Office of Undergraduate Research

UNIVERSITY of WEST FLORIDA

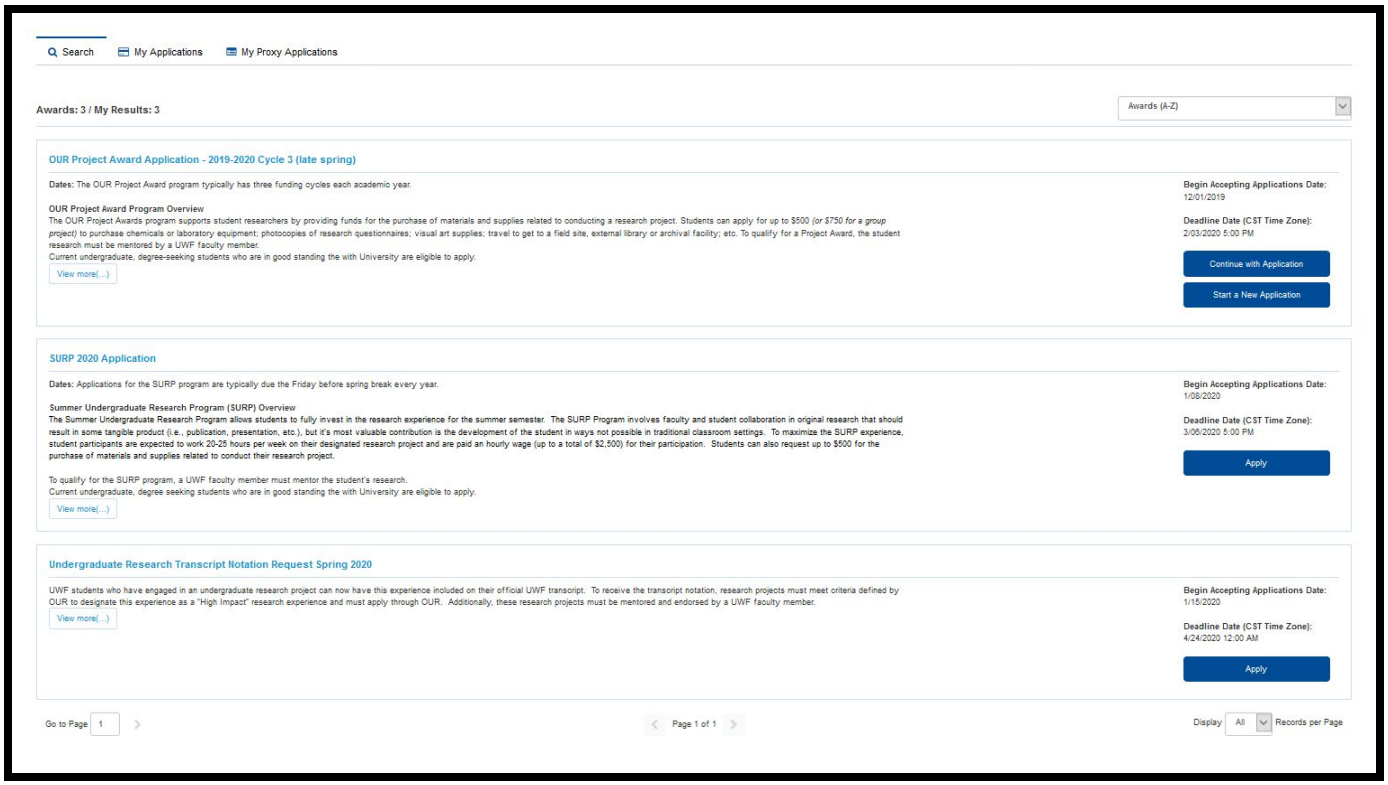
Summer Undergraduate Research Program (SURP)
Student Application Guide

Article I. Login to MyUWF

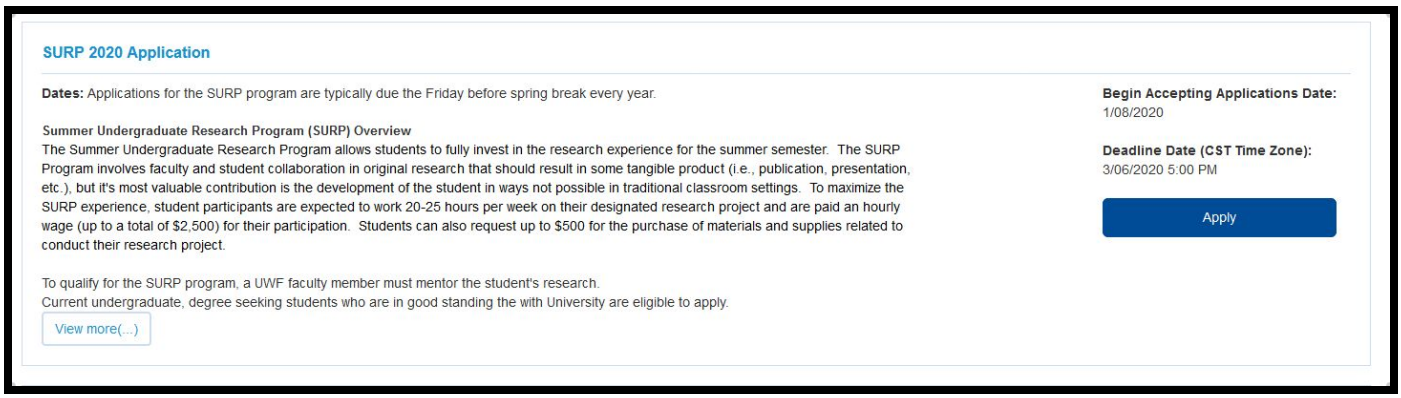
Within myUWF, simply search for "OUR" or "undergraduate research" and select "OUR Program Applications" and you will already be signed in when you access the portal.

Article II. Student Portal

Once you have signed in, select the award for which you want to apply.

