

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 UROP grant proposal through the UROP website (<https://urop.uci.edu/opportunities/urop-opportunities/>).

Please see the [Guidelines for SURP Proposals](#) for more information about your proposal and the submission process.

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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.

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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 email 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](#).

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.

SURP PROPOSALS 1-2-3-4-5

* Required Information

Indicate the number of faculty mentors*

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

Continue

SURP PROPOSALS 1-2-3-4-5

Undergraduate Researcher * Required Information

First Name* Middle Initial Last Name*

Student ID* E-mail*

Major*

Additional Majors, If Applicable

Concurrent with your summer research participation and at the approval of your faculty mentor, are you planning to enroll in summer courses?

If yes, please provide for each course the Title and # of Units

Personal Statement* No file chosen
(Please upload your personal statement as a PC Formatted Word (.DOC) or Adobe PDF (.PDF) Document.)

Expected Graduation Date*
2021
2022
2023
2024
2025
2026
2027

Education Goals BA/BS MA/MS MD JD Other
If Other

Career Goals

Research Interests and Experience (please include duration, if applicable)

Mailing Address

Street Address*

City* State* Zip*

Phone Number

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

Back Continue

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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.

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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 on the [UROP website](#).

IRB/IACUC Approved Protocols: If your project involves human and/or animal subjects, you must adhere to UCI's research conduct rules. Please consult with your faculty mentor to determine if IRB or IACUC approval is needed. If you have submitted a protocol that is still pending approval, 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.

Beginning in March 2021, undergraduate students proposing exempt human subjects research as part of their UROP proposal may evaluate their project to determine their exempt status without confirmation from the IRB. Please review the [Exempt Self-Determination Tool](#) to determine if your human subjects research is eligible. If it is, complete and follow the instructions on the form. Do not submit this form to UROP or the IRB. Visit the [UCI Office of Research Regulatory Compliance site](#) for more information.

Funding Information: Enter the total amount of funding you are requesting, up to \$3,000. 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* must be a UCI email

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* No file chosen [Sample Proposals](#)
(Please upload your proposal as a PC Formatted Word (.DOC) or Adobe PDF (.PDF) Document.)

If this project involves human subjects, have you either completed the Institutional Review Board (IRB) [Exempt Self-Determination Tool](#) OR obtained/are in the process of obtaining IRB review/approval?
 Yes No Not Applicable
If No, please discuss with your Faculty Mentor. If you have further questions, please contact [UROP](#) for assistance.

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 No, please discuss with your Faculty Mentor. If you have further questions, please contact [UROP](#) for assistance.

Funding Information

Stipend Requested* \$ TOTAL
(\$3,000) maximum

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.

Final Step

Before your submission is complete, you must fill out the SURP Survey (<https://scout.eee.uci.edu/s/surpsum21>). Please review the survey questions ahead of time, and consult with your Faculty Mentor before responding. You can save and exit the survey before it is complete and return to it later. You will only be able to submit the survey once, and your proposal will not be complete until doing so.

SURP PROPOSALS

The final step in the submission process is to complete the SURP Survey:

<https://scout.eee.uci.edu/s/surpsum21>

You will need to consult with your Faculty Mentor in order to answer some of the questions, and can save and exit the survey until it is complete. You will only be able to submit the survey once, and your proposal will not be complete until doing so.

A confirmation of submission will also be sent via e-mail to the e-mail addresses you provided for yourself and faculty mentor(s) associated with your project. The e-mail will include a Web link and your proposal code, which will allow you to make additional edits and your faculty mentor to upload his/her Letter of Recommendation until **Monday, May 14, 2018**.

Once the review process for your proposal is complete, you will be notified of whether you will receive a SURP Grant/Fellowship, an Honorary Fellowship, or if your project was not recommended by the UROP/SURP Faculty Advisory Board for support.

In the meantime, please let us know if you have any questions, or suggestions about this new online proposal submission process by e-mail: urop@uci.edu. Thank you again for submitting a proposal to UROP.

Regards,

The Undergraduate Research Opportunities Program