

**DEPAUL UNIVERSITY**  
**COLLEGE OF LIBERAL ARTS AND SOCIAL SCIENCES**

**Guidelines for Students Applying for a Summer Undergraduate Research Grant (SURG)**

**Introduction**

The Summer Undergraduate Research Grant (SURG) program is funded by the College of Liberal Arts and Social Sciences to encourage undergraduate research and creative work over the summer. SURG is a competitive program. This document provides instructions for students who wish to apply for this grant.

Applications are judged on the quality of the proposed project, the strength of the application, and the educational benefit to the student(s). Since funding is limited, awards are granted to the strongest proposals. The annual application cycle is open from March 15 to April 15. Applications must be submitted via this online app:

<http://las.depaul.edu/Research/Undergraduate/GrantPrograms.asp>

**Award Amounts**

Proposals may be submitted by individual students or by groups of two or three students. SURG grants provide recipients with a taxable stipend according to the following schedule:

For projects proposed by a single student:	\$1500.00
For projects proposed by two students:	\$1250.00 per student
For projects proposed by three students:	\$1000.00 per student

The stipend will be paid in regular payments between late June and early September. Applicants may also request an expense allowance of up to \$250 per project (not per student) to cover expenses for supplies or other costs necessary for the project. It is not possible to award more than \$250 in expenses per project, nor may this expense funding be used to pay or reimburse human subjects enrolled in your research.

**Preparing a SURG Application**

Preparing a competitive proposal takes time and forethought. You should keep the following components in mind:

- *Determine your eligibility.* Eligible students are full-time undergraduates
  - whose **primary** or **secondary** major is in the College of Liberal Arts and Social Sciences;
  - whose cumulative G.P.A. is 3.0 or higher at the time of application;
  - who are registered for at least 12 credit hours the spring quarter preceding and the autumn quarter following the summer in which the grant is awarded.
  - If a project is collaborative, all participants must meet these eligibility criteria.

- Past award recipients may reapply, but priority will be given to first-time applicants. Past award recipients must have submitted a final report for all previous projects to be eligible to be considered for a subsequent award.
- *Develop an idea for your project.* Ideas for projects come from a variety of sources. They may be suggested by a course you have taken or by the research, scholarly, or creative interests of a faculty member, or you may have an idea of your own that you wish to explore. You may work within or outside your major field or on an interdisciplinary topic, as long as it falls within an area of study housed within the college.
- *Identify and consult with a faculty sponsor.* Explain the general idea for your project and discuss the possibility of the faculty member sponsoring your SURG application. Your discussion should lead to agreement on the nature and scope of your project, the method of inquiry and expected outcome, a timetable for completing the project, the frequency of your consultations during the project, and your educational goals.
  - Do not list a faculty member as your sponsor without first consulting with them and receiving their explicit willingness to serve as your sponsor. Applications that do not do this will be denied.
  - Ordinarily, SURG faculty sponsors are fulltime members of the College of Liberal Arts and Social Sciences. If your proposed faculty sponsor does not fall in that category and they are interested in assuming the role of sponsor, please have them contact LAS Associate Dean Warren Schultz for more information.
- Note that projects involving human subject research must be reviewed by the DePaul Institutional Review Board (IRB). Your faculty sponsor must be willing to assist you with the IRB submission process and they must sign off on the IRB application materials. You should prepare your proposed project in accordance with the policies and procedures of the DePaul IRB and Human Subject Protection Program and Federal regulations pertaining to research with human subjects. For information about the IRB review process, please refer to their web site: <https://offices.depaul.edu/ors/research-protections/irb/Pages/about.aspx>

### **How to Apply**

A complete application includes up to four components:

1. Project Proposal (see below).
2. Itemized Budget (if you are requesting funds for specific expenses). This request must be on a separate page justifying the expenses. Such expenses will only be awarded if deemed necessary for the project. Please note that the committee generally does not provide funds for books or local travel, nor may this money be used to pay or reimburse human subjects enrolled in your research.
3. Unofficial Transcripts (from Campus Connect). If the project is collaborative, all participants must submit a transcript.

