)

Electrical, Hydraulic and other High Energy Systems

Farm and Animal or Field and Vehicle hazards

Human subjects (Corresponding IRB approval #: \_\_\_\_\_)

International travel (Trip must be approved in iAbroad to receive funds. Contact FOUR directly to start this process.)

Ionizing radiation or Lasers

Isotopes

Nanoparticles

Noise

Non-native/Invasive species

Shipping/Receiving/Transporting hazardous materials (includes samples in chemical solutions)

Ground      Air;      Domestic      International;      Size      or Quantity

Water, Diving, and Boat hazards (must have UVM safety training)

**ATTACH DOCUMENTATION FOR ANY APPROVAL OR PROTOCOL NUMBER.**

\*May require authorization of student/faculty training or other approvals prior to receiving funds. We may contact you or your faculty.

**BUDGET INFORMATION**

Please itemize ALL your research or creative expenses using the BUDGET WORKSHEET provided on the FOUR funding web page. Round costs to the nearest dollar. While the maximum SURF award is \$1000, you should indicate the total cost of the project and alternate funding resources on the Budget Sheet. In this way we can assess the extent to which FOUR funds meet student total need, or whether there is potential for cost-sharing with other units.

TOTAL AMOUNT REQUESTED FROM FOUR: \$ \_\_\_\_\_ (attach budget worksheet)

**Submit document via ftp in PDF format to [four@uvm.edu](mailto:four@uvm.edu) by 4pm or deliver to FOUR offices by noon.**



## FACULTY SPONSOR RECOMMENDATION

Award  
Date  
Student id

*Students who apply for funding must have UVM faculty support. We ask that you use this form to evaluate this student's potential to succeed. We use faculty opinion of the student as one very valuable measure of the overall application. Ultimately it is the student's own ability to convey clearly the nature and value of the project that most strongly impacts funding decisions. Please complete this form and add any comments you may feel are relevant at the end of the page. This information will not be shared with the student.*

If the student should receive the award, you are agreeing to sponsor that student—provide oversight, feedback, and mentorship; provide information on methodological, ethical, procedural, and university protocols which may apply to the student's work, and help them succeed.

Student Name:

Award application: Summer Undergraduate Research Fellowship (SURF) Program

1) How familiar are you with the work for which this student is requesting funds?

- Not at all  
 Slightly

- Moderately  
 Very familiar

- Extremely  
 Student recently approached  
and described project

2) Have you read the student's project description?

- Yes  
 No

3) Have you reviewed the budget with the student?

- Yes –Is it reasonable? Yes / No  
 No

4) Please evaluate the importance of the student receiving the research expenses to achieve their project goals:

- Student could accomplish the goals without funding (e.g., other sources of funds, using library resources, etc.)  
 Student could accomplish some but not all of the goals without funding  
Student would not be able to engage in the proposed project without these research expenses

5) Please list any classes in which you have taught this student (dept and course #/approx. class size):

5a) How would you (briefly) describe the student's academic performance in your class(es)? (20 words max.)

6) I have worked with this student outside the classroom:

- Yes  
No

6a) If yes, in what capacity? For how long?

6b) If no, how do you know this student? For how long?

7) How many students do you believe will apply or have applied for FOUR funding this academic year with you as a faculty sponsor?

7a) Of this number, where do you rank this student in terms of value of the experience for the student? (20 words max.)

8) If applicable, compared to other students of yours who have received funding, how do you rank this student?

9) Please rank the student's abilities and characteristics below:

|   |    |
|---|----|
|   |    |
| a. Perform tasks independent of direct supervision                  | a. |
| b. Complete tasks under tight deadlines and with mounting pressures | b. |
| c. Prioritize responsibilities?                                     | c. |
| d. Ask for assistance from you?                                     | d. |
| e. Communicate scholarly interests to a broad audience?             | e. |
| f. Competence in major or specialization                            | f. |
| g. Academic interests and motivation                                | g. |
| h. Resourcefulness  | h. |
| i. Reliability  | i. |
| j. Academic integrity   | j. |
| k. Personal integrity   | k. |
| l. Rate student's performance on this project to date               | l. |

10) Please state frankly your opinion of this candidate's chances to successfully complete the project that is described in the proposal. (Limit to 300 words on this form or submit a recommendation written on department letterhead and attach to this form)

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Faculty Name (printed)

Signature (if emailed from UVM account, no signature required)

Date

## SUMMER UNDERGRADUATE RESEARCH FELLOWSHIP PROGRAM APPLICATION INSTRUCTIONS

**DO NOT INCLUDE THESE INSTRUCTIONS OR THE CRITERIA FOR CONSIDERATION WITH YOUR APPLICATION. SUBMIT PAGES 1-3 PLUS THE REMAINING INFORMATION (STEPS 4 THROUGH 7).**

The application for a grant must be submitted as a PDF sent to [four@uvm.edu](mailto:four@uvm.edu) by 4:00pm on the due date using UVM's file transfer protocol ([www.filetransfer.uvm.edu](http://www.filetransfer.uvm.edu)). This provides the student with an automated reply when the Office downloads your application, and it time stamps the submission. All parts of the application are due by 4:00pm -including Faculty Form.

