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 full-time members of the College of Liberal Arts and Social Sciences. Full-time faculty members from another DePaul college may still be eligible to participate. If you fall in either of those categories and wish to sponsor a student application, please contact LAS Executive Associate Dean Peter Vandenberg 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 during 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 plan to use the SURG program as a substitute for the URAP.

The SURG program offers students—individually or in a small, collaborative group—the opportunity 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.

The Role of Faculty Sponsor

When a student submits an application, they are required to list a faculty sponsor. Faculty sponsorship of student applications is completely voluntary. 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 navigating the IRB process, should that be necessary;

- Assisting the student(s) in preparing their proposal in accordance with the application instructions, included in the Student Guidelines; a review of that document will assist your support for you student(s) by detailing suggestions for an effective proposal.

After student(s) submit their proposal online, an automated email is sent to the faculty sponsor they have identified. This email will direct the faculty sponsor to a page with the following instructions:

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.
4. Address whether the applicant(s) has the skill set necessary for the project.
5. Briefly describe the role the faculty sponsor expects to play in the project.
6. Summarize any previous experience working with the applicant(s).

The LAS Committee on Undergraduate Research (LASCUR), which is elected by the LAS faculty, 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 will prevent your sponsored student from being eliminated from consideration.

Timetable

Student applications are submitted online via a link included in the Student Guidelines.

- The online application opens on March 20th.
- The online application closes on April 20th.
- The final paper, creative project, or closure report, submitted by the student, is due September 30.

Questions may be directed to lasgrants@depaul.edu.

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