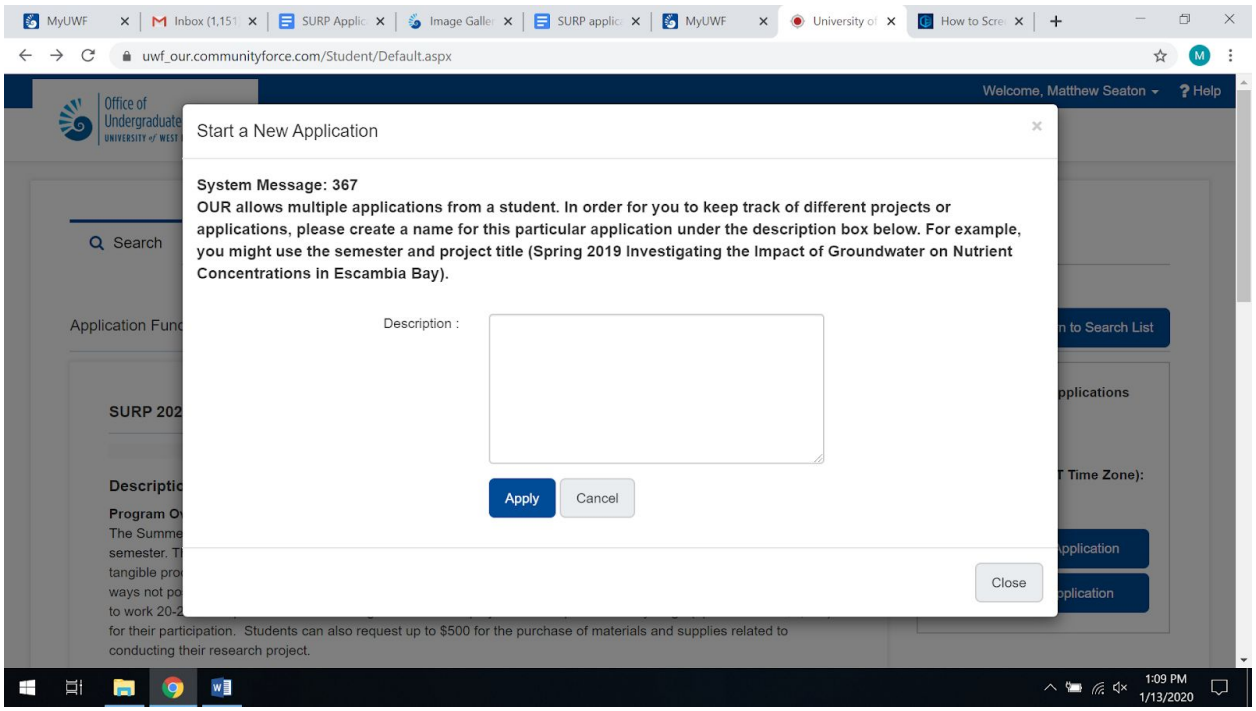


Article III. Student Portal - SURP Application



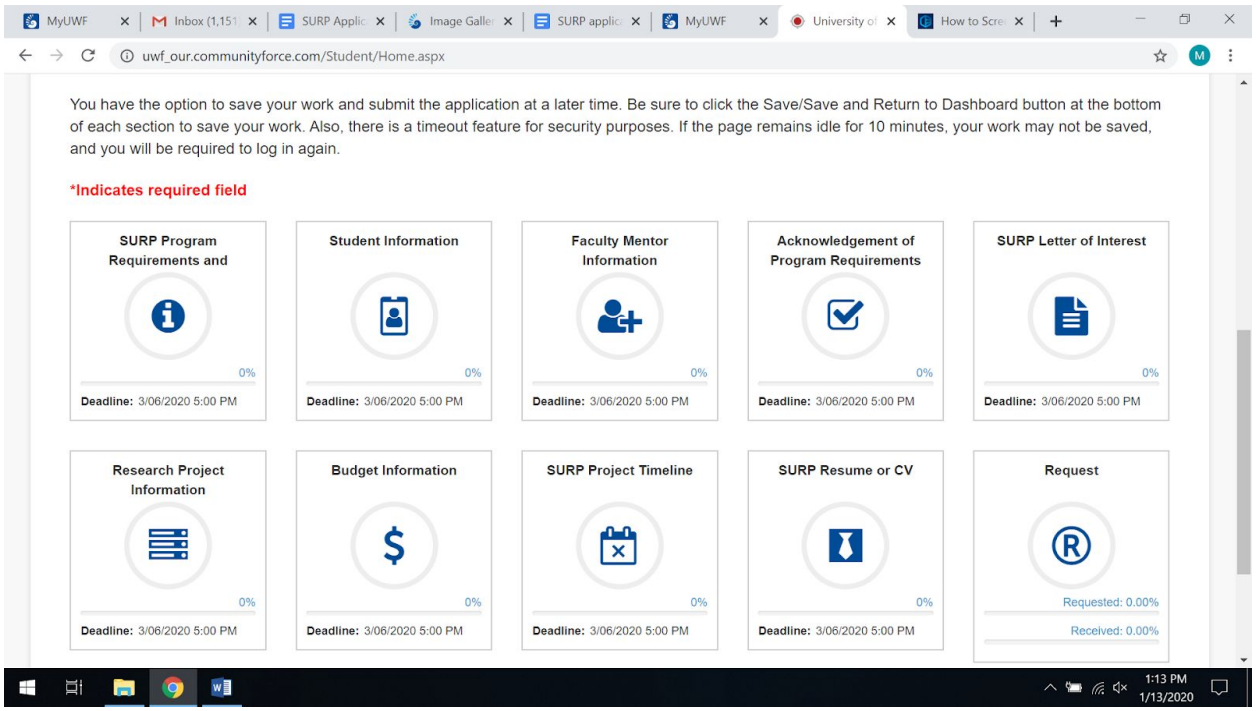
1. Read the Application Details first to ensure that you have met the necessary requirements before starting the application.
2. Click on “Apply” to begin the application.

