



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.

The screenshot displays the MyUWF Student Portal interface. At the top, there are navigation links for "Search", "My Applications", and "My Proxy Applications". Below this, a search bar contains the text "Awards (A-Z)". The main content area is titled "Awards: 3 / My Results: 3" and lists three application categories:

- OUR Project Award Application - 2019-2020 Cycle 3 (late spring)**
 - Dates:** The OUR Project Award program typically has three funding cycles each academic year.
 - OUR Project Award Program Overview:** The OUR Project Awards program supports student researchers by providing funds for the purchase of materials and supplies related to conducting a research project. Students can apply for up to \$500 (or \$750 for a group project) to purchase chemicals or laboratory equipment; photocopies of research questionnaires; visual art supplies; travel to get to a field site, external library or archival facility; etc. To qualify for a Project Award, the student research must be mentored by a UWF faculty member. Current undergraduate, degree-seeking students who are in good standing with the University are eligible to apply.
 - Begin Accepting Applications Date:** 12/01/2019
 - Deadline Date (CST Time Zone):** 2/03/2020 5:00 PM
 - Buttons: "Continue with Application" and "Start a New Application"
- SURP 2020 Application**
 - Dates:** Applications for the SURP program are typically due the Friday before spring break every year.
 - Summer Undergraduate Research Program (SURP) Overview:** The Summer Undergraduate Research Program allows students to fully invest in the research experience for the summer semester. The SURP Program involves faculty and student collaboration in original research that should result in some tangible product (i.e., publication, presentation, etc.), but it's most valuable contribution is the development of the student in ways not possible in traditional classroom settings. To maximize the SURP experience, student participants are expected to work 20-25 hours per week on their designated research project and are paid an hourly wage (up to a total of \$2,000) for their participation. Students can also request up to \$500 for the purchase of materials and supplies related to conduct their research project.
 - Begin Accepting Applications Date:** 1/06/2020
 - Deadline Date (CST Time Zone):** 3/05/2020 5:00 PM
 - Button: "Apply"
- Undergraduate Research Transcript Notation Request Spring 2020**
 - Undergraduate Research Transcript Notation Request Spring 2020:** UWF students who have engaged in an undergraduate research project can now have this experience included on their official UWF transcript. To receive the transcript notation, research projects must meet criteria defined by OUR to designate this experience as a "High Impact" research experience and must apply through OUR. Additionally, these research projects must be mentored and endorsed by a UWF faculty member.
 - Begin Accepting Applications Date:** 1/15/2020
 - Deadline Date (CST Time Zone):** 4/24/2020 12:00 AM
 - Button: "Apply"

At the bottom of the page, there is a pagination control showing "Go to Page 1" and "Page 1 of 1". On the right side, there is a "Records per Page" dropdown menu set to "All".

Article III. Student Portal - SURP Application

SURP 2020 Application

Dates: Applications for the SURP program are typically due the Friday before spring break every year.

