

SURF PROGRAM DESCRIPTION AND GUIDELINES 2023 - 2024

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Purpose of the SURF Grants

The purpose of these grants is to expand the opportunities for undergraduate students and faculty to work collaboratively on scholarly projects during the summer. Research and creative activities are defined in different ways by different disciplines, but in the context of this program these endeavors are defined as *“any intellectual, inquiry-based project undertaken by the undergraduate student that advances the knowledge of the student in an academic discipline, immerses the student in the culture of the discipline, and leads to new scholarly insights or the creation of new works that add to the wealth of the discipline.”* As part of this program, the work must be done under the direction of a CofC faculty member. Projects may be initiated by students or may be faculty projects in which students are invited to participate. Where possible, it is expected that the results of the effort will be disseminated in appropriate academic or professional forums. These funds cannot be used to support graduate student research.

Faculty-student collaboration in academic research and creative works is one of the most enriching and rewarding experiences on an undergraduate campus. In fact, this activity is so important that it is becoming one of the standards of excellence by which nationally pre-eminent undergraduate institutions are measured. It is hoped that the faculty-student teams who work on these projects will serve as ambassadors of excellence both on and beyond the College of Charleston campus.

Students who participate in these projects are expected to gain a better appreciation for the nature of scholarly work. Faculty members who participate in these projects are expected to imprint understanding and love of scholarship on the students and to help the students develop skills appropriate to the discipline of the inquiry and also to develop improved communication skills.

It is expected that the faculty member will play a key role in the design and management of the project. It is required that the student will be more than an apprentice in the process, and that the student will be encouraged to provide creative input into all aspects of the process. It is up to the applicants to explain the nature of the student and mentor involvement in the project, as it cannot be assumed that the reviewers will know.

Who May Apply?

Each application requires at least two participants: a CofC undergraduate student and a CofC faculty member.

Student Applicant:

The student applicant must be a degree seeking College of Charleston undergraduate student with a minimum GPA of least 2.5 in the major and cumulatively. Applicants who have cumulative GPAs of at least 3.0 are significantly more competitive than those with GPAs below 3.0. SURF awards are not intended to support research efforts of recent graduates of the College of Charleston, nor do they support graduate students. Therefore, undergraduates

who will graduate before the project start date or end date should not apply for funding. A student may only receive funding on one SURF project per summer.

Faculty Applicant:

Preference will be given to roster faculty members (tenure-track faculty, instructors, visiting faculty), although non-roster faculty members are encouraged to apply. A CofC faculty member must serve as the primary mentor on the project. Students who are working with faculty in partnership universities (e.g., MUSC, The Citadel) may apply as long as a CofC faculty member serves as the primary mentor and that the mentoring activities are articulated in the proposal.

A faculty member may not submit proposals for more than two SURF grants in a single summer. More than one student may work on a single project mentored by the same faculty member. However, each student must submit a separate SURF proposal to be considered for funding and each student/faculty mentor must make clear each student applicant's distinct role in the project. Faculty members who have received URCA funding during the previous academic year may submit a SURF grant for the same project or a different project.

NOTE: In the review process, strongest consideration is given to the highest quality grant proposals; however, the panel will also be interested in supporting the work of as many different students and faculty and as many different projects as possible in a given fiscal year. Therefore, applicants should understand that multiple grant awards to the same student or faculty member in a given fiscal or academic year may be given a lower priority.

When to Apply

For the 2023-2024 academic year, SURF application materials must be **submitted before 11:59 pm on February 9, 2024.**

Under no circumstances will late applications be accepted. For an application to be considered on time and complete, the application, unofficial transcript(s), and other supporting documents must be submitted through Qualtrics by 11:59 pm on the deadline. Instructions for completing the application on Qualtrics can be found on the Office of Undergraduate Research and Creative Activities (URCA) website urca.cofc.edu. Faculty members should note that the signature by the department chair is required; therefore, an appropriate amount of time should be set aside for review before the deadline. The URCA program staff will not be responsible for ensuring that chairs complete their review by the deadline; this is the responsibility of the submitting faculty member. Applications received after the 11:59 pm deadline will not be reviewed. Incomplete/partially submitted applications will be eliminated from the review process.