Article IV. - Student Portal - SURP Application



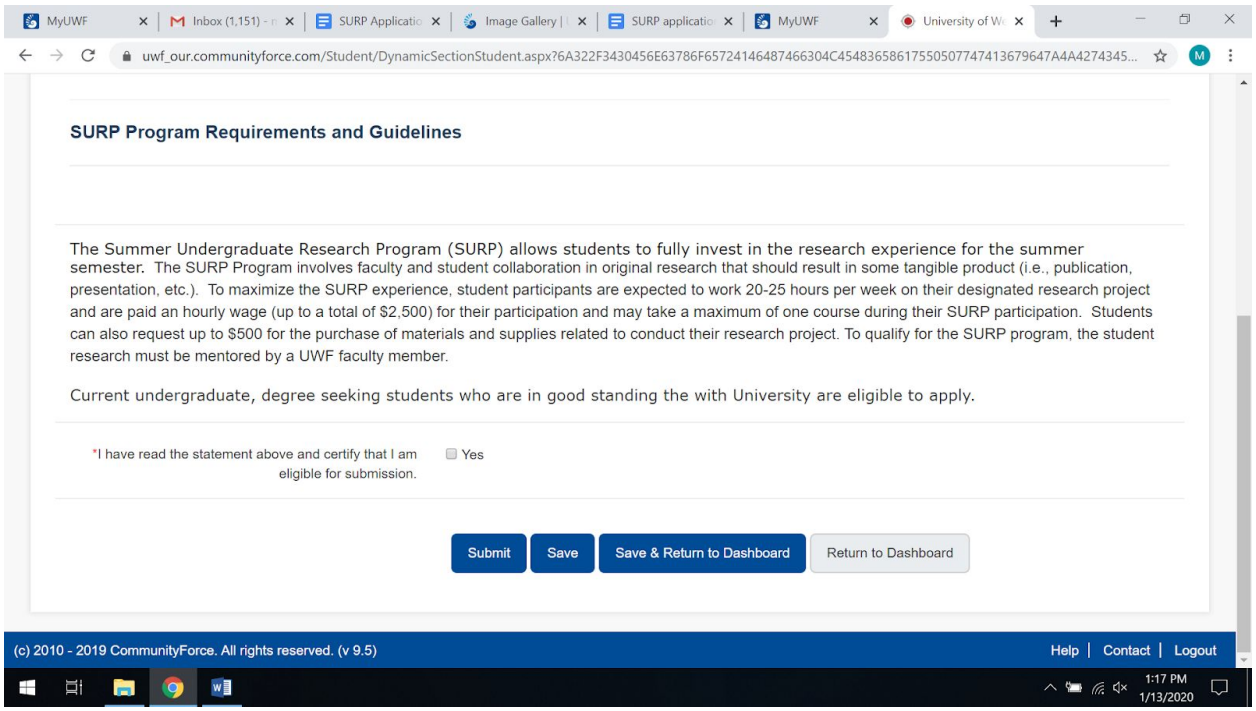
1. For your records and the tracking of your applications, input the title or some description of your project. Students can apply for multiple research programs, so a title or project description will keep you organized.
2. Click “Apply”.

Article V. Student Portal - SURP Application (Application Dashboard)



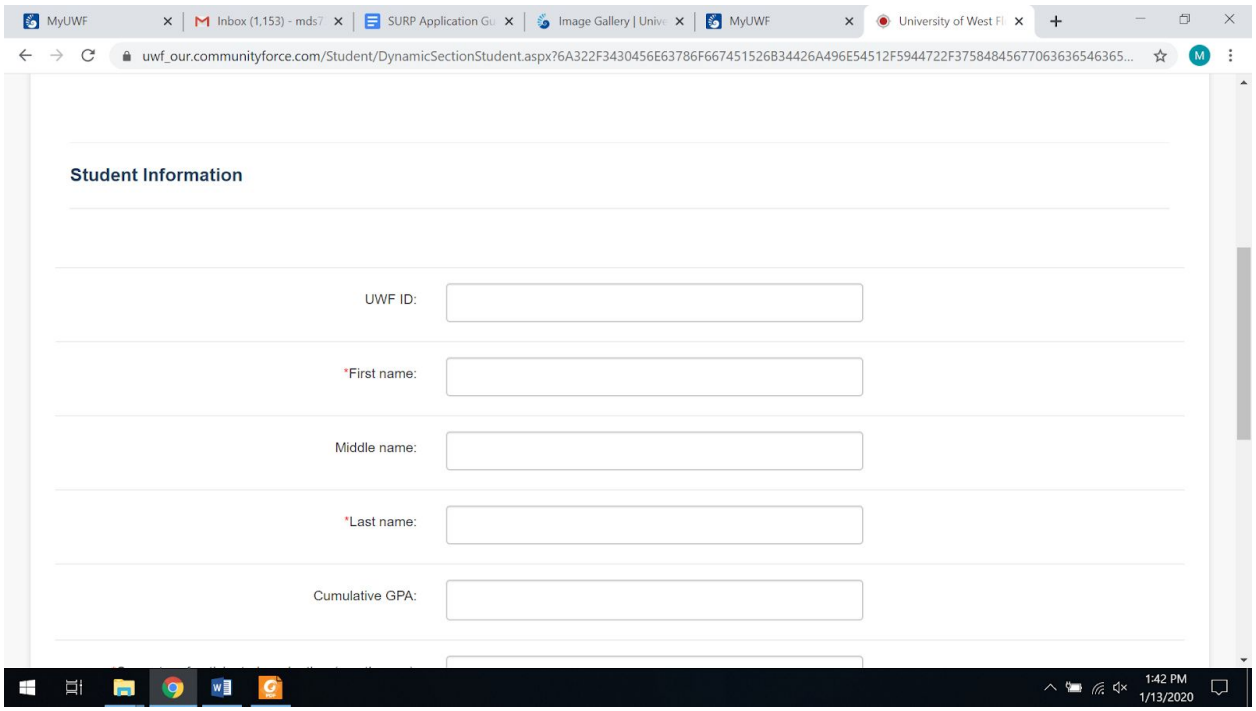
Each required field must be filled out to submit your application. Click on each field to enter necessary information.

Article VI. Student Portal - SURP Application (Application Dashboard: SURP Program Requirements and Guidelines)