Begin Accepting Applications Date:
1/08/2020

Deadline Date (CST Time Zone):
3/06/2020 5:00 PM

Apply

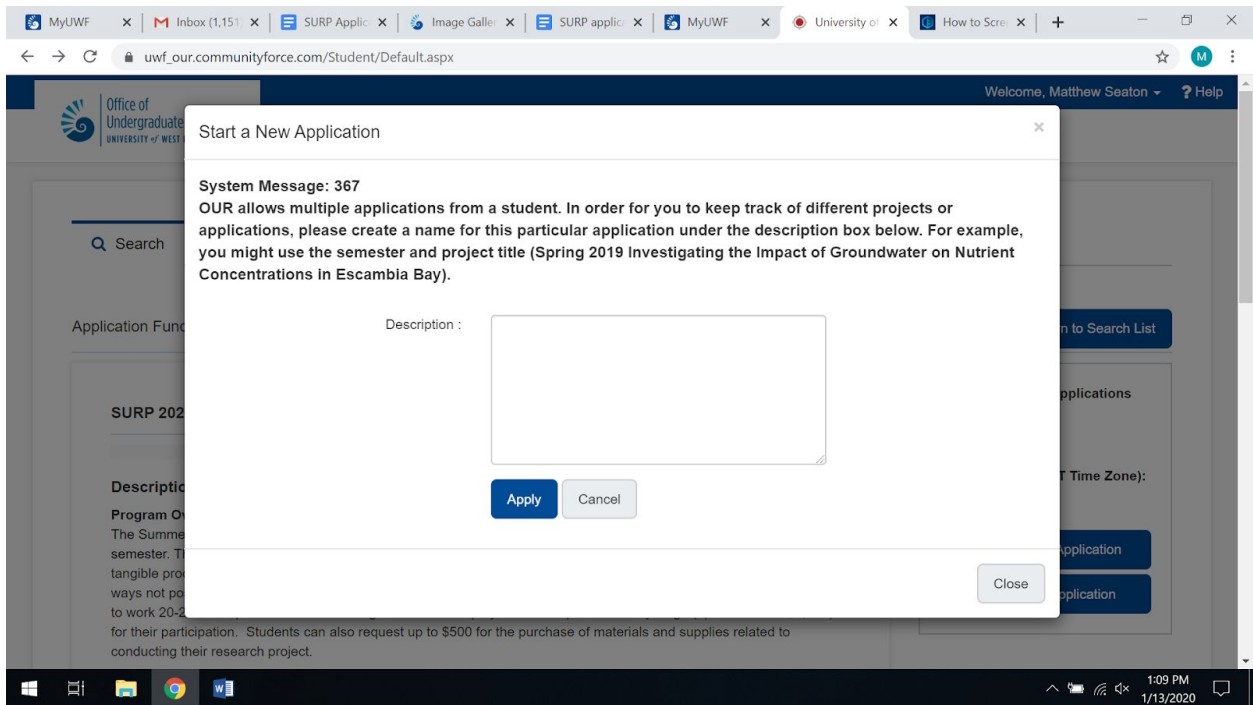
Summer Undergraduate Research Program (SURP) Overview
The Summer Undergraduate Research Program allows students to fully invest in the research experience for the summer semester. The SURP Program involves faculty and student collaboration in original research that should result in some tangible product (i.e., publication, presentation, etc.), but its most valuable contribution is the development of the student in ways not possible in traditional classroom settings. To maximize the SURP experience, student participants are expected to work 20-25 hours per week on their designated research project and are paid an hourly wage (up to a total of \$2,500) for their participation. Students can also request up to \$500 for the purchase of materials and supplies related to conduct their research project.

To qualify for the SURP program, a UWF faculty member must mentor the student's research. Current undergraduate, degree seeking students who are in good standing the with University are eligible to apply.

[View more\(...\)](#)

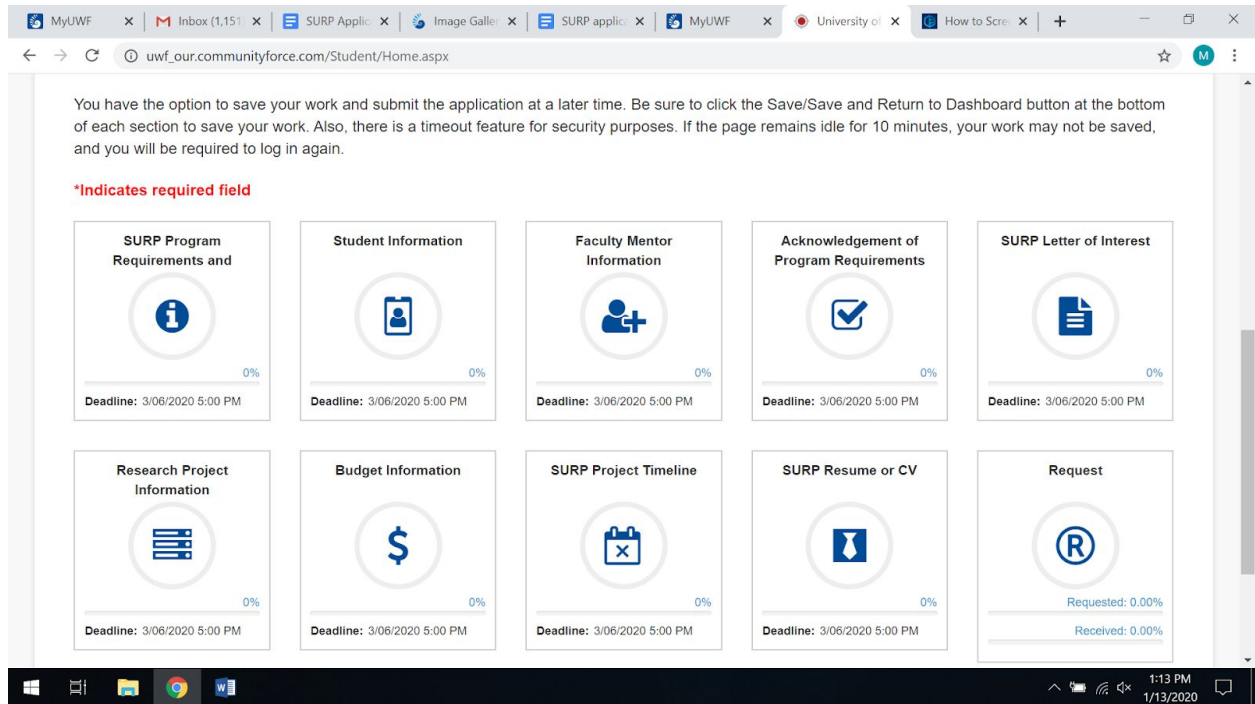
1. Read the Application Details first to ensure that you have met the necessary requirements before starting the application.
2. Click on “Apply” to begin the application.

