SUROP Grant Application Guidelines 2024

Overview

Undergraduate students who wish to conduct scholarly, research, or creative projects under the direction of a faculty mentor may apply for a competitive Summer Undergraduate Research Opportunities (SUROP) Grant to fund a maximum of $1,250 in research or creative expenses. SUROP grants include a $2,000 tuition grant. Students may propose projects in any of the following areas:

- **Arts & Humanities:** common topics include creative writing, film studies, foreign languages, history, literature, performing arts, rhetoric, and visual arts
- **Behavioral & Social Sciences:** common topics include criminal justice, economics, education, health sciences, political science, public health, and psychology
- **Biological & Life Sciences:** common topics include medical research, molecular biology, and genetics
- **Computing & Engineering:** common topics include applied mathematics, civil engineering, computer science, and mechanical engineering
- **Physical & Natural Sciences:** common topics include chemistry, environmental science, geology, physics, and statistics

Applicants must submit a project narrative and a letter of support from a faculty mentor, as well as applicable supporting documentation related to research ethics compliance (IACUC, IBC, IRB, RSC, or HIPAA) and technology consult. Once the student clicks submit in the online application system, the application cannot be revised.

The Undergraduate Research Advisory Board will review only the materials received by the application deadline. Award decisions will be based primarily on the merits of the project, the quality and completeness of the proposal, and the educational benefit to the student. The amount of the award will be based primarily on the research and budget needs of the project.

Important Dates

	SUROP 2024
Applications Open	January 2024
Application Deadline	March 1, 2024, 5:00 p.m.
Award Notifications	April 2024
Presentation at Symposium	August 29, 2024
Expense Processing Deadline	September 16, 2024

Link to Online Application

https://net3.umkc.edu/intapps/searchapp

Guidelines

SUROP Grant Eligibility

Undergraduate students who apply for SUROP grants should maintain full-time enrollment status at UMKC in the semester in which they apply (spring semester); should not be eligible for graduation prior to the end of the grant award period (summer term); and must be enrolled in at least one credit hour at UMKC during the grant award period (summer term). The reasons for any exceptions to the eligibility criteria should be addressed in the student's project narrative and/or the faculty mentor's letter of recommendation. Preference will be given to students who meet the eligibility criteria.

Because a tuition grant is a part of all SUROP awards, grant recipients must be enrolled in at least one credit hour at UMKC during the summer term.

Students may be awarded only one SUROP grant during their undergraduate careers at UMKC.

Faculty Mentor & Student Expectations

All project proposals must include a full-time UMKC faculty member who will serve as a mentor to the student and oversee the project's completion. The faculty mentor must submit a letter of support to accompany the student's grant application.

The student should write the proposal, but may be guided by suggestions from their faculty mentor. As the student progresses, they should assume an increased role in the design and implementation of the project.

Should the student wish to receive academic credit for the project, the faculty mentor will coordinate enrollment in an appropriate course through their academic unit and the student's academic advisor.

The faculty mentor's academic unit will be responsible for administering disbursements of the grant funds through the MoCode provided by the Office of Undergraduate Research and Creative Scholarship.

Grant Outcomes

Upon its completion, the project should lead to a well-defined product, e.g., a scholarly paper, a public presentation, a performance, an exhibit, or a work of art or literature.

All students who are awarded a SUROP grant are expected to present their completed projects at the SUROP Poster Symposium, held in the first weeks of the fall semester.

Research Ethics & Compliance

The safe, responsible, and ethical conduct of research is essential to the discovery and contribution of knowledge. Students should discuss their projects with their mentors to ensure that they adhere to ethical standards and to determine if their projects require review from one of UMKC's five compliance committees: The Institutional Animal Care and Use Committee (IACUC), Institutional Biosafety Committee (IBC), Institutional Review Board (IRB), Radiation Safety Committee (RSC), and HIPAA. Students should address any required review and approvals in the Project Narrative. Faculty mentors may want to address research compliance in their letter of support.