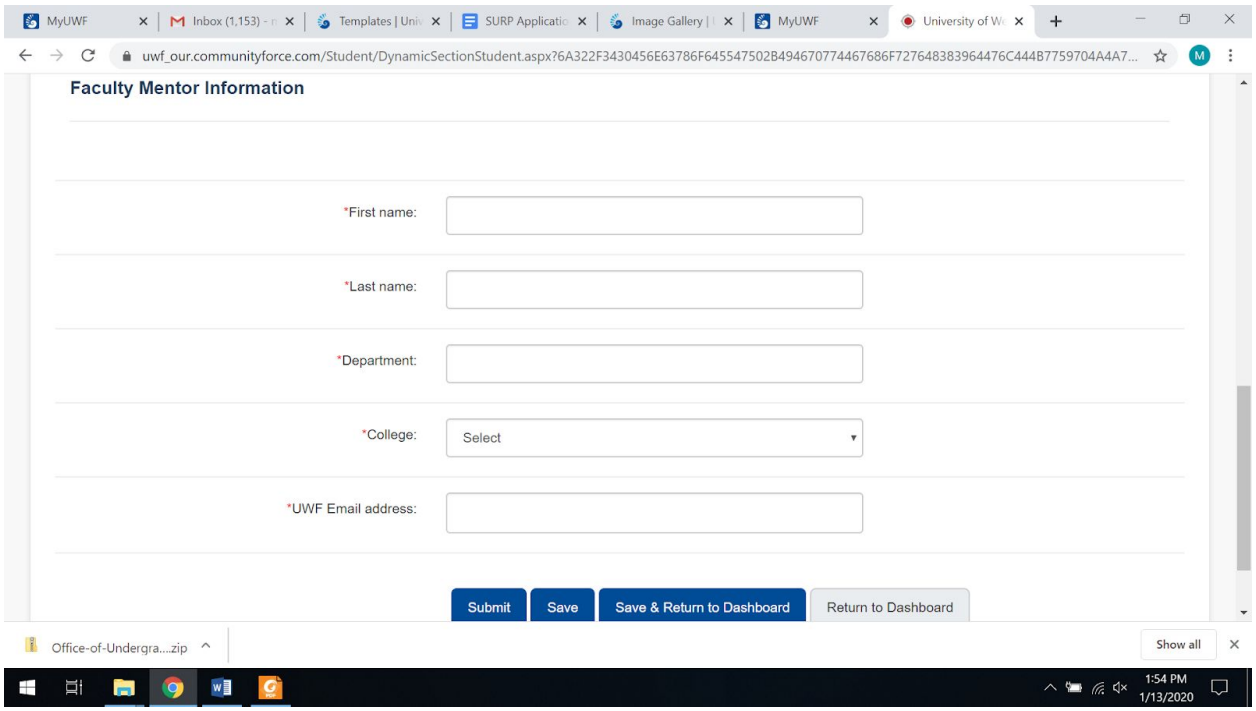
1. Read and click “Yes” to the outlined requirements and guidelines.
2. Click “Submit”. You will receive a Status Update message. Click “OK” and you will be directed to the dashboard.

Article VII. Student Portal - SURP Application (Application Dashboard: Student Information)



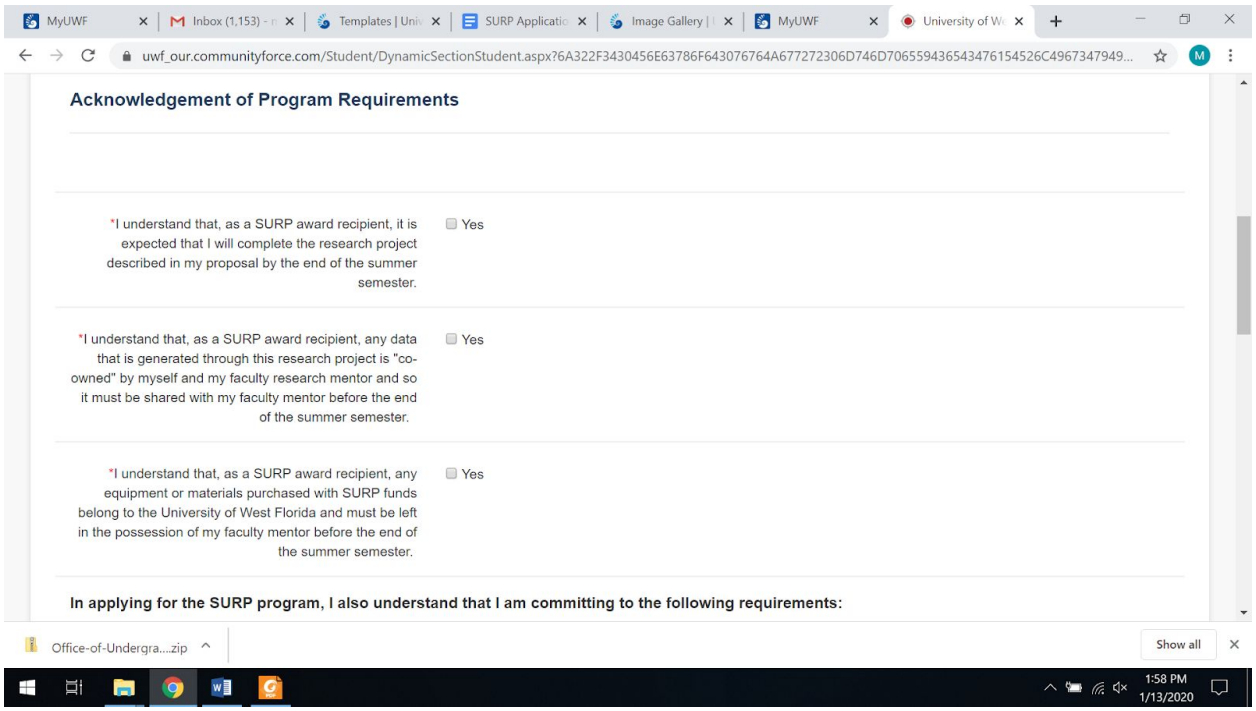
1. Enter Student Information.
2. Select the term for which you would like to apply.
3. Click “Submit”. You will receive a Status Update Message. Click “OK” and you will be directed to the dashboard.

Article VIII. Student Portal - SURP Application (Application Dashboard: Faculty Mentor Information)



