

2019 OUR Summer Undergraduate Research Funding (OUR SURF) Application Information, Guidelines, and Instructions

The Office of Undergraduate Research (OUR) 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 working with an NSHE Faculty Research Mentor during summer 2019 are eligible for consideration. **Please note that if you are also applying for CSUN Research Scholarships (CSUN Research Stipend and/or the CSUN Research & Development Scholarship) to fund the same project, only one application packet and one faculty letter of recommendation is required to be considered for all 3 scholarships.**

Application Deadline: Friday, March 29, 2019 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:** \$500 - \$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.

Student Eligibility Criteria

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

- A. Have a 2.75 grade point average at the time the scholarship is awarded.
- B. Be officially admitted to an undergraduate program at UNLV.
- C. Be currently engaged in a research/scholarly/entrepreneurial/art project under the guidance of a NSHE Faculty Research Mentor.
- D. Include all approvals for the ethical conduct of research and safety in research for the project being conducted, where required.
 1. IRB approval for work with human subjects
 2. IACUC approval for work with animals
 3. RMS training for research safety
- E. Present their research at the 2019 Summer Undergraduate Research Symposium in order to be eligible for future OUR funding.
- F. 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.

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 the CSUN Undergraduate Research Scholarships. The presentation of false or otherwise incorrect information will lead to immediate disqualification of the application, and the student will be referred to the Office of Student Conduct for further consideration.

Required Application Items

Application materials should be submitted through the online submission form which can be found [here](#). 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 items in sections 2-5, or submitted by your research mentor separately to OUR through a link that will be sent to them following submission of your application, or by email at our@unlv.edu. Applications missing any component are considered incomplete and therefore will not be considered for OUR Summer Undergraduate Research Funding.

Section 1: Submission Form

The submission form can be accessed using [this link](#). All sections of the form must be completely filled in. **Please note that if you are also applying for CSUN Research Scholarships (CSUN Research Stipend and/or the CSUN Research & Development Scholarship) to fund the same project, only one application packet and one faculty letter of recommendation is required to be considered for all 3 scholarships.**

Section 2: 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.

Section 3: Statement of Purpose (1 page maximum)

A strong Statement of Purpose is coherent, well-organized and includes the following:

- A concise description of your experience with research/scholarly/art projects and activities
- A concise summary of the research, scholarly, or art project you will be working on
- 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)
- An explanation of the significance of the project to your field of study, UNLV, and the community
- A discussion of how this scholarship support will benefit your academic progress, goals, and research activities.
- Please note: If you are conducting multiple projects during the funding period, you may include an additional ½ page addressing the additional project(s) (e.g., a different project in the summer than your research during the fall and spring semesters).

Section 4: Your Current *Curriculum Vitae* (CV)

A *curriculum vitae*, or CV, is an academic resume that details your academic and research training, experience, and accomplishments. The OUR offers CV templates that can help you design your CV and organize your activities and accomplishments. These templates can be found on the [OUR Website](#), including a CV template for students in the [Social Sciences](#), a template for [STEM fields](#), and a template for [Fine Arts](#).

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.
- If your proposed research project involves research with human subjects, include a copy of the Institutional Review Board (IRB) approval for your project.
- If your proposed research project involves work with experimental animals, include a copy of the Institutional Animal Care and Use Committee (IACUC) approval for your project.
- If your project involves the use of human research subjects or experimental animals but you have not yet received approval from 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.

Section 6: Faculty Letter of Support (1 page maximum)

One letter of recommendation from your faculty research mentor is required. Additional letters of recommendation will not be accepted. Once your application has been submitted, an email will be sent to your faculty research mentor with a link to submit a letter of support. The letter may also be submitted by email to our@unlv.edu, or as part of the single PDF application packet uploaded by the applicant. A strong faculty letter:

- Is signed and dated
- Is free of grammar and spelling errors
- Is individualized and specific to the applicant's strengths and their work
- Addresses the quality and value of the project or research that you will be working on with the applicant
- Addresses the impact this award will have on the student's academic progress, goals, and research activities
- Is **limited to one (1) page**

Cover Page for OUR SURF Funding and CSUN Research Scholarship Applications

Please read this page thoroughly and initial next to each of the eligibility criteria to indicate that you understand and agree to these criteria. You must also 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 SURF summer research funding and for the CSUN Undergraduate Research Scholarship. Incomplete applications or applications that are missing the signed cover sheet will not be considered.

I am eligible for the following scholarships (mark all that apply):

OUR Summer Undergraduate Research Funding (OUR SURF)

CSUN Undergraduate Research Stipend

CSUN Research & Development Scholarship

Initials Eligibility Criteria

_____ I understand that I must maintain a GPA of 3.0 or higher during the semesters in which a scholarship is awarded and have a minimum GPA of 2.75 at the time that the OUR SURF scholarship is awarded.

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

_____ I understand that scholarship recipients are required to submit a final research report to OUR in order to evaluate whether the timeline and research goals outlined in the application were met.

_____ I understand that Scholarship recipients are required to present their work at the Spring Undergraduate Research Conference in order to be eligible for future CSUN and OUR research scholarships.

_____ 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).

CSUN Scholarship Applications Only:

Initials Eligibility Criteria

_____ I understand that CSUN Scholarship recipients are required to be enrolled in 12 credits or equivalent at the time of application, and during the semesters in which the scholarship is awarded.

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 or CSUN Undergraduate Student Government 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, and any pending OUR or CSUN Scholarship funding may be rescinded.

Applicant Signature: _____

Date: ____ / ____ / ____

Applicant Name (printed): _____