Amount and Duration of the Grants

The funds for SURF awards are limited and will be awarded by the URCA Director on a competitive basis, based upon the recommendation of faculty reviewers and available

funding. The maximum award is \$6,500, although applicants should understand that the maximum award is not always given. **Project funds may be used to support specific material costs of the project, student stipend, faculty (CofC) stipend, travel directly associated with the project (this does not include travel for dissemination of results), and other direct costs of the project.** Grants will be awarded for activity conducted between Tuesday, May 14, 2024 (first Tuesday after spring graduation) and Saturday, August 19, 2024. The dates of the project are flexible within that time period, but it is expected that the student will work on the project for 40 hours a week for a 10-week period. Only half of the awarded funds will be available through the end of June; the other half of the awarded funds will be available on the first day of July. This is to accommodate the fact that the grant spans two fiscal years. In specific and well-justified circumstances, grants may be awarded in full either before June 30 or after July 1, although applicants should not expect nor should they base project plans on such latitude. Projects occurring only during Maymester should be submitted as a MAYS grant.

All project funds must be fully expended by the first day of the fall semester.

Team Member Obligations to the Project

Student Role:

In the proposal it must be clear that 1) the student is academically prepared to have a significant role in the project; 2) that the student's role is more than apprentice or research assistant – the student must have a substantive and central role in the project; 3) the student is prepared to work on the project full-time (40 hours per week) for 10 weeks in the summer; 4) performing the work of the project will not have an adverse effect on other obligations of the student; 5) the student understands the significance of participation in scholarly work with a faculty member, and; 6) the student intends to participate in the dissemination of the results of the project, even if dissemination occurs after graduation. Any obligations that the student has in addition to the proposed work on this project (including courses, employment on or off campus, tutoring, serving as a supplemental instructor, leadership position in a club or organization, etc.) must be described in the **Student Statement of Intent** section of the application. The **Student Statement of Intent** is where the student explains how he/she will balance commitments to meet all of his/her obligations.

In collaboration with faculty mentors, student participants in funded projects are **expected to submit a formal final report within four weeks of the project end date**. The report should summarize the results of the project and should include a final budget report. The student-mentor team should use the **SURF Final Report** Qualtrics survey link that can be accessed on the URCA website. Failure to submit a report will jeopardize the eligibility of the faculty mentor to serve as a mentor on any future requests, and it will jeopardize the eligibility of the student to obtain future funding from URCA.

Faculty Role:

Faculty mentors must convince the reviewers that they have the time and resources to

effectively mentor the student(s) working on this project while meeting any contractual obligations during the summer. They must ensure that the grant proposal clearly articulates the role of the student in the funded project. They must agree to supervise all grant activities and obligations of the student, including the required final report.

Faculty mentors are entirely responsible for proper administration of the grant funds, including proper procedures for travel arrangements and student stipend disbursement. **Faculty must submit a final expense report, along with the project report, no later than four weeks after the project end date.** The **SURF Final Report** Qualtrics survey link is available on the URCA website. Faculty mentors of funded projects are responsible for reporting any funded projects into the Faculty Activity System (FAS) within two weeks of receiving the funding. The mentor must also update the FAS within four weeks of the project end date.

Failure to submit a final report may jeopardize the eligibility of the faculty mentor to serve as a mentor on any future requests, and it will jeopardize the eligibility of the student to obtain future funding from URCA. The student and faculty mentor are expected to communicate the results of the project in an appropriate forum (see below).

Presentation of Project Results:

Students and their faculty mentors **are required** to present the results of their projects at the annual College of Charleston EXPO: Celebrating Research, Scholarship, Creative Inquiry, and Community Service traditionally held during the spring semester.

Where possible, team members of funded projects are expected to present the results of their scholarly work in a public forum. They are strongly encouraged to present summaries of their projects at an appropriate Departmental, School, College-wide, regional, or national public forum. One such forum that is appropriate for most academic disciplines is the National Conference on Undergraduate Research (www.ncur.org); however, regional or national meetings of disciplinary conferences may be preferred venues in many areas. We strongly encourage students to apply for a Research Presentation Grant (RPG) to disseminate project results.

All participants agree to acknowledge the support of the URCA program and the College of Charleston in any presentations or communication of the results of the project.

Proposal Review Process

Each grant application will go through a two-step evaluation process.

First-Level Evaluation:

Proposals will be grouped according to the focus of the project. A panel of faculty members will be selected to review each group of proposals with particular emphasis on the quality of the project and the mentoring plan. It should be assumed that the reviewers are *not* knowledgeable about the specific area of the proposed work; therefore, the application

should not be characterized by highly technical jargon of the discipline. Each application will be reviewed independently by each faculty reviewer. The reviewers will then meet to discuss their evaluations and to prepare a summary evaluation and ranking of proposals that will be submitted to the Director of the URCA program. The summary evaluation will recommend which applications should move to the final evaluation step.

