

INSTRUCTIONS FOR PREPARING THE SURPASs APPLICATION

The Summer Undergraduate Research Program at Simmons (SURPASs) is a paid, intensive summer research experience for undergraduate students and faculty mentors across a variety of disciplines. SURPASs is made possible by generous gifts from many alumni, including Trustee Regina Pisa and Trustee Pamela Touloupoulos '73, as well as support from the Office of the Provost.

Accepted students receive a \$3,000 stipend, a supplemented budget of \$1,000 for materials and supplies, residential campus housing from May to June 30, and Simmons meal points. SURPASs faculty mentors receive a stipend of \$2,000 and Simmons meal points for the duration of the intensive (May to June 30).

APPLICATION REQUIREMENTS

Applications to the 2018-2019 SURPASs Program will be accepted until **February 27, 2019**. A complete submission includes:

- [Online application form](#)
- Proposal Narrative (See page 2 for guidelines)
- Budget (download [template](#))
- Applicant Resume
- Letter of Recommendation from Faculty Mentor
- Scholar and Faculty's Mentoring Plan

NOTE: In order to ensure an unbiased review process, please enter your personal information (i.e. names) **to the online form only**. The terms "scholar" and "mentor" may be used to substitute personal names in the proposal narrative, budget, letter of recommendation, and scholar/faculty mentoring plan.

HOW TO APPLY

Submit your completed application materials through the [SURPASs Application Portal](#). Please save all files using the following naming convention: SURPASS19_YourLastName-MentorLastName.pdf.

Please direct all questions to ugprogram@simmons.edu.

PROPOSAL GUIDELINES AND REQUIREMENTS

I. PROPOSAL NARRATIVE

The proposal narrative should be 3-4 pages in length and should address the following items. Please include the section headings in your narrative.

- **Proposed Project Description and Outcomes:** Provide a description of the overall project, objectives, procedures/methods, and deliverables/expected outcomes (2-page maximum, double-spaced.) Outcomes could include a conference presentation, an article, etc.
- **Project Timeline:** include an estimated timeline with important milestones noted (summer research plan, conference application deadlines, etc.) (½ page suggestion)
- **Personal Statement:** A 1-page statement answering the following questions:
 - What is your interest in the proposed project and how do you expect to benefit from participating in a mentored research program?
 - What personal qualities will you bring to the overall experience and how will these qualities contribute to the program's success?
- **Impact Statement:** A statement of how your project contributes new information to the knowledge of the discipline, and how the project specifically addresses the student's personal and/or social responsibility, in one of the following manners (½ page suggestion)
 - Civic knowledge and engagement—local or global
 - Foundations and skills for your lifelong learning

Your research proposal should describe the question you are asking and contextualize the central issue by providing background research. The significance and implications of the research should describe how it connects to a larger body of knowledge, as well as, the connection to your academic goals and personal ambitions. Describe the methodology without being overly technical explain the time frame and resources needed to conduct your research, as well as the role of your faculty advisor. Include information on relevant experience and personal qualifications. Discuss how the project relates to your future goals.

II. BUDGET

In addition to the stipend, students receive up to \$1,000 for project support. The amount requested does not impact fundability. Therefore, it is advantageous to think creatively and broadly to seek funds to ensure your project is as successful as possible. Expenses may include any legitimate costs required for the successful completion of your project. Some research projects might also include: materials or supplies (general office supplies, laboratory supplies, software, transcription, journal or newspaper subscriptions); research or study projects might also include archival access fees or photocopying. The funds awarded must be used prior to the Undergraduate Symposium, and for the purposes outlined in the proposed budget.

Use the [SURPASs budget template](#) to prepare your budget.

III. FACULTY MENTOR COMPONENTS

- a) **Faculty Letter of Recommendation:** The letter should detail the qualifications of the student applying to participating in the proposed research. This letter should address your ability to carry out the proposed project rather than a general letter of recommendation. (1-page maximum)
- b) **Mentoring Plan:** This document should include a description the mentoring plan, the educational benefits of this project, and should detail the activities and responsibilities of the student research associate and the faculty mentor in the collaboration. **This plan should be written in consultation with the student.** (1-page maximum)