Hard copy submissions will be accepted until 12pm (noon) in the Office the day the application is due. Faculty letters of support not attached directly to the application must arrive by 4pm on the due date.

**Because of the volume of applications, incomplete applications will not be reviewed and late applications will not be accepted. This means ALL parts of the application must be included by the due date and time.**

There is one common application for several different summer awards. The amounts of each award are the same: \$4000 student stipend plus \$1000 for research expenses and supplies, but your application may not qualify for consideration for all awards. The Office will not forward an applicant for additional review without the student checking the appropriate fields on the Cover Sheet, the only exception is the Brennan Award -these go to the 2-3 most outstanding application(s).

The application must consist of:

- Step 1. Cover Sheet
- Step 2. Research Compliance sheet: IRB, IACUC, IBC, travel, etc. checklist (**attach documents as appropriate**)
- Step 3. Budget Worksheet Form
- Step 4. Descriptive Proposal with Abstract
- Step 5. Career Narrative
- Step 6. Transcript
- Step 7. Faculty Sponsor Form

### **Step 1. COVER PAGE (provided in this document for you to use):**

Which award is right for you? Follow these guidelines:

- a. **All students**, regardless of major or college, are considered for the Summer Research Award and Brennan fellowships. The top 2-3 student applicants from a different category of research (biological sciences, physical sciences, social sciences, etc.) are named Brennan Fellows. No need to indicate these categories (already checked!).
- b. If you are working with a faculty member affiliated with the Gund Institute for Environment, check the Gund box.
- c. If you are performing humanities research, regardless of your major or college, you should check the Humanities Center box.
- d. **\*\*NEW THIS YEAR\*\*** Up to 5 awards to individuals researching systems of oppression and the intersections between facets of identity including, but not limited to, race, gender, sexual orientation, ability, class, nationality, and colonization. \*Students holding marginalized identities are strongly encouraged to apply.
- e. **Honors College students only:** If you are a student in good standing, then you should check the HCOL Summer; additionally, if your research has an environmental theme or focus, check Carl Reidel as well.
- f. If you are doing research on Vermont, indicate the Green Mountain Scholar; final review for this award may come after the summer awards and require additional documentation. You will be notified of any further paperwork.
- g. We have additional funds provided by the Clean Energy Fund to support students whose research involves clean energy, sustainable practices which result in energy conservation, or energy innovations, and clean energy policy, or creative works. These awards are available for students in any discipline.

h. **\*\*NEW THIS YEAR\*\*** We have an award for work in special collections, archives, museum collections, etc.

Student Information: By supplying your net id and 95# you are signing the application and asserting that this is your own grant proposal, not taken from or written by your faculty mentor. Your faculty mentor may assist in editing, but any part of the application that is not of your own creation must be properly credited/cited.

Project Title: A **brief**, clear, specific description of the subject of research. The title, by itself, should give a clear indication of what the project is about.

Dates of Project: These awards are typically for a 10-week period and may be no less than eight weeks; the dates provided reflect the duration of your summer project, not necessarily the larger research plan.

Location of Project: For safety reasons you need to list exact locations where you will do your research. Foreign locations will require additional registration through iAbroad (initiated by FOUR); laboratory locations (room number and building) will require appropriate training (reviewed by Risk Management and Safety) of tools and/or safety devices.

## **Step 2. RESEARCH COMPLIANCE:**

The checklist shows some research policies with which students must comply. If your research involves any of the things listed you must indicate it by checking the appropriate box. Do you already have the necessary IRB, IACUC, IBC, UVM Safety Training, Radiation or Laser Safety training, travel authorization, or other necessary approvals?

- If yes, then **attach** the approval that clearly indicates your name as part of the protocol or training. [ATTACH APPROVAL(S) / EXPLANATION]
- If no, then explain where you are in the process.
- If there is international travel: Please contact the office with the location and approximate dates so that we may enter your plans into iAbroad. You will need to complete the iAbroad process prior to receipt of funding and departure.

*Note: **NO funding will be given prior to the receipt of the necessary approvals.***

## **Step 3. BUDGET WORKSHEET FORM (provided in this document for you to use):**

Budget: Total Budget refers to all your research expenses, but not your stipend. Only totals for each major category are required here, including the budget requested from FOUR. Round to the nearest dollar.