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)

The screenshot shows a web browser window with several tabs open, including 'MyUWF', 'Inbox (1,151)', 'SURP Applicatio...', 'Image Gallery |', 'SURP applicatio...', 'MyUWF', and 'University of W...'. The address bar shows the URL: 'uwf_our.communityforce.com/Student/DynamicSectionStudent.aspx?6A322F3430456E63786F65724146487466304C45483658617550507747413679647A4A4274345...'. The main content area is titled 'SURP Program Requirements and Guidelines'. Below the title, there is a paragraph of text: 'The Summer Undergraduate Research Program (SURP) allows students to fully invest in the research experience for the summer semester. The SURP Program involves faculty and student collaboration in original research that should result in some tangible product (i.e., publication, presentation, etc.). To maximize the SURP experience, student participants are expected to work 20-25 hours per week on their designated research project and are paid an hourly wage (up to a total of \$2,500) for their participation and may take a maximum of one course during their SURP participation. Students can also request up to \$500 for the purchase of materials and supplies related to conduct their research project. To qualify for the SURP program, the student research must be mentored by a UWF faculty member.' Below this text, it states: 'Current undergraduate, degree seeking students who are in good standing the with University are eligible to apply.' There is a checkbox labeled 'Yes' next to the text: '*I have read the statement above and certify that I am eligible for submission.' At the bottom of the form, there are four buttons: 'Submit', 'Save', 'Save & Return to Dashboard', and 'Return to Dashboard'. The footer of the page contains the text '(c) 2010 - 2019 CommunityForce. All rights reserved. (v 9.5)' and links for 'Help | Contact | Logout'. The Windows taskbar at the bottom shows the time as 1:17 PM on 1/13/2020.

SURP Program Requirements and Guidelines

The Summer Undergraduate Research Program (SURP) allows students to fully invest in the research experience for the summer semester. The SURP Program involves faculty and student collaboration in original research that should result in some tangible product (i.e., publication, presentation, etc.). To maximize the SURP experience, student participants are expected to work 20-25 hours per week on their designated research project and are paid an hourly wage (up to a total of \$2,500) for their participation and may take a maximum of one course during their SURP participation. Students can also request up to \$500 for the purchase of materials and supplies related to conduct their research project. To qualify for the SURP program, the student research must be mentored by a UWF faculty member.

Current undergraduate, degree seeking students who are in good standing the with University are eligible to apply.

*I have read the statement above and certify that I am Yes eligible for submission.

