

Viterbo University

Summer Undergraduate Research Fellowship (SURF) Application

Applications are due by midnight on Wednesday, March 25th, 2026.

Completed applications can be submitted to Charlie Lawrence at clawrence@viterbo.edu or in RCE 220.

Student Information	
First and Last Name	Click here to enter text.
VUID #	Click here to enter text.
Anticipated Graduation	Click here to enter text.
Major/Minor	Click here to enter text.
Current GPA	Click here to enter text.
Primary Phone	Click here to enter text.
Summer Address	Click here to enter text.

Faculty Mentor Information	
First and Last Name	Click here to enter text.
Department	Click here to enter text.

Project Information	
Title of Project	Click here to enter text.

Are you applying for a full (40 hr/wk) or part (20 hr/wk) time position: Full-time <input type="checkbox"/> Part-time <input type="checkbox"/>	
Have you taken Introduction to Research or another research-related course? YES <input type="checkbox"/> No <input type="checkbox"/>	
If yes, please indicate the course(s) taken: Click here to enter text.	

NOTES:	
<ul style="list-style-type: none"> ➤ The SURF Program is competitive; not everyone who applies will receive a fellowship. ➤ Incomplete applications will not be considered. ➤ Your proposal should use terminology that can be understood by those outside your discipline. 	

Research Proposal: STUDENTS: please develop and attach a research proposal to your application. While we ask that student(s) are the primary author(s) of the proposal, your 2-3 page proposal must be developed in concert with your research mentor(s) and must contain the following:

1. Full title of your project
 2. Research question
 3. Background and purpose
 4. Modified literature review with a minimum of five sources
 5. Proposed methods: data collection and sampling
 6. Submit draft of intended data collection instrument or research questions
 7. Proposed data analysis
 8. Any relevant human/animal subjects issues. (See Institutional Review Board Addendum on pg. 5)
Projects using animal subjects requires submission of an IACUC (Institutional Animal Care and Use Committee) application with research proposal.
 9. Timeline/benchmarks: outline what you plan to work on and accomplish each week.
- **Please also include a brief statement of 2-3 expected learning outcomes (what you hope to gain as result of the experience) and 2-3 research outcomes (what you hope to accomplish in your research). Outcomes may include learning specific techniques, acquiring research skills, enhancing your knowledge related to the project, etc. Include proposed dates for accomplishing these outcomes.**

Summer Undergraduate Research Fellowship (SURF) Contract

Please check the boxes below to indicate that you understand and agree to abide by each statement.

Questions? Please email Charlie Lawrence before you submit your application.

- ☐ Unless I have a conflicting final exam, I will attend the finals week orientation for mentors and research students to review expectations, procedures, and requirements for the summer program.
- ☐ I will complete my project as outlined in my research proposal between May 11th and July 3rd, 2026 (an 8-week term) and will present the final results of my research at the Seven Rivers Undergraduate Research Symposium in November 2026. I recognize that costs associated with presenting at Seven Rivers (i.e. poster printing costs) are my responsibility, and that there are no-cost options for presenting.
- ☐ I understand that my stipend disbursements will be contingent upon meeting SURF program benchmarks (Evaluate UR) and benchmarks my faculty member and I set forth in our research proposal. My stipend payment(s) may be delayed until I complete the benchmarks. *If I do not complete a benchmark, it may result in forfeiture of my remaining stipend.*
- ☐ I understand SURF utilizes an online assessment utility to evaluate my growth and progress during the research term. My research mentor and I will ensure our prompt and continued participation in evaluation. We will submit all necessary assessments and artifacts including a **report and final evaluation by the end of Week 8 (by Friday, July 3rd) in a timely manner through Evaluate UR.**
- ☐ As an active member of the summer research community, I will attend 4 of the 6 Summer Research Seminars. Seminars occur from 12 noon-1pm most Wednesdays of the summer research term.
- ☐ I commit to engaging in my research project for the entirety of the summer research term and will perform my research ethically and to the best of my ability. I understand that any form of plagiarism, unethical behavior, and academic misconduct (as defined in the [University Academic Integrity Policy](#)) will not be tolerated and will result in the forfeiture of at least half and up to the entire amount of my summer stipend, depending on the nature of the infraction, and that any stipends previously paid to me may be charged to my Viterbo student account.
- ☐ I will talk with my mentor if I experience any problems; if they continue, I will notify Charlie Lawrence at relawrence@viterbo.edu. I understand that under no circumstances should I terminate my research without approval from the Office of the Vice President for Academic Affairs (VPAA). If I do, my funding will stop and any stipends previously paid to me may be charged to my Viterbo student account.
- ☐ I understand that I must be registered for a minimum of 12 credits for the upcoming fall semester.
- ☐ I will work a maximum of 40 hours per week at Viterbo (if I have an on-campus job, my combined weekly hours from both my SURF project and my job will not exceed 40 hours – this includes RA positions). If I work in excess of 40 hours in any week at Viterbo, I may be terminated from campus employment.
- ☐ I understand that Viterbo University email is the primary mode of communication between the Program and student participants. I will check my Viterbo email regularly.