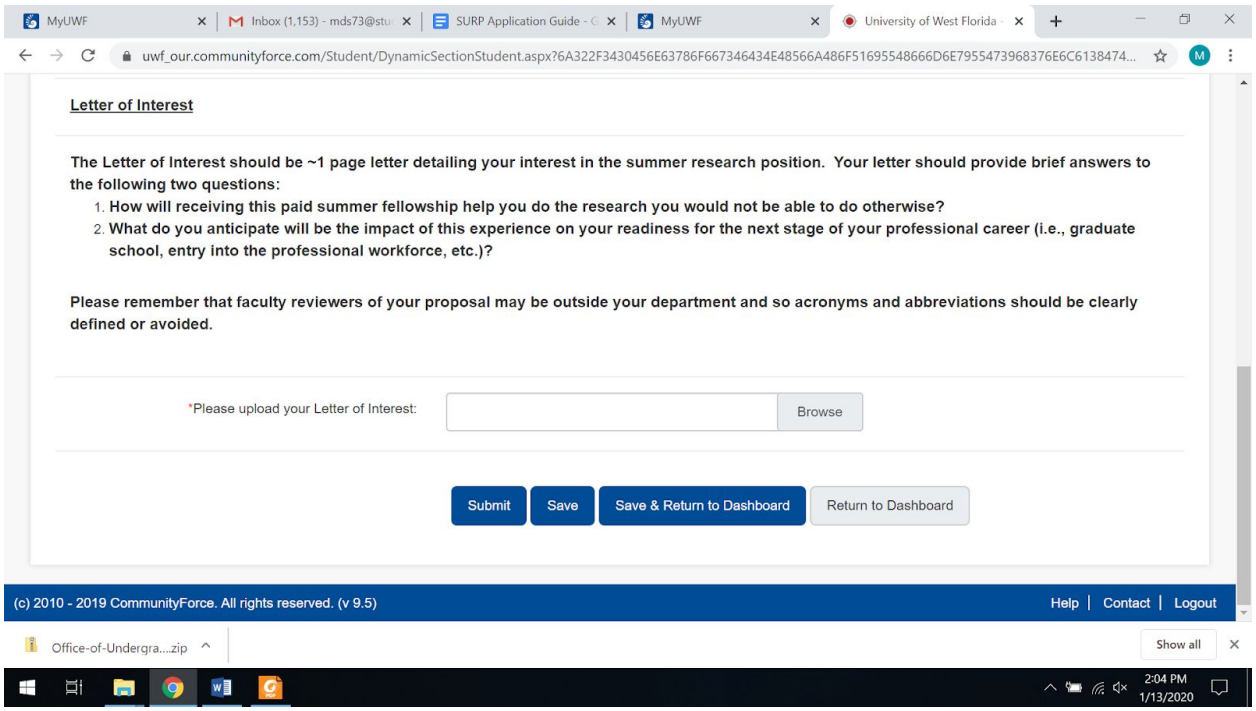
1. Enter Faculty Mentor Information with approval from your faculty mentor.
2. Click “Submit”. You will receive a Status Update message. Click “OK” and you will be directed to the dashboard.

Article IX. Student Portal - SURP Application (Application Dashboard: Acknowledgement of Program Requirements)



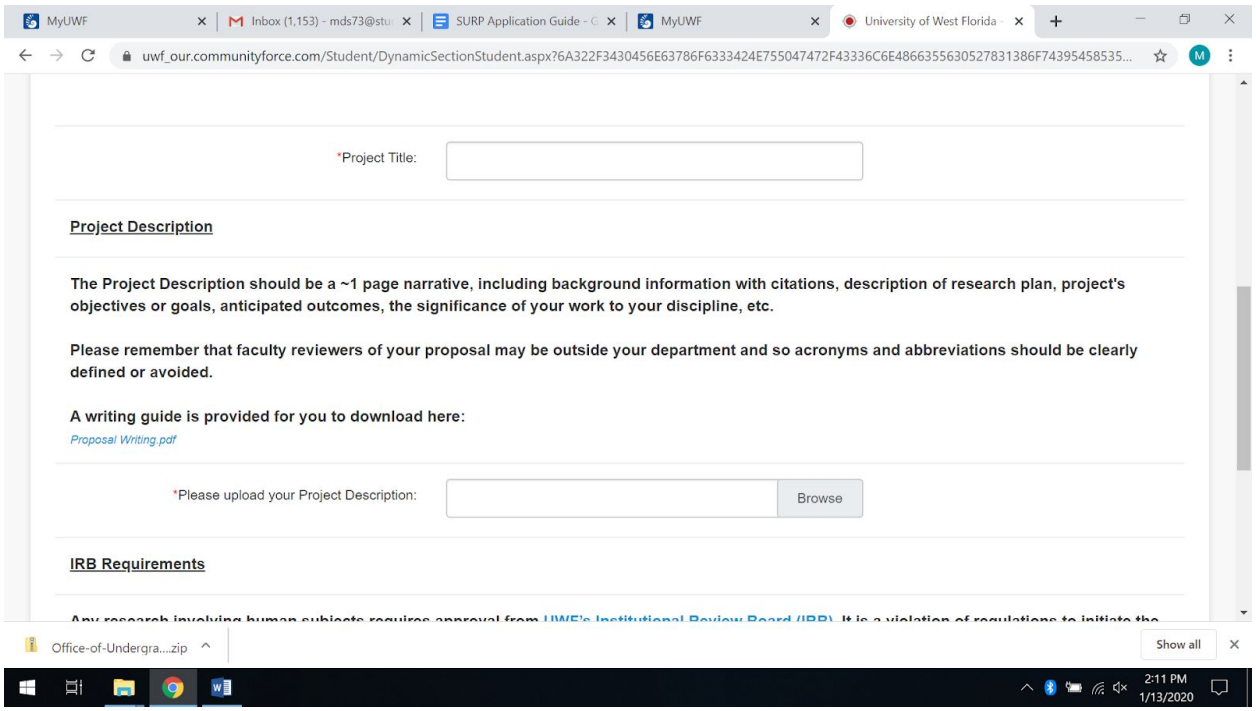
1. Read the requirements, and click “Yes” in each checkbox.
2. Input electronic signature and click “Submit”. A timestamp will put input. Click “Submit” again. You will receive a Status Update message. Click “OK” and you will be directed to the dashboard.

Article X. Student Portal - SURP Application (Application Dashboard: SURP Letter of Interest)