Second-Level Evaluation:

An interdisciplinary panel comprised of faculty members from across Schools will review the set of recommended proposals. Together with the Director of URCA, this panel will make the final decision as to which applications will be funded and at what level of funding. Award decisions will be sent by email to the student, mentor and the chair of the department for each application.

Any faculty member who submits a SURF grant may not serve on the SURF Review Panel.

All URCA grant applications are assessed using the following overall criteria:

- **Rigor**
- **Feasibility**
- **Quality**

The reviewers will assess each application using the following specific criteria:

- Intellectual and academic merit of the project
- Academic preparation of the student to conduct the project
- Motivation of the student
- Quality of writing in the proposal (e.g., sophistication of sentence structure, grammatical precision, absence of careless errors)
- Availability of the faculty member to effectively mentor the student
- Quality of the research or creative experience and mentoring plan
- Availability of the student to work 40 hrs./week for 10 weeks
- Ability of the student to balance the project commitment with other commitments
- Clarity and appropriateness of the description of the roles of the team members
- Appropriateness of the budget
- Likelihood of communication of project results to the academic community
- Adherence to all guidelines

What to Submit

Application and Supplemental Information

A completed and signed application and unofficial transcripts must be submitted through Qualtrics no later than 11:59 pm on the stated deadline. Instructions for applying through Qualtrics can be found on the URCA website urca.cofc.edu. The application must contain all the information below in order to be considered for funding:

1. Student, Faculty, and Project Information

2. Student Statement of Intent (500 words)
3. Additional Statement of Intent, if applicable
4. Non-technical abstract
5. Project Description (1500 words)
6. Proposed Research or Creative Experience Narrative (1000 words)
7. Proposed SURF Budget Table
8. **ALL signatures**

Supplemental Information

1. A complete unofficial transcript from EACH higher education institution attended by the student applicant (**Degree audits are not accepted**) and a course schedule for the duration of the grant period.
2. Copy of IRB/IACUC approval, if applicable. Applications will be reviewed without the approval, however, grant funds **will not be transferred** until all approvals are received.

Proposal Preparation

1. Student, Faculty, and Project Information

All items on the Qualtrics application should be completed, including:

- Proposal Title
- Undergraduate applicant (Name, Email, CofC ID number, Primary Major, Enrollment Status (full or part time), Graduation year)
- Primary and Secondary Mentor Applicant Information (Name, Department, Institutional Affiliation, Email address). **It is essential to enter the correct faculty email address in order to complete the application process.**
 - Faculty Status: Tenured/Tenure-track; Instructor; Visiting; Adjunct; Other
- Does the proposal involve research on human subjects?
- Does the proposal involve research with live vertebrate animal subjects?
- Information about student or faculty URCA support for this or any other project currently or in the past 12 months.
- Information about other proposals from the student or faculty under consideration by URCA during the current cycle
- Is there another internal or external proposal current or pending for this research/creative work?
- Does the project have potential for copyright or invention?
- Does the project involve biohazards or other safety issues?

2. Student Statement of Intent (500 word limit)

Statement should be written by the student applicant in which he or she discusses his or her academic and career goals and explains, in specific and persuasive terms, the importance of

the knowledge and skill gained from participation in the project to his or her academic and career development. Prior research experience should also be discussed. It is expected that the student will work full time (40 hours/week) on the proposed project. If the student is intending to enroll in summer courses or be employed, he/she must describe how course work, employment and any other commitments (e.g., student organizations, service organizations) will be balanced with the project. Students are not permitted to enroll in more than one course during the project period. The students must also disclose in the statement whether he/she will receive academic credit for work on the project. If the student will receive academic credit for the proposed project, URCA defers to the department and the faculty mentor as to the number of research credit hours that can be earned.

Intent to continue similar research or creative activity beyond the period of SURF support will be viewed positively by the review panel and should be addressed in the statement of intent.

A professional tone and strong writing ability are expected in the statement. Therefore, the student is strongly encouraged to work with the faculty mentor while preparing the statement.

3. Additional Statement of Intent (250 word limit)

In cases where the student has a GPA lower than a 3.0 or has a grade of C or lower in courses relevant to the project, he or she must include an additional statement explaining why the GPA or grade(s) are not a valid reflection of his or her academic preparation. This statement should provide convincing evidence to the review committee that the student is adequately prepared academically and fully committed to carrying out the project successfully.