Student Name (please print or type): [Click here to enter text.](#)

Student Signature: [Click here to enter text.](#) **Date:** [Click here to enter text.](#)

Important SURF Stipend, Mentorship and Expense Request Information

Student Stipend Info <i>(students may be enrolled full- or part-time and MUST be in good academic standing)</i>
<ul style="list-style-type: none">Students may receive up to \$1250 for half-time research and up to \$2500 for full-time research. <i>PLEASE NOTE: Students applying for full-time research will be given preference.</i>Student fellowship stipend payments will be spread throughout the summer research term (final disbursement will occur after my final report and a draft of my Seven Rivers presentation has been submitted). More information will be available at the Program Orientation in early May.
Faculty Mentorship Parameters and Stipend Info <i>(faculty with full-time appointments only)</i>
<ul style="list-style-type: none">We encourage you to agree to mentor no more than the equivalent of 2 FTE summer research applicants; if you do decide to apply with more students, please email Charlie Lawrence with a prioritized list of your student applicants. Program funds are limited and students beyond the above-mentioned maximum will be subject to funding availability.Faculty stipend rates are as follows: \$750 for one part-time student, \$1000 for one full-time student, and \$1250 for two part-time students.Faculty stipends will be awarded in two disbursements: one in the middle of the summer research term and one after the end of the term. More information will be available at the Program Orientation in early May. <p>** Please note that some exceptions may apply to the above-listed parameters. Please feel free to contact Charlie Lawrence, rclawrence@viterbo.edu to discuss extenuating circumstances.</p>
Additional Expenses/Research Supply Costs
<ul style="list-style-type: none">Additional funds may be available from UGR to support your research. Additional monies may be used to supplement faculty stipends or cover research expenses. These funds are limited and will require submission of rationale and plan documenting need. Applications for additional Funds will be due prior to the start of Research (5/11/26)

SURF Faculty Mentor Endorsement

Please provide below a summary of why you believe this project should be funded and the ways in which you believe this student would benefit from participating in SURF. Specifics are very helpful!

[Click here to enter text.](#)

My signature indicates that I have read this entire application. I agree to support the summer research proposal I drafted with this student and will work to ensure that the above-mentioned research is conducted ethically and under my supervision. I will be in regular contact with the program to ensure that I have the support I need and that the project is progressing as expected.

As a participant in Viterbo's eight-week SURF program, I commit to checking in with Charlie Lawrence at the end of each week as needed, utilizing evaluate UR in a timely manner to facilitate the growth and progress of my researchers and projects.

Faculty Mentor Name (please print or type): [Click here to enter text.](#)

Faculty Mentor Signature: [Click here to enter text.](#) **Date:** [Click here to enter text.](#)

ADDENDUM:

Summer Undergraduate Research and Human Subjects Research Requirements

Institutional Review Boards (IRBs) are used at all universities to protect human participants from undue harm that may occur as the result of participating in research. For a full description of the purpose of the IRB, see the [Viterbo University IRB website](#).

Students preparing projects for summer research that involve the participation of human subjects may need **Institutional Review Board** approval before proceeding with any data collection for their study. To determine whether or not your project will require IRB approval please see the links and documents provided on the IRB website. This approval takes time and pre-planning so that there is not a delay with your project. There are several levels of review and several pieces of information that are needed with an IRB application. By working **now** on the considerations, and submitting to IRB prior to the start of the summer research term you will not experience undue delays with your project. **If your project will require review complete the following as part of your application for summer undergraduate research. Send the information in a word document along with your application.**

1. Be sure your **research proposal** includes all of the content required on the undergraduate research application: Introduction and Research Question, Background and Purpose, Literature Review with five sources minimum, Proposed Data Collection and Sampling, Proposed Data Analysis.
2. Please provide a written response to the questions ***to the best of your ability at this time***. These items will be required when you submit an application to IRB. It may be helpful to consult with your research advisor before completing the questions.
 - Who will be participating in your study and how will they be recruited to participate (e.g. phone, email, social media, in-person, etc.)?
 - What kind of data collection instrument will you be using (e.g. survey, interview, etc.)?
 - What kinds of questions do you anticipate asking on the instrument?
 - How and where will the data be stored?
 - How will you protect the participants' confidentiality?
 - Are there any risks involved with the study?
 - What will be done to minimize the risks?
1. If you plan on involving organizations outside of Viterbo University you will need to obtain **written permission** from the organization. Obtain permission **prior to the start of the summer** or as soon as possible. IRB requires written permission from collaborating agencies.
2. All persons (mentors, students, and co-investigators) who are engaging in human subjects research must complete the National Institute of Health ethics training. This training is free, online, takes 2-3 hours, and can be accessed from the Viterbo IRB webpage. Summer researchers should complete the training NOW. Save a copy of your certificate of completion because it will be needed when you apply to IRB.
3. Familiarize yourself with the IRB on-line application and checklist of items needed when submitting to IRB. It is ***HIGHLY RECOMMENDED*** that you apply for IRB approval before the start of the summer research session. This will require some work now but will save time during the summer. This will allow you to move right into data collection and the summer and free up much time and reduce anxiety for you and the faculty mentor.
4. If you have any questions please contact Dr. Patti Johnstone, IRB Chair. pmjohnstone@viterbo.edu