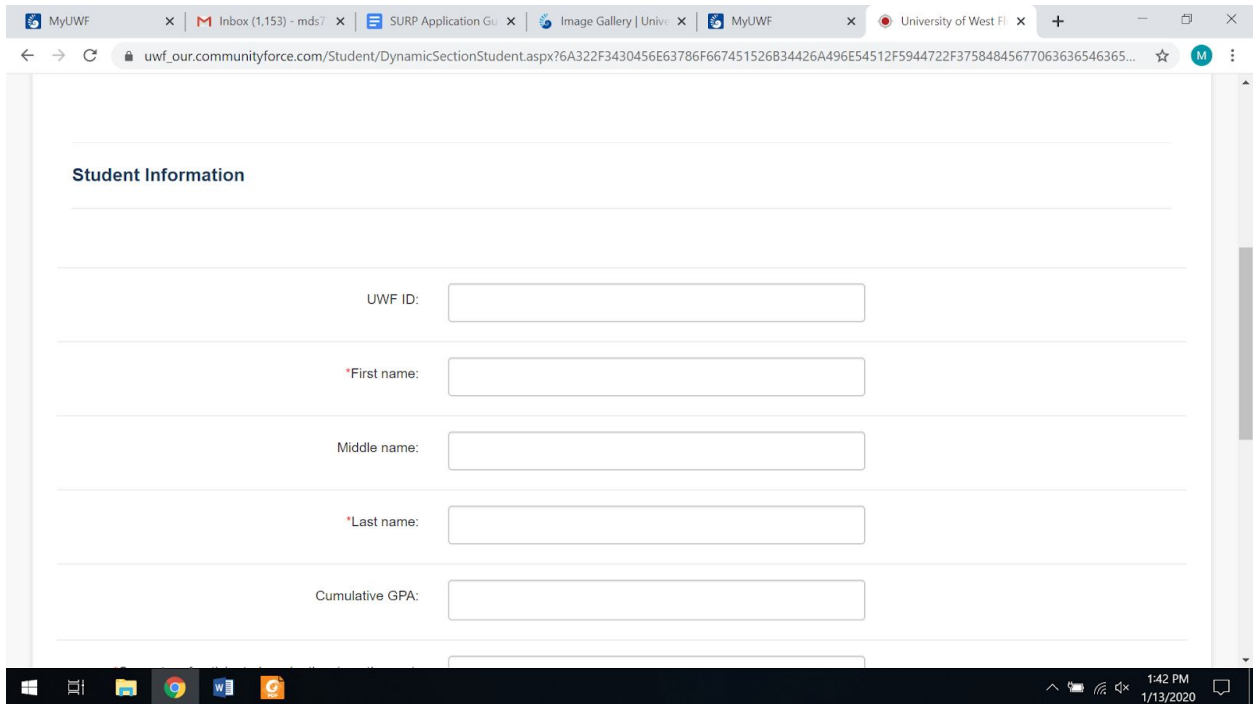
[Submit](#) [Save](#) [Save & Return to Dashboard](#) [Return to Dashboard](#)

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1:17 PM
1/13/2020

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)



The screenshot shows a web browser window with the following tabs: MyUWF, Inbox (1,153) - mds7, SURP Application Gu, Image Gallery | Univ, MyUWF, and University of West Fl. The address bar shows the URL: uwf_our.communityforce.com/Student/DynamicSectionStudent.aspx?6A322F3430456E63786F667451526B34426A496E54512F5944722F37584845677063636546365... The main content area is titled "Student Information" and contains the following form fields:

- UWF ID:
- *First name:
- Middle name:
- *Last name:
- Cumulative GPA:

The Windows taskbar at the bottom shows the time as 1:42 PM on 1/13/2020.

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)

The screenshot shows a web browser window with the following tabs: MyUWF, Inbox (1,153), Templates | Univ..., SURP Applicatio..., Image Gallery |..., MyUWF, and University of W... The address bar shows the URL: uwf_our.communityforce.com/Student/DynamicSectionStudent.aspx?6A322F3430456E63786F645547502B494670774467686F727648383964476C444B7759704A4A7... The main content area is titled "Faculty Mentor Information" and contains the following fields:

- *First name:
- *Last name:
- *Department:
- *College:
- *UWF Email address:

At the bottom of the form, there are four buttons: "Submit", "Save", "Save & Return to Dashboard", and "Return to Dashboard". The Windows taskbar at the bottom shows the time as 1:54 PM on 1/13/2020.