4. Non-Technical Project Abstract (250 word limit)

The non-technical abstract is a critical component of the application. The student and faculty mentor should write the abstract collaboratively. The abstract is for the purpose of public dissemination of information about the funded project and should make a clear attempt to translate the objective, methodology, and predicted outcomes of the project into terms that would be understood by a general academic audience. Applicants should note that the review panel is particularly sensitive to non-technical abstracts that are full of discipline-specific language that cannot easily be interpreted by one outside the discipline. This error is one of the primary reasons that good proposals are eliminated in a competitive applicant field.

5. Project Description (1500 word limit, not including References)

The faculty mentor and student collaborator should jointly write this section. Although faculty mentors may be primary authors of this section of the proposal, student applicants should be included as such experience serves an important role in the student's development as a scholar. The project description is expected to contain the following elements to be competitive for funding.

a) Technical Abstract: A brief summary of the project in terms typically used in the discipline of the primary mentor.

b) Project Objectives and Expected Outcomes: Primary objectives and expected results (stated hypotheses, if applicable) of the project should be stated with clarity. Short-term objectives that are planned for completion during the funded period and long-term objectives, as appropriate, that will be pursued after the funded effort ends should be included.

c) Project Significance: Significance of the project to the applicable discipline should be described. After reading this, members of the review panel (who will most likely not be experts in the field of the proposed work) should be convinced that the work to be done in this project is of sufficient quality, and the results and findings would be of interest to an academic community of scholars in the field of the inquiry. It is typically expected, and *strongly* encouraged, that scholarly/professional references are used to support this section of the application. A Works Cited, Bibliography, or reference list does not count against the 1500 word limit.

d) Methods of Work:

- Describe how the work on the project will be conducted, including the specific techniques and tools of the discipline that will be used to complete the project. Budget request for specific materials, equipment, and/or other tools of the project should align with this description.
- Describe any special facilities, equipment, or travel that is necessary for the successful completion of this project. Budget request for specific materials, equipment, and/or other tools of the project should align with this description.
- Describe the nature, destination, length, and necessity of any student and/or faculty travel that will occur.
- Describe existing joint efforts of the project team members, any preliminary results that the team members have produced, and existing or planned interactions with other individuals or groups that are potentially beneficial to the project.
- Describe the projected results of the project and their importance to the discipline.
- A timetable or timeline to delineate expectations of meeting projects goals and objectives is encouraged.

e) Project Dissemination: Outside of the **required** participation in the College of Charleston EXPO, describe how and when the results of this work will be internally communicated to the College of Charleston and describe how and when the project results will likely be externally communicated. Specify how the College of Charleston and the URCA program will be acknowledged for support of the project. The student's intent to participate in the dissemination of results should also be addressed. The review panel looks favorably upon the student's involvement in the dissemination of the project results.

f) Budget Justification

Each item requested from URCA must be specifically justified as essential to the success of the project. Identify sources of additional support for each item as appropriate. If this section is not adequately addressed, the grant proposal will not be funded. Allowable costs are as follows:

a) Student Stipend: The standard student stipend is \$4,000 (taxable). This is the maximum allowable amount; it is expected that the student will work the equivalent of full time (40 hours per week) for 10 weeks. The maximum student stipend that will be awarded per fiscal year is \$2,000. If the student will have other obligations (academic, employment, volunteer, etc.) during the project period, a compelling argument must be made how the student will balance the commitments in order to successfully complete the project's objective(s). If the student will receive other compensation or academic credit for the project, that fact should be made clear, and an explanation provided of justification for SURF funding.

If the student will not be able to work on the project full time (<40 hours per week), the level of student support must be pro-rated to accurately reflect the actual commitment of the student. Deviations from the 40 hour per week time commitment must be clearly justified. A compelling argument must be made that a student who will not work full time on the project will be able to succeed in reaching the project's objective(s) and will have the same mentored experience as full time students. The financial need of the student is not an acceptable justification.

If the student will carry out the research at a partner university, the CofC faculty mentor must provide clear justification for why the student stipend is necessary and how the CofC mentor will monitor the work of the student.