This budget page should include a list of the major items within each category and a justification of any unusual items that you plan to use FOUR funding to cover. Again, round to the nearest dollar and provide the grand total. Show exactly how you would propose to use the research money. Also list any other sources of support (e.g. other grants, mentor support, etc.) that will cover additional expenses. In this way you show an understanding of the total expenses for your project, but also that should you win a fellowship from this competition you will be able to pay for the project you have been funded to do.

*Note:* The award usually does not fund the purchase of personal computers. Any software requested must not be available through UVM or the department. Purchase of soft/hardware, or any other equipment will become the property of the faculty's department once the project is complete.

**Step 4. DESCRIPTIVE PROPOSAL** (max length 3 pages single-spaced) written to an educated lay person not necessarily in your discipline. For some disciplines these headers fit better than in other fields; use your best judgment to determine if, for example, you should include a hypothesis or creative arts-based methods.

This description should be **written by the student** and contain the following information:

**MUST INCLUDE: One Paragraph Abstract (includes thesis statement or statement of purpose):** A brief statement focusing on the importance of the proposed research. The abstract should demonstrate the position of this project within your discipline and your ability to explain your work to any **educated person**.

**Body of Proposal:** Your project must have a clearly defined purpose – a statement of what you want to accomplish during the summer –note an obtainable outcome within the **10-week time frame even if your plan is to continue the research beyond the summer**. For projects in the sciences, the thesis should typically translate into a testable hypothesis or set of hypotheses to be tested or explored. If this project is part of a larger body of work, either as part of a group or your own, then explain what to goal is for this summer's work.

**Literature Review:** A brief review of the current, pertinent literature in your field showing your command of the existing scholarship and conveying again how your project fits within this work.

**Methods:** A summary of the procedures to be used and the importance of each in achieving the project objectives. This section should include reference to the equipment and facilities that are available for the research, the proposed schedule of major steps, and the estimated duration of the overall project. In either this section or in the body of the proposal you should tie in the items you requested in your budget.

**Outcomes:** At least a short paragraph on your projected outcomes is needed. Explain what you expect to see happen, explain your ultimate goal for the summer with possible links to next steps.

#### **Step 5. CAREER NARRATIVE:**

Write a short description of your personal trajectory (where you've been) and career goals (where you want to go) and how this project will help support these goals. Shortcomings in GPA may be addressed here.

#### **Step 6. TRANSCRIPT:**

Your "Official Transcript" can be obtained through your MyUVM account under the "Registrar" tab. Please send your transcript to yourself and attach it here. Students must be in good academic standing. At least a 3.00 GPA is needed to be in strong contention for these awards. Shortcomings in GPA must be addressed in the Career Narrative. An upward trajectory or steady improvement is valued more than a declining or uneven one

#### **Step 7. FACULTY SPONSOR FORM:**

Provide a digital version of this form to your faculty. Faculty must agree to support your research, meaning that they are responsible for any training or ethical oversight appropriate to your discipline, helping you with University policies and protocols, etc. They must be available in person or consistently via Skype, phone, or email during your project. Some students will be working under direct oversight of a graduate student or postdoc, but you must still have a faculty member fill out the form and they still bear ultimate responsibility for your oversight. Due to the limited number of summer awards, faculty will not be able to sponsor more than one student for SURF funding -even when they have a graduate student overseeing the direct day-to-day.

**Unsupervised students will not be funded.** While the faculty may simply check the boxes on the form and submit, we strongly recommend taking the time to write more about the capacity of the student, the importance of the research, and the nature of the expected working relationship between faculty and student.

**NOTE:** Your faculty sponsor need not be from UVM when research is not performed at the university. In this circumstance, the student must obtain two letters –one coming from the faculty sponsor who will be the immediate mentor and the other from a faculty member at UVM who is willing to support the student in complying with UVM research policies and whose business manager will assist with the research expenses.

**Attach FOUR Faculty Sponsor Form.**

NOTE: FACULTY MAY SUBMIT THE FORM and LETTER DIRECTLY TO [FOUR@uvm.edu](mailto:FOUR@uvm.edu) using “*Student Name SURF2020*” in the subject line from their UVM account.

To submit the application materials, students must use file transfer protocol (ftp), which provides secure submission and notification to the student once the file has been retrieved by FOUR. Save documents as PDFs (use your last name on the file) and upload to [filetransfer.uvm.edu](http://filetransfer.uvm.edu) sending it to [four@uvm.edu](mailto:four@uvm.edu). These must be submitted by 4pm.

Hard copy applications accepted in the FOUR office (50 UHN, Suite 17) no later than 12pm (noon).