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)

The screenshot shows a web browser window with the following tabs: MyUWF, Inbox (1,153), Templates | Univ, SURP Applicatio, Image Gallery |, MyUWF, and University of W. The address bar shows the URL: uwf_our.communityforce.com/Student/DynamicSectionStudent.aspx?6A322F3430456E63786F643076764A677272306D746D706559436543476154526C4967347949... The main content area is titled "Acknowledgement of Program Requirements" and contains three sections, each with a text block and a "Yes" checkbox:

- *I understand that, as a SURP award recipient, it is expected that I will complete the research project described in my proposal by the end of the summer semester. Yes
- *I understand that, as a SURP award recipient, any data that is generated through this research project is "co-owned" by myself and my faculty research mentor and so it must be shared with my faculty mentor before the end of the summer semester. Yes
- *I understand that, as a SURP award recipient, any equipment or materials purchased with SURP funds belong to the University of West Florida and must be left in the possession of my faculty mentor before the end of the summer semester. Yes

Below these sections, there is a text prompt: "In applying for the SURP program, I also understand that I am committing to the following requirements:"

The browser's taskbar at the bottom shows the Windows Start button, taskbar icons for Office-of-Undergra..., Chrome, Word, and Outlook, and system tray icons for network, volume, and date/time (1:58 PM, 1/13/2020).

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)

The screenshot shows a web browser window with the URL `uwf_our.communityforce.com/Student/DynamicSectionStudent.aspx?6A322F3430456E63786F667346434E48566A486F51695548666D6E7955473968376E6C6138474...`. The page title is "Letter of Interest".

Letter of Interest

The Letter of Interest should be ~1 page letter detailing your interest in the summer research position. Your letter should provide brief answers to the following two questions:

1. How will receiving this paid summer fellowship help you do the research you would not be able to do otherwise?
2. What do you anticipate will be the impact of this experience on your readiness for the next stage of your professional career (i.e., graduate school, entry into the professional workforce, etc.)?

Please remember that faculty reviewers of your proposal may be outside your department and so acronyms and abbreviations should be clearly defined or avoided.

*Please upload your Letter of Interest:

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2:04 PM 1/13/2020

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)

The screenshot shows a web browser window with the following content:

- Project Title:** A text input field.
- Project Description:** A section with the following text:
 - "The Project Description should be a ~1 page narrative, including background information with citations, description of research plan, project's objectives or goals, anticipated outcomes, the significance of your work to your discipline, etc."
 - "Please remember that faculty reviewers of your proposal may be outside your department and so acronyms and abbreviations should be clearly defined or avoided."
 - "A writing guide is provided for you to download here:"
 - A link: [Proposal Writing.pdf](#)
- Upload Section:** A text input field with the label "*Please upload your Project Description:" and a "Browse" button.
- IRB Requirements:** A section with the text: "Any research involving human subjects requires approval from UWF's Institutional Review Board (IRB). It is a violation of regulations to initiate the"

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)

The screenshot shows a web browser window with the URL `uwf_our.communityforce.com/Student/DynamicSectionStudent.aspx?6A322F3430456E63786F6567286D6649337158734951316852495238536F7131795A323061503...`. The page content includes a link to a budget guide PDF, followed by four form fields: 1) 'What is your project budget total?' with a text input and a '\$' symbol; 2) 'Please upload your Project Budget:' with a file upload area and a 'Browse' button; 3) '*Total amount requested from the SURP program:' with a text input and a '\$' symbol; 4) '*I confirm that the expenses for this research project are accurate to the best of my knowledge.' with a 'Yes' checkbox. At the bottom are buttons for 'Submit', 'Save', 'Save & Return to Dashboard', and 'Return to Dashboard'. The footer contains copyright information and navigation links.