Students whose projects require review by a UMKC compliance committee must receive approval prior to applying for a SUROP grant. A copy of the approval must be uploaded with the student's application.

Budget

All project proposals must include a budget to cover supplies, equipment, and other expenses related to scholarly, research, or creative work. Budgets that include detailed line items for all expenses are more likely to be funded. Students should request only the funds necessary to complete the project, and some successful projects require as little as $100 for poster printing. The maximum amount of the grant award is $1,250. There is no minimum.

Students proposing a collaborative project should allocate expenses among the group as they and their mentor see fit, not to exceed the maximum of $1,250. Each student on the research team will receive a $2,000 tuition grant for SUROP projects.

Special budget considerations:

- **Technology:** Students requesting funds to purchase hardware or software should explain why their projects necessitate the purchase of IT resources not currently available on campus (e.g., computer labs, campus software licenses) and should include a signed IT consultation form (found at the end of this document) with their application. Faculty mentors may wish to address this in their letters of support.
- **Travel:** Students requesting funds to travel to conduct research should explain why their research cannot be completed in the Kansas City area.
- **Study Abroad:** Students whose project proposals will be completed during a Study Abroad Program should clearly describe how the proposed research project extends or complicates the study abroad experience. SUROP grants do not provide funding for activities and educational experiences that are routinely part of any Study Abroad experience.

Ineligible Expenses:

- Expenses not allowed by university policy
- Salary or wages
- Registration and travel to present at conferences

The Office of Undergraduate Research and Creative Scholarship will create a MoCode for the grant award and the faculty mentor's academic unit will administer the disbursement of funds. All university policies and accounting procedures apply to the grant award. Any durable equipment purchased with grant funds should be returned to the Office of Undergraduate Research and Creative Scholarship upon completion of the project. Any residual funds remaining at the end of the grant period will be returned to the Office of Undergraduate Research and Creative Scholarship and the grant MoCode will be deactivated.

Project Narrative Format

Formatting Guidelines:

- 1-inch margins
- 12pt, Times New Roman font
- Include each of the sections outlined below
- 3-page maximum length

Your project narrative must address the following areas:

I. **Project Description:** Clearly explain the purpose of your project including a brief review of relevant research and scholarship; a description or your research question or creative inquiry; and the significance of your proposed research or creative project to the discipline. If your project proposal is to extend research that is already in progress, it is appropriate to include a description of your progress to date (with data, if applicable).

II. **Methods:** Clearly describe how you plan to accomplish your project. Be as specific as possible. In writing-oriented projects, make sure the investigative approach or comparison you intend is part of a clearly focused discussion.

III. **Time Schedule:** Provide a specific timetable for implementing the various steps of your research project.

IV. **Student Background:** Identify the courses and other experiences that will enable you to accomplish this project. Give current GPA. Address the reasons for any exceptions to the eligibility requirements.

V. **Importance to Student:** Explain why this project is important to you, and what role it plays in your development—personal, academic, and/or professional.

VI. **Budget:** In as detailed a manner as possible, provide a budget to cover supplies, equipment, and other research or creative expenses. You should request only the funds needed to complete your project—keep in mind that some projects require as little as $100 for poster printing. Maximum $1,250.

Technology Consultation Endorsement for SEARCH & SUROP Grants

Students requesting funds to purchase hardware or software should consult with UMKC Information Services to ensure the technology can be purchased with university funds if a SEARCH or SUROP Grant is awarded.

Student's Name:

Faculty Mentor's Name:

Project Title:

List the technology resources for which this funding is requested:

Submit this form to either umkc-software@umkc.edu for software or umkc-hardware@umkc.edu for hardware requests.

To be completed by the IS representative:

The technology resources listed above are not currently available to students at UMKC and are compatible with IS standards for information security, maintenance, and licensing.

Name of IS Representative:

Signature of IS Representative   Date