#### 4. Faculty Recommendation.

### **Project Proposal Guidelines**

The proposal should be typed and no more than 1000 words in length. Be sure to work closely with your faculty sponsor on this proposal. They can help you determine what needs to be included. In general, all proposals should include the following information in the following order:

1. Title.
2. Description. Explain to someone outside your field what you are going to do and how you plan to do it. Describe the role of your faculty sponsor.
3. Objectives. Explain to someone outside your field the purpose of your project, and what you hope to accomplish with it.
4. Methodology. Explain to someone outside your field what approaches you will use, such as textual analysis, ethnographic fieldwork, archival research, etc.
5. Final Outcomes. Identify what you will be submitting upon conclusion of your work (e.g. a written analysis, a translation to or from another language, an image, etc.).
6. Feasibility. Answer the following question: Do you have the time, access, skills, and knowledge needed to carry out the project? Describe past experiences that prepared you for this project and your future goals.
7. Rationale for collaboration and responsibilities of each participant. This only applies to collaborative projects.
8. If your project involves human subjects, indicate your timeline for obtaining IRB approval.

Finally, if you are applying for expense reimbursements (maximum amount is \$250.00 per project), please provide an itemized budget. There is a separate box in the online application where you are to upload this budget.

### **Suggestions for Proposals**

What follows are more specific recommendations for matters to address in your application, depending upon the type of your project proposal: **research**, **creative**, **translation**, or **collaborative**:

- **Research Projects:** In the project description, explain the question(s) your study will seek to answer or the topic(s) you will address. Why is the question important? How does it relate to published scholarship in the relevant discipline(s)? How does your specific question relate to the larger questions in your field of study? It might be useful in this discussion to cite related studies. In the methodology section, explain how and why your chosen methods are appropriate tools to answer the specific questions you are raising. Demonstrate that you have a clear and specific question or set of questions and a good grasp of the methodology appropriate to your question and/or discipline of study.

- **Creative Projects:** In your project description, please be specific about the medium with which you intend to work, the form the work will take, and the subject the work will address. Project objectives should include a discussion positioning your project in relation to your particular creative field. Please cite relevant examples when appropriate and discuss what you hope to contribute with your project. Project methodology should offer a detailed description of the processes involved in your work's realization. Please be as specific as possible. Your discussion of project outcomes should include the final form the work will take, your intended audience, and how your work will be communicated to that audience. Project feasibility should emphasize your particular abilities and experience in relation to the proposed project. Citation of past work is welcome when relevant.
- **Translation Projects:** In your project description, please make sure to describe the literary, scholarly, or cultural significance of the source text. Define the target-language audience and the interest or potential benefits in accessing the text. Address any anticipated need for adaptation and/or any specific formal or content challenges and describe your plan to address them.
- **Collaborative Projects:** In your project description, identify the reasons for carrying out your research, creative, or translation project collaboratively rather than individually. Are there specific challenges (e.g. the different competencies of the applicants; the nature, size, or scope of the project) that justify the collaboration? Clearly indicate the role of each participant. Collaborative projects will also be evaluated in terms of the demonstrated value of collaboration and the degree to which each student has a clear role in the project. All participants must provide the information required in the application process.

### Application Timetable

- The online application opens on March 15.
- The online application closes on April 15.
- Award notification is usually by May 1.
- If your application is approved pending IRB approval, you should aim to submit your IRB application no later than May 15<sup>th</sup>-21<sup>st</sup>. If there are no problems with your application, you may expect final IRB approval by June 1<sup>st</sup>-7<sup>th</sup>. All IRB submissions are made directly to the IRB [orp@depaul.edu](mailto:orp@depaul.edu) email box.

Applications are submitted via:

<http://las.depaul.edu/Research/Undergraduate/GrantPrograms.asp>

### Turning in Your Final Project

A copy of your final paper or creative project is due by September 30<sup>th</sup> of the year of the award. Please submit this to Shajuan Young ([syoung1@depaul.edu](mailto:syoung1@depaul.edu)) in the LAS Dean's Office.