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)

The Project Timeline should clearly indicate start and end dates according to the SURP program dates:

May 11 - Aug 7, 2020 for full 12 week program (includes 2 weeks "off" during the 14 week semester)
May 11 - June 23, 2020 for 6 week program, Term 2 (no time off allowed)
June 25 - Aug 7, 2020 for 6 week program, Term 3 (no time off allowed)

Timelines should also include the anticipated number of project work hours each week. The standard SURP timeline involves working on your project for 20 hours per week for 12 weeks plus two weeks "off". However, students may elect to work fewer hours for all 14 weeks of the summer semester. Because of the short duration with the 6 week program, no extended time off is allowed. Additionally, due to your particular research project, there may be research activities that require longer hours during certain weeks (i.e., for field sampling or lab analyses, etc.). Students may not exceed their total SURP award (250 hours for the 12 week program or 150 hours for the 6 week program) and may work a maximum of 29 hours in any one week.

Finally, timelines should include a week-by-week listing of anticipated project milestones, any required training, anticipated days off, etc.

*Please upload your Project Timeline:

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2:24 PM 1/13/2020

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)

A copy of your current resume or CV is required for your SURP application. This document should include any relevant experience with research, methodology that will be used, time management, etc. that will prepare you for a successful SURP research project. Additionally, any volunteer or paid work positions should be included.

**Indicates required field*

Resume or CV

*Please upload your Resume or CV:

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2:30 PM
1/13/2020

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)

6. When ready, click the "Email Request" button to send your message. Once completed, you will see the completed request information at the bottom of the page.

7. To return to your application, click "Return to Dashboard".

8. You should discuss your research project plans and your application with your Faculty Mentor before sending your email request. An email will be automatically sent to the requested Faculty Mentor notifying him/her of your request and providing him/her with a unique link to submit a response.

9. If the recipient accepts this request, they will be directed to the appropriate section that has been assigned to them. The completion bar will read 100% when we have received their response. You will also receive an email notifying you that the information was submitted. The information they provide will be attached to your application, which you cannot access.

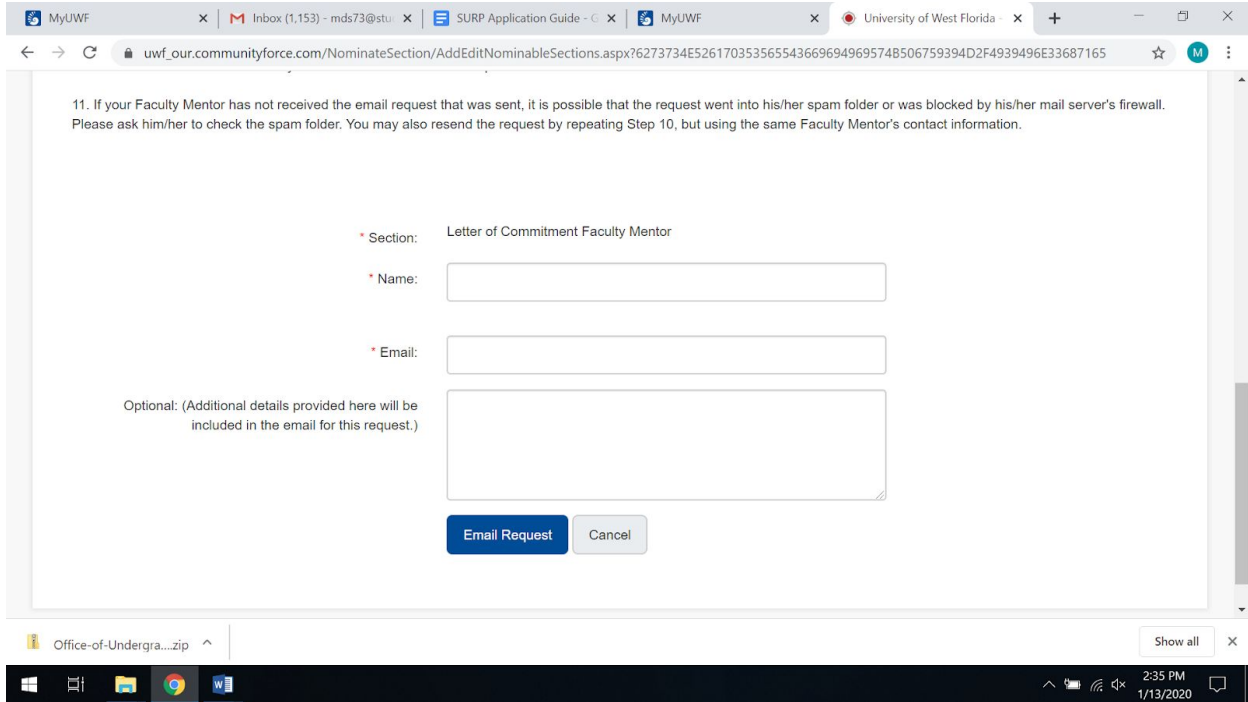
10. If the recipient declines this request, you will be sent an email indicating their denial. You must return to the "Request Section" icon, click on the "Request For" link and enter contact information for a new Faculty Mentor who will receive this request.

