

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. Applications must be submitted via the online application; the link appears at the bottom of this document. Please read these guidelines closely before completing the application.

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 incrementally throughout the summer. Disbursement of the final payment is contingent upon the submission of a closure report indicating the completion of the proposed project. 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.

Preparing a SURG Application

Preparing a competitive proposal takes time and forethought. Please keep the following in mind:

- Determine your eligibility. A full-time undergraduate student is eligible to apply for SURG if
 - Their **primary** major is in the [College of Liberal Arts and Social Sciences](#);
 - Their cumulative G.P.A. is 3.0 or higher at the time of application;
 - They are registered for at least 12 credit hours the spring quarter preceding the summer of the SURG award;
 - They are registered for 12 credit hours in the Autumn Quarter following the summer of the SURG award;
 - They have not applied to graduate during the spring or summer session in the year of the SURG award;
 - They are eligible to be hired by Student Employment, which is necessary to receive SURG payments. To determine eligibility to receive payment from Student Employment, review the criteria available [here](#). Note especially that:
 - Domestic students must be registered at least half time.
 - International students must be registered full time.

- If a project is collaborative, **all participants** must meet these expectations. If you are uncertain of your eligibility for student employment after visiting the link above, contact lasgrants@depaul.edu before submitting an application.
- 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 for consideration for a subsequent award.
- 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.
- Identify and consult with a faculty sponsor. Do not list a faculty member as your sponsor without first consulting with them and receiving their explicit willingness to serve as your 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*. Please note:
 - Applications that do not reflect coordination with the faculty sponsor will be denied.
 - Ordinarily, SURG faculty sponsors are full-time members of the College of LAS. If your proposed full-time faculty sponsor is housed in another college but is interested in assuming the role of sponsor, please direct them to LAS Executive Associate Dean [Peter Vandenberg](#) prior to submitting an application.

Ensure compliance with and, as necessary, receive approval from DePaul's Institutional Review Board (IRB). Projects involving human research subjects—interviewees, for example—*must* be reviewed by the IRB in accordance with IRB guidelines, and receive IRB approval, *before* LAS funding can be disbursed. Your faculty sponsor will be helpful in determining if your project requires IRB approval.

How to Apply

A complete application includes up to four components:

- Project Proposal (see below).
- 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 does not provide funds for books or local travel.
- Unofficial Transcripts (from CampusConnect). If the project is collaborative, each student participant must submit a transcript.
- Faculty Recommendation.

Project Proposal Guidelines

The proposal should be no more than 1000 words in length. Work closely with your faculty sponsor on this proposal. Your sponsor 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 how you will pursue *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 creative field. Please cite relevant examples when appropriate and discuss what you hope to contribute to 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 that justify the collaboration (e.g., the different competencies of the applicants; the nature, size, or scope of the project)? Clearly indicate the role of each participant. Collaborative projects will be evaluated in terms of the demonstrated value of collaboration and the degree to which each student has a clear role. All participants must provide the information required in the application process.

Payment and Communication

In order to be paid for your project, as explained above, **you must be eligible for student employment and complete mandatory paperwork prior to beginning your project.** You cannot proceed with work until you receive an approval message from lasgrants@depaul.edu. All communication regarding your project will be sent to your official DePaul University email address *only* by university policy. Please check your @depaul.edu email frequently for any communication related to your project.

SURG recipients receive their stipends in incremental payments. Disbursement of the final payment is contingent upon the submission of a closure report indicating the completion of the proposed project.

Turning in Your Final Project

A copy of your final paper, creative project, or closure report is due by September 30th in the year of the award. Eligibility for future LAS funding is contingent upon timely submission of your final project. Please submit this to lasgrants@depaul.edu in the LAS Dean's Office.

Application Timetable

- The online application opens on March 21th.
- The application closes on April 21th.

Applications are submitted via:

<https://go.depaul.edu/surg>

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