All student stipends must be paid to the student directly from the departmental budget of the CofC mentor. No URCA project funds will be paid to or transferred to the institutions of mentors outside of the College of Charleston.

b) Faculty Stipend: A maximum stipend of \$2,500 (taxable) for CofC faculty is allowed. Faculty who are mentoring more than one student on a single project are not eligible for more than \$2500 (total) in stipend. Faculty who are mentoring more than one student and on different projects may be eligible for stipend support up to \$4000 maximum. The SURF program supports all types of URCA projects (those primarily designed by the mentor and those primarily designed by the student applicant). Regardless, it should not be assumed that the mentor stipend is uniformly deserved in all cases. **Sufficient justification for the requested mentor stipend should be provided and based on the frequency and nature of the interaction between the mentor and the student during the SURF funding**

period. Faculty stipends (or other support) may not exceed that of the student. Compensation for non-CofC faculty is not available through the SURF program.

c) Student Travel: Only travel needed to conduct the work may be supported. If travel support is requested, it must be justified that comparable project results could not be obtained through use of professional literature or internet resources. Travel for the presentation of results is not allowed (students should apply for a RPG for presentation travel expenses). Use [ORGA](#) *per diem* and mileage rates as needed. Faculty members should not submit travel forms on students' behalf and then reimburse the student. Instead, faculty members should assist the student in completing his or her own forms.

NOTE: If the reviewers deem that the travel is not justified, these funds will be eliminated from the total budget.

d) Faculty Travel: Proposed faculty travel will be scrutinized very carefully. Any faculty travel must be justified in relationship to the student's work and effort and the project goals or objectives. The program will not fund faculty travel without concurrent student travel. Faculty travel is expected to have substantial departmental or school support to be considered. Travel funding is only available to College of Charleston faculty. Travel should be listed in the fiscal year from which the travel will be reimbursed, not as a pre-travel item.

e) Supplies and Materials: The total cost of supplies and materials includes the sales tax and estimated shipping costs. Sales tax and shipping costs do not have to be listed separately, but they are real costs that must be paid and therefore considered when planning a budget. Items over \$250 should be listed separately. Items under \$250, such as photocopying, may be listed collectively. The relevance to the project of each request listed must be described. All items purchased with these funds (in part or in whole) are considered to be the property of the College of Charleston and must remain in the custody and possession of the College of Charleston at the conclusion of the award period. Departmental or School matches for individual items in excess of \$500 are encouraged. If a match will not be made available, the reason must be addressed in the justification section. Items that cost over \$1,000 will require justification based upon student need in this project and by proposed use in future student projects at the College of Charleston.

f) Other: Must be justified in relationship to the students' work and effort and the project goals or objectives. Includes contractual services and other miscellaneous costs that are directly related to the research/creative work project. Please identify and explain such costs.

If funds are being requested for a project that will take place mostly off the CofC campus, specify how the SURF grant will accommodate the needs of the CofC student and faculty applicants.

The following costs are not allowed: Costs for personnel other than the undergraduate student and faculty mentor, consultant fees, and/or subcontracts. Costs related to presentations or publications should not be included, as funds for this purpose are available on a competitive basis by a separate application (RPG) or through the Department or School.

g) Additional Sources of Funding

If applicable, please list additional sources of funding that have either been received and/or applied for.

a) Current Cost-Share and External Support: List any in-kind or cash cost share to the project provided by the Department, School or by external sources. Justify the need for additional financial resources. It is appropriate to submit applications for projects that are also supported by additional internal and external funding, as long as it is made clear that the URCA funding will enhance the project and development of student(s).

b) Pending Support: If applicable, describe potential sources of support available for the project. Include both external and internal sources: title, dollar amount, expected period of award. Address the impact of the pending support on the work described in this application.

h) References (does not count against word limit)

List supporting literature references in the accepted format of your discipline. Please be consistent in formatting.

6. Proposed Research or Creative Experience Narrative (1000 word limit)

Describe the quality and value of the proposed research or creative experience for the student. This section should be written primarily by the faculty mentor with input from the student. The proposed research or creative experience narrative is expected to contain the following elements to be competitive for funding:

a) Student Development: This section should be written by the faculty mentor and should complement the student's statement regarding the role of the project in his/her development. Specifically, the faculty mentor should describe the nature of the mentor's previous interaction with the student, and opinion on the likely effects the experience will have on the student's development. Explain how the student is academically prepared to work independently on the project. Finally, describe how funding this proposal will enhance the development of the academic and career opportunities for the student.

b) Faculty Mentor and Student Participant Project Roles: The review committee places the highest priority on the quality of mentoring in URCA-funded projects; therefore, the mentor should pay careful attention to this statement of how he or she

will guide the work of the student on the project. Describe the role of both the mentor and student, and the nature and extent of their interaction. If the faculty mentor has more than one student applicant for a single project, the mentor should make clear in each application what the student's distinct role in the project will be. Please note that mentor role descriptions that are "cut and pasted" from one student application to another are not typically looked upon favorably by the review panel. The description should explain how the faculty mentor will balance a commitment to the project with other responsibilities. If the project involves a secondary mentor from outside the CofC community, that person's role in the project and as a mentor should be described. In the case of multiple mentors, make sure the collaborative nature of the project is made clear.

