

## USM SURF Application Checklist

The complete application must be typed and contain the following information:

- \_\_\_\_\_ 1. Application Cover Sheet
- \_\_\_\_\_ 2. Personal Statement. Provide a statement describing your academic interests and career goals. Indicate how a USM Summer Undergraduate Research Fellowship will assist you in attaining these goals (one page maximum).
- \_\_\_\_\_ 3. Project Description. Provide a description of your project (two pages maximum). Include the following information:
  - Title.
  - Abstract (200 words maximum).
  - Introduction. Provide a concise statement of what you want to do and what you want to learn: the project goal or research question to be answered.
  - Objectives. Include a list of objectives for your project and the specific steps you need to take, or what you need to accomplish, in order to reach your project goal or answer the research question.
  - Significance. What is the significance of your project? What is the expected impact of your work within your academic discipline, and/or to society in general?
  - Methods. Provide a description of the research methods/approach to be used.
  - Work Plan. Provide an explanation of the project's logistics, including the time line for completion of the project tasks.
- \_\_\_\_\_ 4. Optional Budget Form. This form is necessary only if your project requires additional expenses. You may apply for up to \$400 to help cover costs directly related to your research, such as books, supplies, travel, or photocopying.
- \_\_\_\_\_ 5. Letter of Recommendation from the faculty mentor who will supervise the project.
- \_\_\_\_\_ 6. Copy of your current college transcript (an unofficial transcript is sufficient).
- \_\_\_\_\_ 7. Availability June 5 to July 24 of you and your faculty mentor.

**Application Deadline: April 24, 2009**

Mail, E-mail, or FAX to: Renee Gravelle  
178 Science Building  
University of Southern Maine  
PO Box 9300, 96 Falmouth Street  
Portland, ME 04104-9300  
Voice: (207) 228-8040  
Fax: (207) 228-8057  
rgravelle@usm.maine.edu

# 1. USM SURF Application Cover Sheet

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ M.I.: \_\_\_\_\_

Project Title: \_\_\_\_\_

College Address: \_\_\_\_\_ Permanent Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

College Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Expected Graduation Date: \_\_\_\_\_ Major(s): \_\_\_\_\_  
(Students graduating in May 2009 are NOT eligible for Summer Fellowships.)

Academic standing as of January 1, 2009: \_\_\_ Freshman \_\_\_ Sophomore \_\_\_ Junior \_\_\_ Senior

Faculty Supervisor: \_\_\_\_\_

Department: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

## **2. USM SURF Personal Statement**

Please provide a statement describing your academic interests and career goals, and any previous experience with research or independent creative projects. Indicate how a USM Summer Undergraduate Research Fellowship will assist you in attaining your professional and personal goals. One page maximum—single spaced.

### 3. USM SURF Project Description

Please provide a description of your project (two page maximum—single spaced).

The following sections are recommended:

- Title.
- Abstract (200 words maximum).
- Introduction. Provide a concise statement of what you want to do and what you want to learn: the project goal or research question to be answered.
- Background. Explain the current understanding of knowledge in the field and previous work related to your project.
- Objectives. Include a list of objectives for your project and the specific steps you need to take, or what you need to accomplish, in order to reach your project goal or answer the research question.
- Significance. What is the significance of your project? What is the expected impact of your work within your field, and/or to society in general?
- Methods. Provide a description of the research methods/approach to be used.
- Work Plan. Provide an explanation of the project's logistics, including the time line for completion of the project tasks.

#### 4. USM SURF Optional Budget Form

Please complete this form only if you are requesting funds to help cover some of the costs of conducting your research. You may apply for a **maximum of \$400** for materials and supplies, books, research-related travel, or photocopying costs. Please be as specific as possible.

<b>Budget Categories (include an explanation of each expense)</b>	<b>Amount Requested</b>
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Books:	\$ _____
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Supplies:	\$ _____
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Research-Related Travel:	\$ _____
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Photocopying:	\$ _____
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Other (Please specify):	\$ _____
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<b>TOTAL AMOUNT REQUESTED:</b>	\$ _____
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Student's Name (printed): \_\_\_\_\_

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

As the research supervisor, I certify that this budget is reasonable for the proposed project.

Supervisor's Name (printed): \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **5. USM SURF Letter of Recommendation from your faculty supervisor**

Please have your faculty supervisor send a letter of recommendation using campus mail, FAX, or e-mail to:

Renee Gravelle  
178 Science Building  
University of Southern Maine  
PO Box 9300, 96 Falmouth Street  
Portland, ME 04104-9300  
Voice: (207) 228-8040  
Fax: (207) 228-8057  
E-mail: [rgravelle@usm.maine.edu](mailto:rgravelle@usm.maine.edu)

**6. USM SURF Copy of Your Current College Transcript**

Please enclose a copy of your current college transcript. Include courses taken through the Fall 2008 semester.