11. If your Faculty Mentor has not received the email request that was sent, it is possible that the request went into his/her spam folder or was blocked by his/her mail server's firewall. Please ask him/her to check the spam folder. You may also resend the request by repeating Step 10, but using the same Faculty Mentor's contact information.

Request For	Requested From	Email	Status	Requested Date	Received Date	Resend
Letter of Commitment Faculty Mentor			Not Requested			

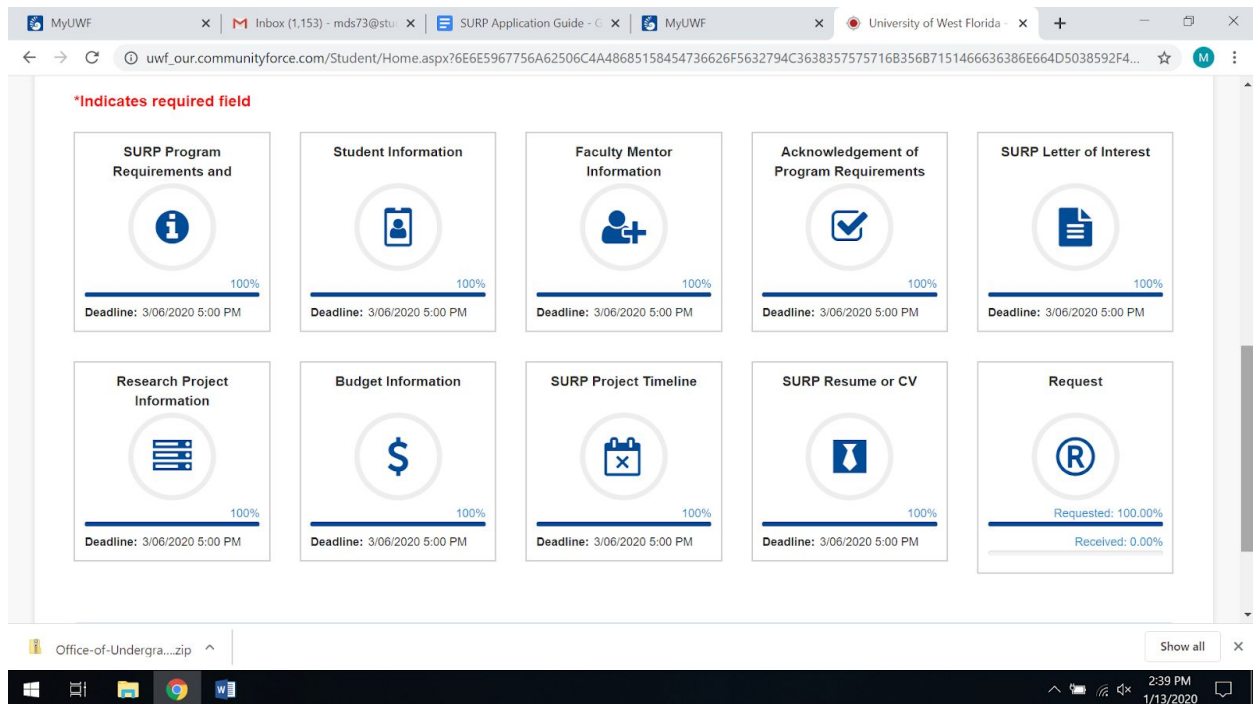
[Return To Dashboard](#)

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.