Summer Undergraduate Research Program (SURP)
Policies and Procedures
Spring 2017

POLICIES

A. Objective: The objective of the Summer Undergraduate Research Program is to provide opportunities to encourage and support undergraduate student research, scholarly and creative activities in collaboration with faculty mentors.

B. Eligibility and Restrictions:

a. Faculty Eligibility: All tenure-track probationary and tenured academic and administrative faculty of CSU-Pueblo are eligible to apply for funding except those individuals who are serving on the SURP Grant Review and Selection Committee. A faculty member may submit no more than one SURP proposal per grant cycle.

b. Student Eligibility: Students must be enrolled as continuing undergraduate students for the fall semester following the research period. **Please note that students cannot be simultaneous recipients of both *SEED* and SURP grant funding.**

C. Budget: The maximum award will not exceed $2000, with the student stipend not to exceed $1500, and supplies/travel, $500. The budget justification must include a narrative section that clearly accounts for costs associated with the specific research-related activities proposed in each of the budget categories (personnel, equipment, supplies, travel, other).

Allowed expenses include student stipend, appropriate supplies, equipment, and library resources. Travel can be requested if needed to access information necessary to perform the research. Please note that conference related travel is NOT an allowable expense. Any research related travel must occur within the active research dates. All encumbrances must be made prior to the start of fall classes.

D. Project Restrictions: Grant funds cannot be used by faculty members to assist in their course work toward obtaining an advanced degree (including thesis and dissertation), for taking refresher courses, for general travel experience, or for travel when correspondence, telephone communication, fax, or e-mail would suffice. SURP Grants may not be used to support course development.

E. Award Period: SURP grants are awarded for a maximum period of one summer.

F. Extensions: Project extensions will only be considered in **exceptional circumstances** and requests must be accompanied by an appropriate justification along with a substantive Progress Report that clearly demonstrates appropriate time and effort for the award period. Reports should be submitted to the Provost via the Office of Research & Sponsored Programs.

G. Final Dissemination Product: All funded projects are expected to culminate in a student presentation at an internal or external academic conference within the succeeding academic year. The student's faculty mentor is responsible for submitting the student's presentation information to the Provost through the Office of Research & Sponsored Programs.

The Chair of the Review and Selection Committee will provide a summary report to the faculty member's chair and dean regarding the fulfillment of program requirements and outcome of the project, per program objectives. Any faculty member applying for an award in consecutive years must submit a progress report of the first award project with the proposal application for the second award. The report should include the title, the budget allotted and expended, a description and documentation of efforts, accomplishments, problems, etc.

Please consider submitting your student's final presentation product for inclusion in the Colorado State University-Pueblo Digital Repository. The repository provides an open access showcase of research, scholarship, and creative works of Colorado State University-Pueblo faculty, staff, and students. The purpose of the Repository is to promote and make accessible the intellectual output of the University to local, national, and international communities. For more information, contact the Scholarly Communications Librarian at 549-2331.

H. Equipment/Materials, Intellectual Property, and Related Rights and Restrictions: Title to all permanent materials and equipment purchased with SURP grant funds rests with the University per CSU-System policy. Policies related to intellectual property, payments, royalties, or other fees resulting from research or other scholarly or creative activities supported totally or in part with funds obtained from a SURP grant can be found in the CSU-Pueblo Faculty Handbook. Sharing arrangements must be negotiated with the Provost.

I. Employment Termination: If employment of a faculty member who is awarded a SURP grant is terminated with the University within the award period, the SURP grant will end on the date of employment termination.

J. Disclaimer Regarding Program Funding: Due to the volatile budget environment of Colorado public higher education and variable F&A acquired via externally sponsored projects, the funds available for the CSU-Pueblo SURP Grant Program may be variable and contingent upon available resources.

PROCEDURES

A. Deadline and Submission: An electronic copy of each SURP grant proposal must be submitted to the Office of the Provost by the announced deadline for the submission of proposals.

B. Application Forms: Forms are included as an attachment here, and may also be obtained from the Office of the Provost.

C. Institutional Review Boards: The applicant is responsible for submitting a copy of the proposal to the appropriate Board when applicable. Refer to the website for contacts and inquiries Colorado State University-Pueblo Compliance and Review Boards.

(1) Research involving human subjects must be reviewed and approved by the Institutional Review Board (IRB, Human Subjects Committee);

(2) Research involving animal subjects must be reviewed and approved by the Institutional Animal Care and Use Committee (IACUC);

(3) Research involving recombinant DNA, infectious, or hazardous materials must be reviewed and approved by the Institutional Biosafety Committee.

D. SURP Grant Review and Selection Committee: SURP Grant proposals will be reviewed and evaluated by a Review and Selection Committee appointed by the Provost. Proposal evaluation will be completed using a scoring rubric approved by the Scholarly Activities Board (SAB). The Review and Selection Committee will make recommendations for funding of the eligible grant proposals to the Provost. The Provost will make final decisions on awards. The Review and Selection Committee will be comprised of the members of the SAB unless otherwise directed by the Provost. In the event that an SAB member applies for a SURP Grant, a suitable replacement will be appointed by the Dean, Provost or Faculty Senate, as appropriate for the representative unit to serve on the Review and Selection Committee.

E. Award Inquiries: The faculty can address inquiries regarding funding decisions to the Chair of the SURP Grant Review and Selection Committee.

F. Post Award Responsibilities: Faculty members who are awarded SURP Grant funding will be provided funds in an individual cost center (account) for which they will have cost center responsibility for all purchases and expenditures. Faculty members are responsible to seek and obtain training from the grants accountant, purchasing director, and/or HR director if they are unaware of institutional policies and procedures for the use of University resources to purchase supplies/equipment, travel, hire students/professionals, etc.

If there is a positive balance of funds in the cost center upon completion of a SURP Grant project, those funds will revert to the Provost *via* the Office of Research & Sponsored Programs. If there is a negative balance of funds in the SURP Grant cost center upon completion of the project, the faculty member's department will be responsible to cover any over expenditures.