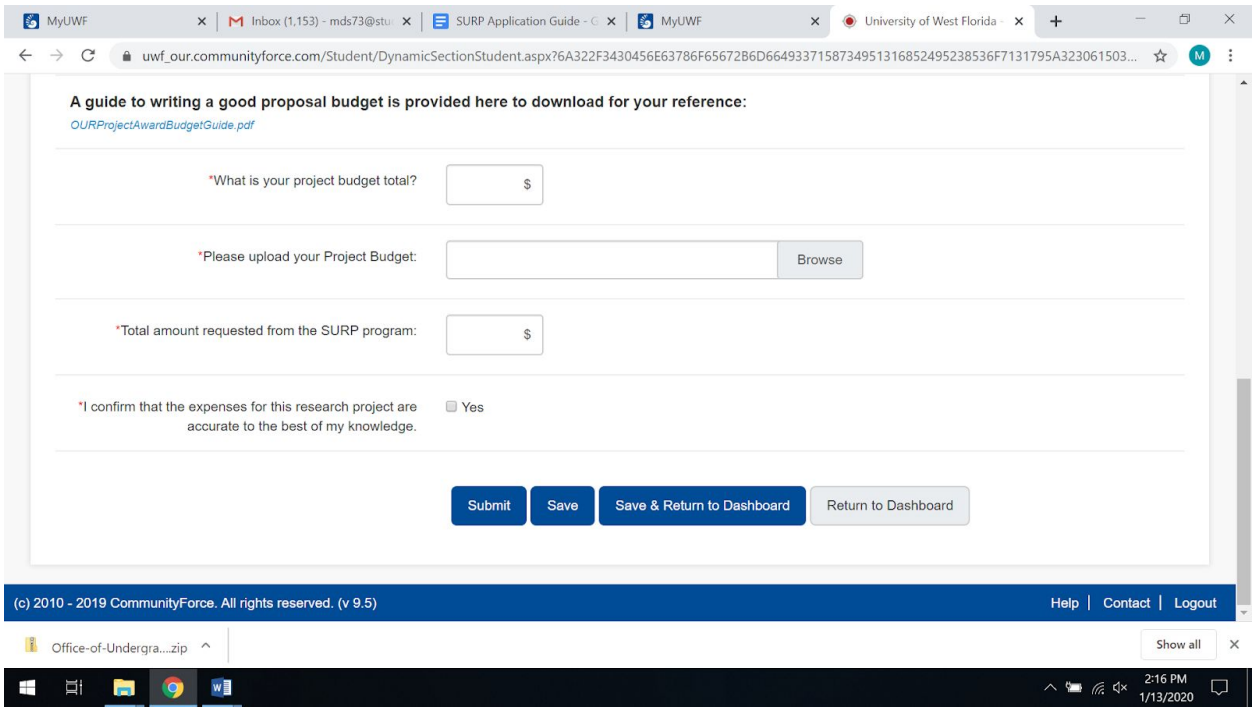
1. Upload a Word or PDF document that contains your letter of interest.
2. Click “Submit”. You will receive a Status Update message. Click “OK” and you will be directed to the dashboard.

Article XI. Student Portal - SURP Application (Application Dashboard: Research Project Information)



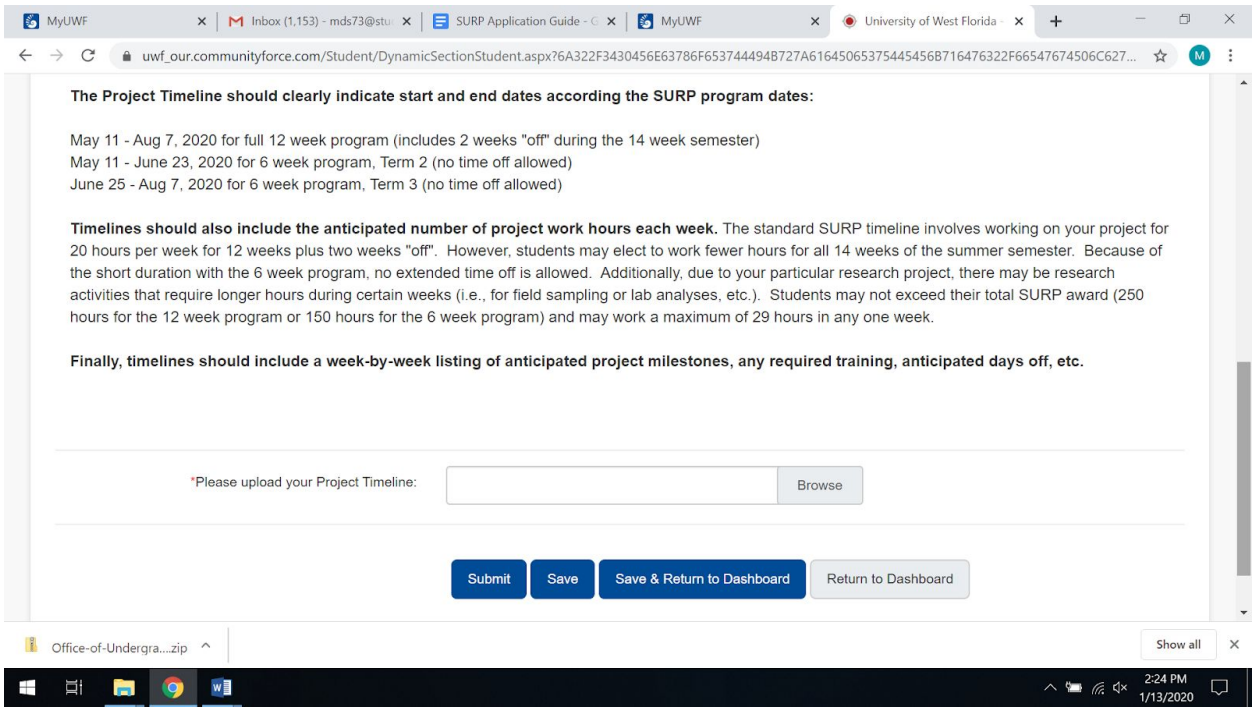
1. Enter your Project Title.
2. Upload a Word or PDF document that contains your project description. If you are unsure how to write a project description, a guide is available for download on the OUR Website - Student Resources page.
3. Read the IRB Requirements and click “Yes”.
4. Click “Submit”. You will receive a Status Update message. Click “OK” and you will be directed to the dashboard.

Article XII. Student Portal - SURP Application (Application Dashboard: Budget Information)



