OUR-UNLV 2017 Summer Undergraduate Research Funding (OUR SURF)
Application Information, Guidelines, and Instructions

The Office of Undergraduate Research (OUR-UNLV) is accepting applications for the newly created Summer Undergraduate Research Funding program (OUR SURF). OUR SURF awards support undergraduate students as they work on their research, scholarship, entrepreneurial, performance or visual art projects in the summer months. Currently enrolled undergraduate students at UNLV, Nevada State College, or College of Southern Nevada working with an NSHE Faculty Research Mentor during summer 2017 are eligible for consideration.

Application Deadline: Monday, April 10, 2017 at 5:00 pm

Award Details
Applicants will be considered for two types of awards under the OUR SURF program, depending on their academic affiliation.

General scholarships: $1,000 each. These scholarships are available to students in any major. General scholarship funds are provided by the Office of the Executive Vice President and Provost, CSUN Undergraduate Student Government, and the Office of Undergraduate Research.

College Specific and Topical scholarships: Amounts and number of awards vary. College specific scholarships are awarded according to the student’s college affiliation (major), and topical scholarships are open to students pursuing a project in a specific topical area. Amount and number of awards vary by college and are as follows:

- College of Education: $1500 (2 awards)
- College of Engineering: $1500 (3 awards)
- College of Fine Arts: $1500 (6 awards, 1 per department)
- College of Hotel Administration: $1500 (min. 1 award)
- College of Liberal Arts: $500 (10 awards)
- College of Sciences: $1500 (2 awards)
- Entrepreneurship Topical Scholarship, provided by the Office of Economic Development: $1500 (1 award)
- Honors College: $1500 (1 award)
- School of Allied Health Sciences: $1500 (min. 3 awards)
- School of Community Health Sciences: $1500 (1 award)
- School of Nursing: $1500 (4 awards)

Student Eligibility Criteria
In order to be eligible for this scholarship, a student shall:

a. Have a 2.5 grade point average at the time the scholarship is awarded.

b. Be officially admitted to an undergraduate program at UNLV, Nevada State College, or College of Southern Nevada.

c. Be currently engaged in a research/scholarly/entrepreneurial/art project under the
guidance of an NSHE Faculty Research Mentor.

d. Where required, all approvals for the ethical conduct of research and safety in research must have been obtained for the project being conducted.
   1. IRB approval for work with human subjects
   2. IACUC approval for work with animals
   3. RMS training for research safety

e. All recipients will be required to present their research at either the Summer 2017 Undergraduate Research Symposium OR the Fall 2017 Undergraduate Research Showcase.
   1. Awardees will be recognized at the Summer Undergraduate Research Symposium on Wednesday, August 9, 2017.

f. All recipients will be required to submit a brief final report, approved by their faculty research mentor, summarizing the progress made on their research project, and indicating how the scholarship supported the recipient and their research.

**Required Application Items**

Please submit all materials to the Office of Undergraduate Research using this link. All information in the form must be filled in completely, and all required items in Sections 2-5 below must be saved as a single PDF and uploaded in the submission form. Section 6 (Faculty Research Mentor letter of recommendation) may be included in the PDF with the other application materials, OR emailed separately by your Faculty Research Mentor to OUR-UNLV at our@unlv.edu.

I. **Section 1: Submission Form:** The submission form can be accessed using this link. All sections of the form must be completely filled in.

II. **Section 2: Signed Cover Page:** A completed, signed, and dated cover page must be included in your application. The Cover page can be found at the end of this document. Your Faculty Research Mentor must also review and sign the cover page in order to be eligible for this award.

III. **Section 3: Statement of Purpose/Explanation of Activities** (1 page maximum): A strong Statement of Purpose is coherent, well-organized and includes the following:
   a. A concise description of your experience with research/scholarly/entrepreneurial/art projects and activities
   b. A concise summary of the research, scholarly, entrepreneurial, or art project you will be working on
   c. An explanation of your role in the project you will be working on (e.g., your contribution to the design, methods, data collection, etc.; for
performance/visual arts, your contribution to the development, creation, performance, etc. of the project)

d. An explanation of the significance of the project to your field of study, UNLV, and the community

e. A discussion of how this scholarship support will benefit your academic progress, goals, and research activities.

