

PLEASE POST: SURE 2004 at Emory University

Deadline for Emory Applicants: materials are due at our office by **5 p.m., Tuesday, Feb. 13, 2004**

Notification Deadline: All applicants will be notified by April 15, 2004

Program Dates: June 1- August 6, 2004

Program Web Site: <http://www.sciencenet.emory.edu/SURE>

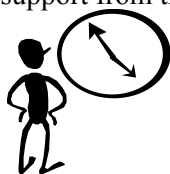
Program Description: The Summer Undergraduate Research Program at Emory (SURE) allows undergraduate students to conduct supervised research with a faculty mentor. Students receive training in the research methods applicable to their research plan, analyze their data and create written and oral presentations of their results. At the end of the summer, each participant takes part in a formal research symposium. Panels of faculty and graduate students help explore mentoring issues, and make recommendations on how to choose a graduate program and how to balance work and family responsibilities. Speakers address their own involvement in science careers and the requirements for success in their fields. Weekly ethics discussions allow students to explore the ethical aspects of research careers. Awards for popular science essays [optional submission] and scientific posters are made at the end of the program. Approved posters and essays will be published through our program web site. SURE is sponsored by the Howard Hughes Medical Institute and individual contributions by research mentors.

STUDENT RESPONSIBILITIES:	MENTOR RESPONSIBILITIES:
<ul style="list-style-type: none">• dedicate approximately 40 hours/week for 10 weeks to their research projects• participate in all weekly seminars, workshops, discussion groups and activities as scheduled• post a research prospectus on the third week of the program• routinely consult the updated online program schedule• present a poster during the SURE poster symposium• complete a program evaluation• participate in laboratory meetings, journal clubs, safety training, and other such academic activities as requested by the mentor• update program organizers of future academic developments for program assessment purposes	<ul style="list-style-type: none">• communicate their expectations to the student• help define the student's project goals• meet with the student at least every other week to provide feedback and guidance on the progress of the student's project• offer guidance and constructive criticism while the student prepares his/her poster or talk for the end-of-program symposium• attend the poster session

AWARDS: SURE 2004 Fellows will receive a \$3,000.00 stipend in return for 10 weeks of participation. Campus housing is provided as part of the award. Fellows who opt to live off-campus will be responsible for their housing arrangements (i.e., on-campus housing allowances are not transferable). SURE participants are eligible for travel assistance should they present their poster at professional meetings.

APPLICATION COMPONENTS: Emory applicants must submit the following items:

- a completed application form. See mentor listing for available research areas [list is available online]
- a web form [available via <http://www.sciencenet.emory.edu/SURE>]
- a course transcript (may be unofficial)
- a research proposal describing work to be accomplished over the summer (guidelines attached)
- a letter of support from the faculty mentor who will supervise the student's research



Deadline: 5 p.m., Feb. 13, 2004

Mail or hand-deliver materials to:

SURE 2004, c/o Center for Science Education,
Emory University, 1399 Oxford Rd., Atlanta, GA 30322

SURE 2004 PROGRAM: APPLICATION GUIDELINES [EMORY APPLICANTS]

AN EXTENSIVE LIST OF FREQUENTLY ASKED QUESTIONS IS AVAILABLE IN THE SURE PROGRAM WEBSITE AT www.sciencenet.emory.edu/SURE This document is an abridged form, please visit the web site for details.

A COMPLETE SURE APPLICATION INCLUDES:

- a printed **application form**
- a **web form** submitted through our program web page (see www.sciencenet.emory.edu/SURE)
- a **letter of recommendation** from the faculty mentor with whom you will be working
- a **transcript** of your college-level coursework
- a **3-page long research proposal**, describing your projected summer research and future research involvement in this project. See attached guidelines, which are also posted on our website.

ABOUT THE PRINTED APPLICATION FORM: This form is reviewed by the selection committee. Please provide all requested information and ensure the text is legible.

- We will **contact you** at whichever addresses you indicate. We will use the e-mail account for early notification purposes, and letters will be mailed when selections are made. To update your contact info, email srp@learnlink.emory.edu If at all practical, please use your campus P.O Box address as a local contact address.
- Our program draws funds from a variety of sources, and total funding available determines how many students we can place each year. Please note that you cannot be paid twice for the same period of work, e.g., be paid by your mentor AND by the SURE program. However, your mentor can help support your work in part or in full, so that your award is complete (\$3000 stipend + campus housing). If your mentor can partially or fully support your participation, ask him/her to discuss this issue in the letter of support.
- SURE fellows are expected to attend all program activities, assigned weekly ethics group discussions, and laboratory meetings or journal clubs as determined by the research mentor. If you accept a SURE fellowship, you agree to work full-time (with research-related program and laboratory activities counting towards that “full time” status). Although we sympathize with the academic pressures faced by our participants, enrollment in MCAT/GRE/LSAT training programs should not interfere with attendance to program activities. We strongly discourage SURE participants from enrolling in summer classes. At current time, it is not possible for us to award research credit hours for SURE participation. Students engaged in summer research may contact our program to request permission to participate in SURE on a volunteer basis. Volunteer participants are welcome at all program activities including the poster session scheduled for the last week of the program.
- Successful applicants are offered **campus housing** (shared double-occupancy room). If you reside in the Atlanta area, you are still eligible for campus housing. SURE participants may choose to live off-campus, however, we cannot offer financial support for such housing arrangements. If you have alternative off-campus housing arrangements, please indicate you will not require campus housing.

ABOUT THE WEB FORM: Do not use “creative” spelling when completing the web form (all caps, no caps, no punctuation, etc.): this only slows the processing of all correspondence.