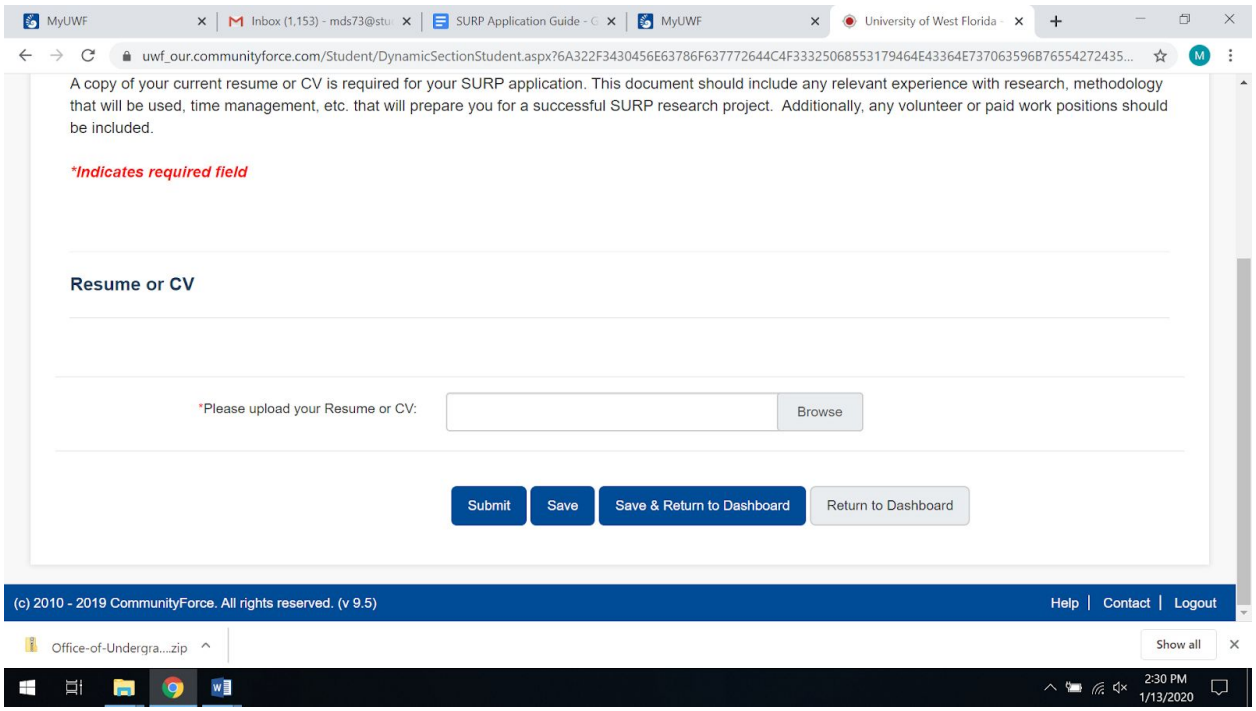
1. Enter your project budget total.
    a. Your project budget total may be more than what OUR can fund. For the purpose of the application, please input your total budget cost.
    b. For example, your total project may require $2000 in material and supply costs. OUR can only fund $500 of that. You and your faculty mentor will need to work to find other sources of funding to cover those costs.
2. Upload a Word or PDF that contains your project budget. If you are unsure how to write a budget, a guide is available for download.
3. Enter the total amount you request from the SURP program.
    a. OUR can fund up to $500. The amount requested cannot exceed $500.
    b. If you need more than $500, please work with your faculty mentor to find other sources of funding to cover your project budget total.
4. Click “Yes” to confirm that the expenses for your project are accurate to the best of your knowledge.
5. Click “Submit”. You will receive a Status Update message. Click “OK” and you will be directed to the dashboard.

Article XIII. Student Portal - SURP Application (Application Dashboard: SURP Project Timeline)



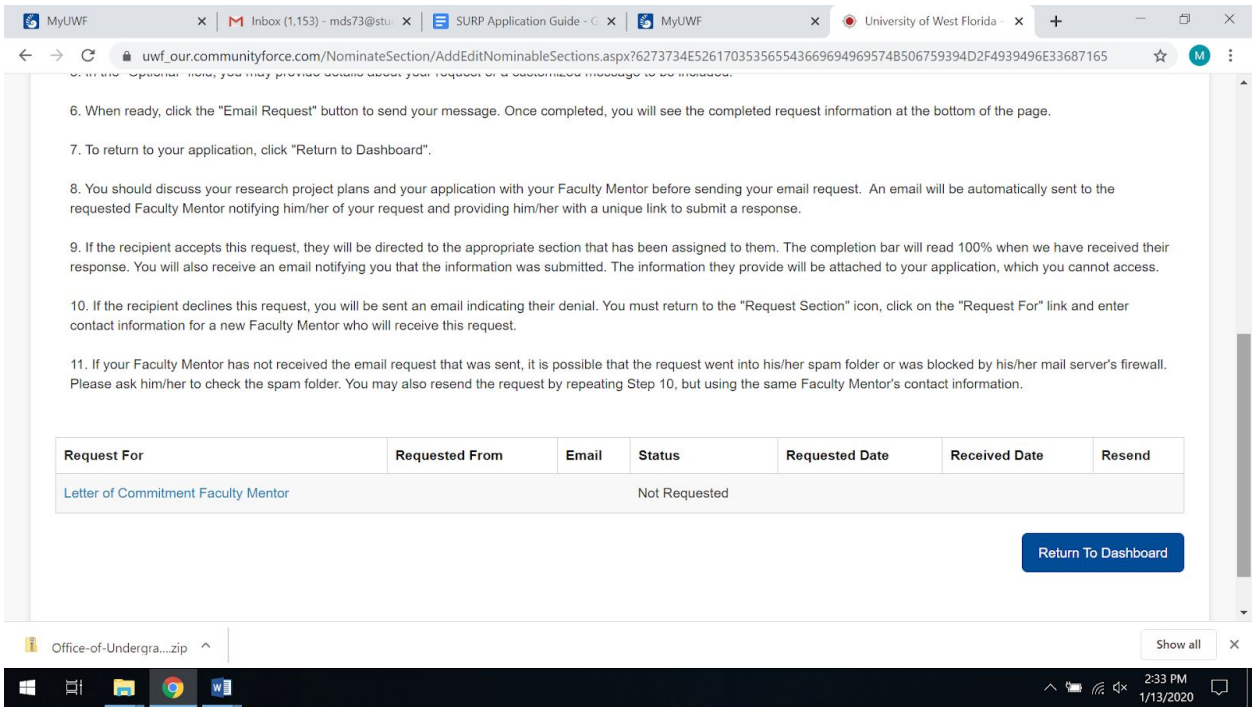
1. Upload a Word or PDF document that contains your Project Timeline.
2. Click “Submit”. You will receive a Status Update message. Click “OK” and you will be directed to the dashboard.

