

### **Student Undergraduate Research Fund (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 Supervisor.
- 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.
- Only one application form is needed for a group project. However, all members of the group are individually required to upload a copy of the completed application to MyStudentSystem.
- 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.
- Deadline for applications is January 31, 2025 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 to the Research Committee at [ffacademic@macewan.ca](mailto:ffacademic@macewan.ca).

- 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 Supervisor will be required to supervise the submission of an ethics application on behalf of the research team.
- 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 acknowledging the Faculty of Fine Arts and Communications Student Undergrad Research Fund (SURF) 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 up to a maximum of 50% of the grant
- Travel expenses

### **Ineligible Expenses**

- Faculty member research projects
- Catering

### **Process**

- Complete the following Application Form.
- Incomplete applications will not be considered.
- Make sure it contains all the requested information, including the Faculty Supervisor's endorsement and signature.
- Ensure that you approach your Faculty Supervisor at least two weeks ahead of the deadline to confirm their support, and work with them to edit and finalize your forms.
- Submit application in myStudentSystem under the Financial Aid tile.

## **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.

## PART 2: PROJECT INFORMATION

### 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)

## Relevance

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)

## Timeline

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)



## 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
<i>Eg Transportation</i>	<i>Return airfare from Edmonton to Toronto (Air Canada)</i>	<i>\$1,200</i>

Total Amount Requested: \_\_\_\_\_

## 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).

### **PART 3: FACULTY/STAFF SUPERVISOR STATEMENT**

To be completed by the Faculty/Staff Supervisor.

Faculty/Staff Supervisor's Name:

Program or Department:

Comment on the strength(s) of the proposed project and applicant(s). (150 words max)

☐

The Faculty/Staff Supervisor agrees to meet with the student SURF grant recipient(s), review feedback from the adjudication committee with the student(s) and support the project through to the completion of the final report.

**Important! Once the Faculty/Staff Supervisor signs the document, it cannot be changed.**

Faculty/Staff Supervisor's Signature:

Date:

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