



**SUMMER UNDERGRADUATE  
RESEARCH FELLOWSHIPS**

**Research Sponsor Information Sheet for  
SURF Rose Hills Independent Applicants  
Summer 2017 deadline: March 1, 2017**

Student name \_\_\_\_\_ email or phone \_\_\_\_\_

**I. Obligations for mentors sponsoring SURF Rose Hills independent research**

Students applying for **SURF Rose Hills Independent for juniors** are expected to carry out research over the summer that will culminate in a thesis for credit the following academic year -- ideally an honors thesis that is graded. The faculty mentor agrees to guide the student for the duration of the project: proposal-writing/preparation before the summer, research during the summer, and further research, analysis/interpretation, and write-up during the following academic year. In other words, the sponsor of the summer research will also be the sponsor of the senior thesis.

Students applying for **SURF Rose Hills Independent for Seniors** will carry out the research after graduation. We want the research to culminate in authorship on a publication or a conference presentation, although the student does not have to be first author. In this case, the faculty mentor agrees to provide guidance with proposal-writing/preparation before the summer, data collection during the summer, and data analysis and write-up until the manuscript is submitted.

We encourage all faculty mentors to attend and participate in (as moderators, discussants, etc.) the SURF conference, to be held August 17<sup>th</sup> and 18<sup>th</sup>, 2017.

**II. Who is eligible to be a SURF faculty mentor?**

All students applying for **SURF Rose Hills Independent for Juniors** will need UC Berkeley faculty sponsors available to work with them as they analyze and write up their research in the '17-'18 academic year to produce a thesis. Additional mentors can be from other other affiliated institutions such as UCSF, CHORI, or LBNL, but the UC Berkeley faculty member must sign on for the thesis oversight.

**SURF Rose Hills Independent for Seniors** does not require, for obvious reasons, a thesis to follow the research experience. Therefore, if you are sponsoring a SURF Rose Hills Independent for Seniors student, then you can be any of the following: UC Berkeley, UCSF, CHORI, or LBNL faculty (Professors, Associate Professors, Assistant Professors, Lecturers, or lab principal investigator.)

**III. Instructions for the recommendation letter (due March 1, 2017)**

When the student applies to SURF, his/her application will generate an email request to you from our online application platform. The email will contain a link for submission of your evaluation. After you upload your letter as an attachment the system will send confirmation of receipt.

The Office of Undergraduate Research and Scholarships (OURS) has limited funding for summer stipends. We ask your frank cooperation to help us to ensure that funding goes to the best prepared and best supported students. Please review the student's research proposal and write a letter evaluating the merit of this student's proposed independent research for Summer 2017. Please address these points:

- Research question and design: Does the proposal ask an interesting question and is it well designed to answer that question? Is it independent research?
- Timeline: Can the project outlined be realistically completed in the timeline proposed? [We understand that the eight SURF weeks will be part of a larger project culminating in a senior thesis or its equivalent, to be completed in fall or spring.]
- Your guidance: Are you are willing to guide this student's research? Sponsors should be available in person or by phone, Skype or email during the summer. For laboratory research, please tell us about other people who may be guiding the student during the summer (i.e., day-to-day supervisor).
- Your knowledge of this student's ability to complete assignments responsibly, and solve problems.

#### **IV. Regarding changes in project plan**

The SURF reviewers assume the research plan presented in the SURF proposal is a representation in good faith of the work the student will conduct in exchange for the SURF fellowship. Although we understand that unexpected circumstances may force researchers to deviate from their original plans, we will require an explanation and justification from the sponsor for any substantial changes, not initiated by the SURF fellow, in the nature of the approved SURF project. Unwarranted or intentional changes will impact the sponsor's future prospects of acquiring funding from the OURS. In the case of student-initiated changes to the project, we will require sponsor approval for these. We thank you for your regard for the integrity of the SURF application and review process.

Thanks for your support of undergraduate researchers.

Questions? Contact Sean Burns at 642-3795, burns@berkeley.edu, 2416 Dwinelle Hall