Article XIV. Student Portal - SURP Application (Application Dashboard: Resume or CV)

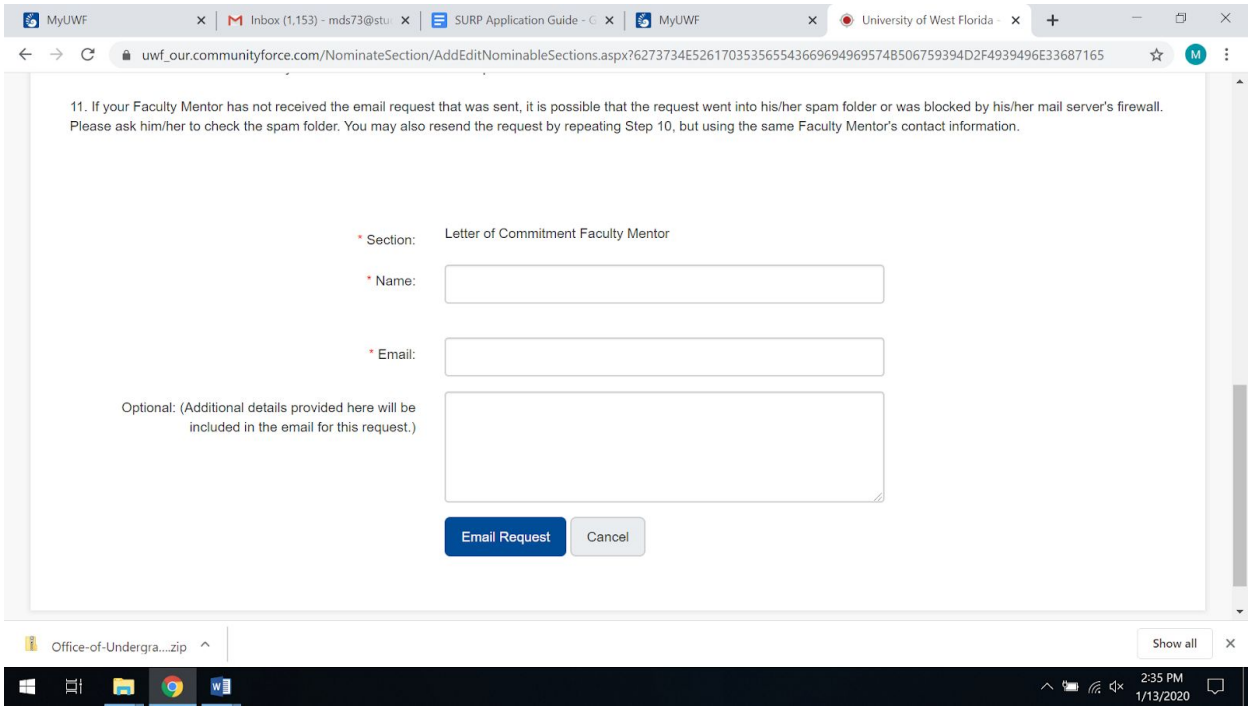


1. Upload your resume or CV.
2. Click “Submit”. You will receive a Status Update message. Click “OK” and you will be directed to the dashboard.

Article XV. Student Portal - SURP Application (Application Dashboard: Request)

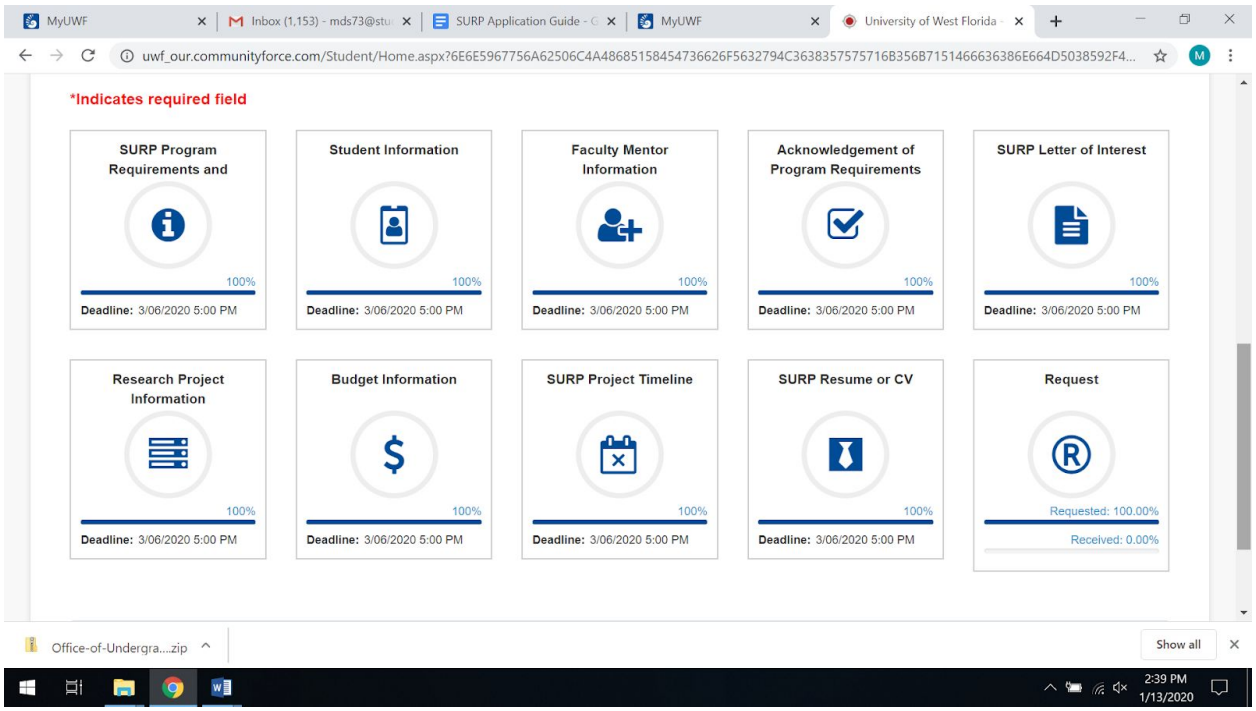


1. Click “Letter of Commitment Faculty Member”.



2. Enter your faculty mentor's name and email along with additional details you want to include.
3. Click "Email Request". You will be directed to the previous page which will indicate that the email was sent.
4. Click "Return to Dashboard".

Article XVI. Student Portal - SURP Application Completion



1. When all required fields are completed, you will be able to review and submit your application.
2. Under “Choose Action” select “Preview Application”.
    a. You may print your application if you choose.
3. When you are satisfied with your application, select “Final Review and Submit”. You will receive a System Alert message. Click “Continue with Review”.
4. Review your application and check the box in the lower-left corner indicating that you have done so. Click “Submit”. You will receive an Application Submit Message.

Congratulations! You have successfully applied for the SURP Program. A confirmation email will be sent to you. Anticipate one month after the application due date for program acceptance announcements.