

## **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](mailto: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 (plus 16% 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 curriculum vitae or résumé.















## 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

Note: All travel outside of Greater Edmonton requires travel authorization from your faculty (preapproval is not required to submit this application).