### Criteria for Funding of summer research projects

Summer undergraduate research fellowships are awarded to students who have an interesting research question, a well-conceived plan, and clear faculty support. Students are expected to focus full-time on their research project for minimally two months during the summer. We require that you forego summer session enrollment for that period.

Successful applicants will show promise of a quick start and potential to complete their project within the proposed timeline. If projects are part of a larger program or thesis work, then it must be clear to the reviewers that the summer will be spent on specific tasks that otherwise would be difficult to accomplish during the academic year.

Below are additional criteria that reviewers prioritize when evaluating proposals:

1. Students must be in good academic standing. Generally a 3.00 GPA is needed to be in strong contention for these awards. Shortcomings in GPA must be addressed in the career narrative. An upward trajectory or steady improvement is valued more than a declining or uneven one.
2. Academic record (courses taken), particularly how these show the student's ability to complete the proposed project. Students should highlight courses that are applicable to their projects (e.g., a methods course, foreign language training, etc.).
3. Preference given to students with some past experience in the area of research and with their faculty sponsor.
4. The proposal is judged on its overall merits and strengths (abstract, thesis statement, literature review, objectives, evaluation methods clearly defined and outcomes clearly discussed). The student's role in a larger project must be clear.
5. The proposal must be written by the student applicant. While it is important that the faculty sponsor review and advise in the writing of the proposal, it must be clear that the student has written the proposal, understands the project, and explains it clearly. Think of your faculty as an editor, not a co-author.
6. The letter of support from the faculty sponsor of the project impacts the decision of whether or not to fund a proposal and must include how the faculty knows the student applicant, for how long, and in what capacity.
7. Students must be degree-seeking undergraduates at the time of the project to receive a grant. You may not graduate the spring prior to application -THE ONLY EXCEPTION are for students who graduate in the spring, but will continue at UVM in the fall as graduate students AND who are applying for Clean Energy Awards.
8. Previous/Current Mini Grant funding does not affect your chances for the summer research funding, but those who have received Summer Research Award fwill be given a lower priority. You may only receive two of the major awards from FOUR (involving stipends) during your undergraduate career.
9. Students who win other substantial university summer awards (APPLE Summer, Binter, Barrett, etc.) will be expected to decline either the FOUR award or the other, so that additional students may benefit from summer research opportunities.

## Obligations of Accepting Funding

The faculty sponsor, by providing a letter of support, agrees that, it is his/her responsibility to:

- Ensure that the project is carried out as proposed. Usually, significant changes must receive prior written approval from the Office;
- Comply with the terms and conditions of the award;
- Comply with relevant University administrative and academic policies and procedures; of particular relevance are University policies governing hiring, accounting, safety, human and animal subjects, travel, patents, copyright, ethics, and conflict of interest.

The student, by signing the cover page agrees that as awardee your responsibilities are to:

- Comply with relevant University administrative and academic policies and procedures for accounting, travel, safety, and ethics, among others;
- **Submit a final report** to the Office (generally within 30 days of project completions in the fall semester);
- Present your research at the Annual **Student Research Conference** in April of the following year;
- Any future presentation or publication that incorporates the work performed during an award must acknowledge the award by name (eg. Brennan Family Summer Fellowship, Gund Institute Summer Research Award, etc.).
- Recipients of named awards (generally all those other than the Summer Research Award) may have additional obligations to the funding agencies; these tend to be minor (eg., a thank you letter).
- You will be notified of all the requirements for accepting summer funding once final decisions are made and the Office will work carefully with the student throughout the funding period to assist with these obligations.

The Sponsor and Student agree that any scientific data that are produced in the course of carrying out the funded research are the property of both the faculty sponsor and student. Neither should publish the data without co-authorship of the other. Original research notes, raw data, and electronic files must stay in the laboratory with the faculty sponsor. Copies of research notes may stay with the awardee.

The copyright, ownership and authorship of all creative and/or artistic works shall remain with the author (i.e., the student) of said works; unless it is produced as a collaborative project in which case the authors shall share authorship, ownership and copyright.

Please refer to the University of Vermont's policies on:

- Research: <https://www.uvm.edu/policies/z-policy-index> (filter by "Research")
- Travel: <https://www.uvm.edu/sites/default/files/UVM-Policies/policies/travel.pdf>
- IRB: <https://www.uvm.edu/rpo/human-subjects-research>
- IACUC: <https://www.uvm.edu/rpo/vertebrate-animal-research>
- Safety: <https://www.uvm.edu/riskmanagement>

Any questions about this application should be directed to:

Ann Kroll Lerner, Director, Fellowships, Opportunities, & Undergraduate Research, 656-5532 or by email: [four@uvm.edu](mailto:four@uvm.edu).