

# Summer Undergraduate Research Fellowship (SURF) Fellowship Mentor Application

*Deadline: March 24, 2025*

Faculty Mentor Name:

 Total Number of Students Requested:  
 Total Number of Hours Requested:


**Faculty Applicant's Agreement:**

Please review the information below. The stipend for SURF mentors is: \$500 per student for 100 hours of student work; \$750 per student for 200 hours of student work; \$1125 per student for 300 hours of student work; and \$1500 for each student that completes 400 hours of student work. While there is no limit to the number of students that may participate in the SURF program, the maximum stipend you may receive over a five-week period is \$3750, or the equivalent of five full-time students. If you can meet all the requirements for mentoring in the SURF program, please sign below:

1. Facilitate student application submission (due: March 24, 2025).
2. Mentor student face to face for at least 20% of the hours (on average) that the student works.
3. Participate in weekly group meetings (see description in FAQs document), when applicable.
4. Submit a report of activities completed to Director of Undergraduate Research ([undergraduateresearch@berry.edu](mailto:undergraduateresearch@berry.edu)) no later than **July 31** following the summer research period.
5. Mentor student in dissemination of work, if possible, during the following academic year (e.g., Spring Student Symposium).

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Faculty Applicant's Signature Date

**Department Chair comments:**


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Department Chair Signature Date

**School Dean comments:**


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School Dean's Signature Date

Please send the signed agreement and application to [undergraduateresearch@berry.edu](mailto:undergraduateresearch@berry.edu) by 5pm on the due date.

**Student Eligibility Criteria:** Summer Undergraduate Research Fellows must be eligible to participate in LifeWorks and returning to Berry as an undergraduate student in the fall following the summer research period. A faculty member must endorse their application as their research mentor (see below). Summer Fellows will work at least 10 hours per week on average and complete at least 100 hours of research. Housing will be provided for students that are working 40 hours per week or 20 hours per week and taking one, three-hour course. They will attend weekly group meetings when applicable. Fellows are expected to complete a reflection and survey that will be due to Director of Undergraduate Research ([undergraduateresearch@berry.edu](mailto:undergraduateresearch@berry.edu)) no later than July 31, and they should find an avenue for dissemination of their work during the following academic year (e.g., Student Symposium, publication, regional or national conference).

If you have read this information and agree to participate in the SURF program, please sign below.

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**Type or Print Name**

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**Student Signature**

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**Type or Print Name**

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**Student Signature**

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**Student Signature**

**Part I: Estimated Student Work Hours and Dates**

Please provide estimated student work hours and dates in the table(s) below. If you are proposing more than one project, please fill out a separate table for each project. You **DO NOT** need to put in specific student names.

Project Title:				
	Avg. Hrs of Student Work / Week (must be at least 10 hours)	No. of Weeks of Work (must be at least 5)	Total No. of Hrs (Avg. Hours x Weeks; must be at least 100 hours)	Tentative Dates of Work (Block A, B, or C)
Student 1				
Student 2				
Student 3				
Student 4				
Student 5				
<b>TOTAL</b>				

Project Title:				
	Avg. Hrs of Student Work / Week (must be at least 10 hours)	No. of Weeks of Work (must be at least 5)	Total No. of Hrs (Avg. Hours x Weeks; must be at least 100 hours)	Tentative Dates of Work (Block A, B, or C)
Student 1				
Student 2				
Student 3				
<b>TOTAL</b>				

Project Title:				
	Avg. Hrs of Student Work / Week (must be at least 10 hours)	No. of Weeks of Work (must be at least 5)	Total No. of Hrs (Avg. Hours x Weeks; must be at least 100 hours)	Tentative Dates of Work (Block A, B, or C)
Student 1				
Student 2				
Student 3				
<b>TOTAL</b>				

**PART II: Overview of Project(s)****Research Clearance**

This application involves (check all that apply):

At least one project requires research clearance (If applicable, please make clear which project(s) needs clearance, if you are proposing more than one project. Approval of the proposal is contingent upon IRB/IACUC approval)

- IRB (Human Subjects Research)  
 IACUC (Vertebrate Animal Research)  
 ELM (Education Land Management)

Protocol Number:

Protocol Number:

Approval Number:


**Project Description**

Please complete the following questions for each project that you are proposing.

**Project 1**  
**Title:**

(1) Describe the Project Goals?

(2) Describe the significance of the project? Provide citations as needed.

(3) How do you anticipate that the student(s) will contribute to the project goal (i.e., what will the student specifically do?)

(4) How does this project further your scholarship goals? What are your plans for the dissemination of the work?

**Project 2**  
**Title:**

(1) Describe the Project Goals?

(2) Describe the significance of the project? Provide citations as needed. How do you anticipate that the student(s) will contribute to the project goal (i.e., what will the student specifically do?)

(3) How does this project further your scholarship goals? What are your plans for the dissemination of the work?

(4) How does this project further your scholarship goals? What are your plans for the dissemination of the work?

**Project 3 Title:**

(1) Describe the Project Goals?

(2) Describe the significance of the project? Provide citations as needed.

(3) How does this project further your scholarship goals? What are your plans for the dissemination of the work?

(4) How does this project further your scholarship goals? What are your plans for the dissemination of the work?



**PART III: Grant History**

Please check if you are (check all that apply):

- Receiving a Faculty Development Summer Stipend for any project described in this application
- Receiving *external* funding that includes summer pay for any project described in this application
- Planning to teach in the 2024 Summer sessions. If so, what course(s) and which block(s)?

Please check if you have (check all that apply):

- Mentored students in the SURF program previously
- Received the CURE summer stipend