ABOUT THE RESEARCH PROPOSAL: PLEASE visit our web page at www.sciencenet.emory.edu/SURE for suggestions on how to identify a research mentor. Your proposal should describe your projected summer work, and should include a timeline and a brief explanation of how this work fits into your undergraduate education. Your research mentor must approve your final draft, and express support in writing. The research proposal may be your original idea, it may be a project proposed by your mentor, or a combination of both. Proposal guidelines are attached.

ABOUT THE COURSE TRANSCRIPT: We use your course transcript to confirm that you have the necessary background to succeed in our program. The transcript need not be official. However, the transcript must include your name as part of the original printout, and must be generated by your institution (i.e., a typed course and grade listing that you create using a word processor will not be acceptable). You can submit a list of courses currently in progress if your transcript does not include such information.

ABOUT THE LETTER OF SUPPORT: Your research mentor should write this letter. He/she should address the issue of your potential as a researcher. Your mentor is more likely to write a strong, supportive letter if he/she is familiar with your performance in the laboratory, work ethic, academic background, etc. In this regard, we encourage you to identify your research mentor as soon as possible, and to do preliminary work in their laboratory before the SURE program begins. You may use your SURE experience to begin a project, or to continue work on a project that is already established.

Please type or print NEATLY.

SURE 2004 Application

For EMORY applicants

Remember to fill out the web form at
<http://www.sciencenet.emory.edu/SURE/>

Items marked with an asterisk (*)
must be filled.

* Campus Address:	* Permanent (Home) Address:
* Campus Phone: ()	* Permanent Phone: ()
* Effective dates for above campus contact information:	* Effective dates for above permanent contact information:
* E-mail Address: Updates will be sent to this address (LearnLink address preferred).	
* Effective dates for e-mail address above:	

APPLICANT'S NAME & CONTACT INFORMATION:

* Last Name:

* First Name:

* Middle Initial:

PERSONAL INFORMATION: This information is voluntary and refusal to provide it will not subject you to any adverse treatment. This information will be kept confidential and will be used only in accordance with Title VI of the Civil Rights Act of 1964 and Title IX of the Education Amendment of 1972. Emory University's Office of the Registrar will require this information in order to process all fellowship awards; our office uses this information to track program application trends.

Race: American Indian or Alaskan native Asian
 Black or African American Native Hawaiian or Other Pacific Islander
 White Other:

Ethnicity:
 Hispanic or Latino
 Not Hispanic or Latino

Place of Birth (Town, State and Country): **Gender:** Female Male

Date of Birth (Month/Day/Year): **Social Security Number:**

Citizenship: U.S. Citizen Permanent Resident Other non-U.S. citizen

If non-US citizen, indicate visa type: **Country of citizenship** (other than USA)?:

ACADEMIC INFORMATION:

* What is your expected graduation date (month/year):

* By June 2004, your total credit hours will make you a: 1st year sophomore junior senior

* What is your major?:

* What is your minor?:

* What is your overall GPA?:

* What is your GPA for all science courses?:

RESEARCH PROJECT:

* Project Title:

* Your Research Mentor's Name:

* Your Research Mentor's Campus Mail Address (Dept., Bldg., Room # to which correspondence can be delivered):

* Your Mentor's phone number:

* Your Mentor's fax number:

* Your Mentor's e-mail address:

AVAILABILITY & HOUSING NEEDS: * Will you be available for the duration of the program (June 1 - August 6)?

yes no [explain here:]

* Explain any conflicts with our start/end dates, if applicable:

* Are there any periods (5+ days) during the program when you would not be able to participate? If so, when?

* Will require campus housing?: [on-campus, shared double occupancy room] yes no

IN ADDITION TO THIS FORM, you also need to submit the above information through our web form at www.sciencenet.emory.edu/SURE/. Our office also needs to receive a **transcript** (may be unofficial), a **letter of recommendation** from your proposed faculty research advisor, and a **2-page research proposal** describing your summer research project.

DEADLINE: ALL THE ABOVE MUST BE RECEIVED BY OUR OFFICE BY 5 p.m., Friday, February 13, 2004.

Late materials and incomplete applications will not be reviewed.

Research Proposal Guidelines

Checklist:



- Length: 3 pages maximum (one additional page allowable for figures)
 - Margins: 0.75 inches minimum
 - Font: 10 point and larger
 - Spacing: single or space and a half
 - Other: applicant's name and page number should appear on each page
 - Each proposal should include the information below, in the order listed.***
-

Applicant's Name:

Applicant's e-mail address:

I. Proposal Title

II. Proposal Abstract (200 word max.)

III. Proposal Detail

- a. **Background**
- b. **Clearly stated hypothesis or project goal**
- c. **Methodology / Experimental design**
- d. **Data analysis** (proposed statistics)
- e. **Foreseeable technical difficulties**
- f. **Timeline** (start and end dates; for SURE applicants, week-by week break-down)
- g. **Project goal** – whether publication, presentation, senior thesis, report for research for credit
- h. **References / Literature Cited** (5 maximum)

IV. Resources Needed – briefly address the following:

- a. **Technical assistance** (Expertise contacts for science background, statistical analysis, etc.)
- b. **Budget** (available vs. unmet need, if applicable)
- c. **Other logistics** (transportation, time constraints, assistance or equipment needed)
- e. **Institutional approval** – radiation safety training, use of animals training, scientific collection permits, vaccinations or titers required, etc. *Your faculty mentor will help you determine what is needed. All requirements must be met before you begin working on your project*

V. Mentor's Signature