DEPAUL UNIVERSITY
COLLEGE OF LIBERAL ARTS AND SOCIAL SCIENCES

Guidelines for Faculty Sponsors of Summer Undergraduate Research Grants
(SURG)

Thank you for considering the sponsorship of a student application to the SURG program. This document is intended as a guide to what sponsorship entails. Ordinarily, SURG faculty sponsors are fulltime members of the College of Liberal Arts and Social Sciences. That said, LAS adjunct faculty and fulltime faculty members from another DePaul college may still be eligible to participate. If you fall in either of those latter categories and wish to sponsor a student application, please contact LAS Associate Dean Warren Schultz for more information on how to do so.

What is SURG?

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. While all student SURG proposals require a faculty sponsor, this award is reserved for student-centered projects. Thus SURG is different from the Undergraduate Research Assistant Program (URAP), which supports faculty by funding student assistants to assist on faculty projects. Please do not use the SURG program as a substitute for the URAP.

The SURG program offers students the opportunities to design a project and develop a proposal for competitive review. 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.

Projects may be proposed 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

Applicants may also request an expense allowance of up to $250 per project (not per student) to cover expenses necessary for their 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.

The Role of Faculty Sponsor

When students submit an application, they are required to list a faculty sponsor. Faculty sponsorship of student applications is voluntary. Students are required to contact potential

faculty sponsors and receive their approval before submitting their proposals. The responsibilities of a faculty sponsor for a SURG application include:

- Helping the student(s) determine their eligibility. To be eligible, an applicant's **primary** major must be within the College of Liberal Arts and Social Sciences;
- Assisting the student(s) in preparing their proposal in accordance with the application instructions;
- Assisting the student(s) in navigating the IRB process should that be necessary. Note that the SURG application cycle is designed so that students have the last month of the spring quarter to apply for IRB approval prior to the start of the summer.

After student(s) submit their proposal online, an email is sent to the faculty sponsor identified by them. This email will direct the faculty sponsor to a page where you will be asked to do five things:

1. Confirm that the student (or students if it is a group project) has discussed the proposal with you and that you agree to serve as the faculty sponsor.
2. Comment on the strengths of the proposed project and why it deserves SURG support.
3. Rank the applicant(s) in terms of their ability to conduct and complete the project. Address whether the applicant(s) has the skill set necessary for the project.
4. Briefly describe the role you expect to play in the project.
5. Summarize any previous experience you have had working with this student(s).

The LAS Committee on Undergraduate Research (LASCUR) serves as the evaluation and selection committee for the SURG program. Please note that LASCUR follows a tight evaluation timeline in order to provide time for those students who need IRB approval to seek it. Your prompt completion of the faculty sponsor questions is appreciated.

Timetable

Student applications are filed via:

https://las.depaul.edu/research/undergraduate/Pages/grant-programs.aspx

- The online application opens on March 15.
- The online application closes on April 15.
- Award notification is usually by May 1.
- The final project is due September 30.