IV. **Section 4: Your Current Curriculum Vitae (CV):** A CV is an academic resume that details your academic and research training, experience, and accomplishments. Some helpful CV resources are included here:

a. The Purdue OWL has a section on [writing a CV](#).

b. Looking at examples of undergraduate student CVs can be helpful since the aim of a CV for a student can be different than that of a professor. [American University](#) and [UC San Diego](#) (starting on page 20 of their Career Guide) have some good examples of undergraduate student CVs, and the [Guide to Academia](#) has an example as well.

c. Duke University also has some [helpful information](#) and [sample CVs](#) for different academic areas.

d. OUR-UNLV offers a CV template that can help you design your CV and organize your activities and accomplishments. These templates can be found on the [OUR-UNLV Website](#).

V. **Section 5 (IF APPLICABLE): Ethical Research Approvals:** If your project does not involve the use of human research subject or experimental animals, you may skip this component of the application.

a. If your research project involves research with human subjects, include a copy of the Institutional Review Board (IRB) approval for your project.

b. If your research project involves work with experimental animals, include a copy of the Institutional Animal Care and Use Committee (IACUC) approval for your project.

c. If your project involves the use of human research subjects or experimental animals but you have not yet received approval form the IRB or IACUC, please include an explanation of why you have not yet received this approval for your project, whether you have already submitted your application to the IRB or IACUC, and when you anticipate that you will receive this approval.

VI. **Section 6: Faculty Letter of Support** (1 page maximum): One (1) letter of recommendation and support from your Faculty Research Mentor is required. This letter can be included in your application packet and uploaded as a single PDF with the
materials in Sections 2-3, **OR** sent to OUR-UNLV by your faculty research mentor at our@unlv.edu. A strong faculty letter is:

a. Signed and dated  
b. Free of grammar and spelling errors  
c. Individualized and specific to the applicant’s strengths and their work  
d. Addresses the quality and value of the project or work that you will be working on with them  
e. Addresses the impact this award will have on the student’s academic progress, goals, and research activities  
f. Limited to one (1) page in length  

**Fraudulent Documentation Submission**

All applications must be the original work of the applicant. Repeat or duplicate applications, and applications with sections duplicated from any other application will not be considered for Summer Undergraduate Research Funding. The presentation of false or otherwise incorrect information will lead to immediate disqualification of the application, and the student may be referred to the Office of Student Conduct for further consideration.

**Please note: This is a competitive award. Incomplete applications will not be considered.**
OUR Summer Undergraduate Research Funding Application Cover Page

Please read this page thoroughly and initial next to each of the eligibility criteria to indicate that you understand and agree to these criteria. Your Faculty Research Mentor must also carefully review this document, and both you and your mentor must sign and date the document in the designated space below prior to uploading it with your application materials. This signed and dated page must be included in your application packet in order to be considered for OUR Summer Undergraduate Research Funding (OUR SURF). Incomplete applications or applications that are missing the signed cover sheet will not be considered.

Initials  Eligibility Criteria

_____ I understand that I must have minimum GPA of 2.5 at the time the scholarship is awarded.

_____ I understand that my project must be conducted under the direct guidance of an NSHE faculty member.

_____ I have obtained or will obtain IRB or IACUC approval prior to conducting research for this project (for projects involving human subjects or experimental animals only).

_____ I have completed or will complete RMS safety training prior to conducting research for this project (for projects involving hazardous materials only).

_____ I understand that recipients of this award are required to present their work at one or more of the following events: the Summer Research Symposium, or the Fall Undergraduate Research Showcase.

_____ I understand that recipients of this award are required to submit a brief final research report to OUR-UNLV in order to evaluate whether the timeline and research goals outlined in the application have been met.

Applicant Agreement:

I attest that all of the above information, and information contained in the attached application packet, is true and complete. I understand that the Office of Undergraduate Research may investigate any of the materials or statements presented in the application packet, and that the presentation of false information or failure to maintain the eligibility criteria listed above and in the application instructions will lead to immediate disqualification of the application.

Applicant Signature: ________________________________  Date: _____ / ____/ _____

Applicant Name (printed): ________________________________

Faculty Research Mentor Agreement:

I have read the above information and agree to provide oversight to the applicant during the course of the research project for which this application is submitted. I agree that all required permissions for the ethical treatment of research subjects, experimental animals, and safety training will be completed prior to initiating this research project. I agree to submit a brief final report on the progress of this project to the Office of Undergraduate Research after completion of the award term.

Faculty Mentor Signature: ________________________________  Date: _____ / ____/ _____

Faculty Mentor Name (printed): ________________________________