

FACULTY OF FINE ARTS AND COMMUNICATIONS

Student Undergraduate Research Form (SURF)

Before completing the Application Form, please read the Guidelines and Criteria below to ensure that proper procedures are followed. To successfully apply for the SURF Award, students must upload this completed form to the award application in myStudentSystem, under the Financial Aid tile.

Guidelines and Criteria

Purpose

- Encourage Faculty of Fine Arts and Communications (FFAC) students to engage in research, research- creation, creative activity, and experiential learning.
- Promote a culture of inquiry, creation, and sharing.
- Promote the development of grant planning and writing.

Eligibility

- The applicant must be a current and active FFAC student at the time of application.
- The application must be endorsed by a MacEwan faculty/staff serving as a referee.
- A PDF version of the application must be submitted using the MyStudentSystem.
- This fund does not support faculty-led research projects.

Terms of the Award

- FFAC students may apply individually for \$1,000 in funding support, or for up to \$3,000 for a project involving one principal applicant and two co-applicants
- Larger teams are possible, and applications can include a list of contributors (though it has no impact on funding).
- If the award is used for travel, MacEwan Travel Policies and Procedures apply and must be adhered to.

- FFAC Research Committee adjudicates the applications.
- In the case of research involving human or animal subjects, MacEwan Research
 Ethics is required, and the Faculty/Staff Referee will be required to supervise the
 submission of an ethics application on behalf of the research team.
- Deadline for applications is January 31, 2024 submitted to the MyStudentSystem.
- Award recipients are required to submit a short, written report of the activity or project (300 - 500 words) by August 31, 2024 to the Research Committee via Associate Dean, Rose Ginther at gintherr@macewan.ca.
- Students who receive an award must be willing to be acknowledged in MacEwan social media.
- Students who receive an award must include the MacEwan University logo and a short statement of acknowledgment of SURF FFAC fund support in all publications.

Eligible Expenses

- · Resources such as arts supplies or renting space
- Training or conference fees
- Protocol
- Students conducting research and applying for funding that is attached to credit
 course work cannot pay themselves a research assistant fee. However, students
 engaged in extracurricular projects may incorporate an RA fee in their applications at
 a rate of \$15.42/hour (plus16% benefits). Please break down the number of hours as
 part of your budget. Please note that the RA fee should not exceed 50% of the
 budget request
- Travel expenses

Ineligible Expenses

- Faculty member research projects
- · Catering.

APPLICATION FORM

Complete the following Application Form. Make sure it contains all the requested information, including the Faculty Supervisor's endorsement and signature.

PART 1: STUDENT INFORMATION

Principal Applicant				
First Name:	Last Name:			
Student #:	MacEwan Email:			
Program:	Major (If Applicable):			
Year of Study:				
Yes, I attached my one-page curriculum vitae or résumé.				
Co-Applicant 1 (If Relevant)				
First Name:	Last Name:			
Student #:	MacEwan Email:			
Program:	Major (If Applicable):			
Year of Study:				
Yes, I attached my one-page curriculum vitae or résumé.				
Co-Applicant 2 (If Relevant)				
First Name:	Last Name:			
Student #:	MacEwan Email:			
Program:	Major (If Applicable):			
Year of Study:				
Yes. I attached my one-page curriculur	n vitae or résumé.			

PART 2: PROJECT INFORMATION

Title of Project:		
Start Date: Completion Date:		
Amount Requested:		
Project Description		
Describe the project you are proposing in plain language. Then, identify the objectives of the project. In other words, what do you hope to accomplish? (200-300 words)		

Roles and Responsibilities Briefly describe the roles and responsibilities of all applicants. (100-200 words)

Releva	nce
ŀ	How is this project relevant to your artistic, education, and/or career goals? (100-200 words)

Knowledge Mobilization

Knowledge mobilization is a term that encompasses a wide range of activities relating to the production and use of research results.
What is your plan for knowledge mobilization? Describe the communities, sectors, and/or industry groups that could benefit from your project and what steps you would take to share your work with them (e.g. concert, event, exhibit, conference presentation, publication, podcast, film, etc.). Keep in mind that MacEwan University is committed to engaging with the Edmonton community, so projects that intend to reach outside the walls of the university are encouraged. (100-200 words)

What is the timeline for your project? Include the various stages of your project (e.g. research, development, creation, knowledge mobilization, etc.) (100-200 words)

Timeline

Budget

Include a list of all items for which you are requesting funding, including supplies, equipment, fees, transportation, accommodations, etc. Provide a short description for each item with the sources consulted to evaluate the expenses. Expenses must be warranted in the context of your project description. Example:

Budget Category	Description	Amount
Eg Transportation	Return airfare from Edmonton to Toronto (Air Canada)	\$1,200

Total Amount Requested:	
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Ethics
Does your project involve human subjects?
☐ Yes ☐ No
If Yes, state Research Ethics Board (REB) Status.
Active Have Applied Will Apply
Note: Ethics approval letters must be provided prior to grant activation. Students must work with their faculty advisors to complete and submit the Research Ethics Board (REB) application.
Travel
Does your project involve travel?
☐ Yes ☐ No
If Yes, state travel authorization status.
Active Have Applied
Will Apply

PART 3: FACULTY SUPERVISOR STATEMENT

To be completed by the Faculty Supervisor.					
Faculty Supervisor's Name:					
Program or Department:					
omment on the strength(s) of the proposed project and applicant(s). (150 words max)					
The Faculty Supervisor agrees to meet with the student SURF grant recipient(s), review feed from the adjudication committee with the student(s) and support the project through to the completion of the final report.	back				
Important! Once the Faculty Supervisor signs the document, it cannot be changed.					
Faculty Supervisor's Signature: Date:					

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