a) Additional Summer Commitments: Describe any other commitments you have this summer (e.g. teaching, directorships, extended vacation, additional research obligations) and how that will be balanced with your role as a mentor.

c) Student Involvement in Application Process: This section should be written by the faculty mentor and clearly indicate the involvement of the student applicant in the preparation of this project description. The reviewers may evaluate this section to get an indication of the nature of the student - mentor interaction expected on the project.

d) Faculty Information: All faculty are encouraged to submit SURF applications whether or not they have previously applied for URCA funding.

a) Previous Students: If applicable, list the students who have worked with you on a research or creative project in the past two years and indicate whether or not they were funded by URCA. If they have graduated, please indicate their current employment/graduate school. If you are a recent faculty hire or have not previously mentored students, please indicate that.

b) Previous Dissemination: If applicable, list discipline appropriate public dissemination of previous student: faculty collaborations (e.g. publications, art installations, conference presentations) that have occurred over the past two years. Please indicate if the students were funded by URCA.

c) Outcomes: If you have received URCA funding (SURF or MAYS) over the past two years, describe the outcome(s) of the funded project(s).

7. Proposed Budget Table

A project budget table must be completed in Qualtrics. The total cost of the project (URCA funding and other funding) must be clearly indicated on the budget form. The total budget request from the program may not exceed \$6,500. It should be clear that at least half of the funding is going to directly support the student. Grants will be awarded for activity conducted between Tuesday, May 11, 2024 (the first Tuesday after spring graduation) and Saturday, August 21, 2024. The dates of the project are flexible within that time-period, but it

is expected that the student will work on the project for 40 hours a week for a 10-week period.

The SURF funds are distributed over two fiscal years. When preparing the budget, it is important to clearly indicate how expenses will be applied in each fiscal year. Funds in Column I must be expended by June 30th; Funds in Column II will be available at the beginning of July and must be expended by the first day of the fall semester.

In specific and well-justified circumstances, grants may be awarded in full either before June 30 or after July 1, although applicants should not expect nor should they base project plans on such latitude.

	I	II	III	IV	V
	SURF Funding Requested*		Dept/School Other Internal Support for Project	External Support for Project	Total Cost of SURF Project
	For Use Prior to June 30	For Use After July 1			
A. Student Salary (taxable amount)					
B. Faculty Salary (taxable amount)					
C. Student Travel**					
D. Faculty Travel**					
E. Supplies & Materials					
F. Other					
G. Total Costs Per Column					
TOTAL SURF REQUEST:					

*Funds are distributed over two fiscal years. Funds in Column I must be expended by June 30th; funds in Column II must be expended by the first day of the fall semester.

****No travel will be awarded for the dissemination of project results. Funds cannot be transferred or paid to mentors outside of the College of Charleston.**

8. Signatures

The Qualtrics application must be digitally signed by the student, faculty mentor(s) and the Department Chair. The signatures required do not reflect approval or recommendation for funding; they merely attest to the accuracy of the administrative details.

9. Transcripts and Course Schedule

A complete unofficial transcript from each higher education institution attended by the student applicant (**Degree audits are not accepted**) and a schedule of intended coursework during the project period must be submitted. If a student has received grades from another institution on coursework that counts toward CofC graduation requirements, the transcript from that institution must be submitted with the application. It is not sufficient that the courses are listed on the CofC transcript.

10. Copy of IRB/IACUC Approval, if applicable

An email notification or electronic copy are acceptable. Applications will be reviewed without the approval, however, grant funds **will not be transferred** until all approvals are received. Please email the approval to urca@cofc.edu.



SURF APPLICATION CHECKLIST

Application must be submitted through Qualtrics

1. **Student, Faculty, and Project Information** _____
2. **Student Statement of Intent (500 word limit)** _____
3. **Additional Statement of Intent, if applicable (250 word limit)** _____
4. **Non-technical Abstract (250 word limit)** _____
5. **Project Description (1500 word limit)** _____
6. **Proposed Research or Creative Experience Narrative (1000 words)** _____
7. **Completed Budget Table** _____
8. **All Signatures** _____
9. **Unofficial Transcript(s) and Course Schedule** _____
10. **Copy of IRB/IACUC, if applicable** _____