**2018 Summer Undergraduate Research Program (SURP)**

**Proposal Information**

Please read these instructions carefully.

This application consists of four components:

1. the online application - submitted by the student
2. the proposal - submitted by the student as a single PDF
3. unofficial WCU transcripts - submitted by the student as a single PDF
4. one letter of recommendation - submitted by your faculty mentor as a single PDF

*Completed applications (including the faculty letter of recommendation) are due by* ***midnight on Monday, February 12, 2018*** *to receive full consideration. No email or hard copy applications will be accepted.*

**For the SURP student applicant:**

The student is the primary author of the proposal (part 2), but it is expected that the faculty mentor will collaborate on the content and advise on the writing and format. The letter of recommendation (part 4) will be written and submitted by the faculty mentor and will be kept in confidence; the student waives access to this letter upon submission of the application. The submission of your application also signifies that you give permission for your academic records (in the form of your unofficial academic transcripts) to be shared with the selection committee.

The **proposal** (part 2) should be typewritten and formatted in an appropriate, professional style (including citations) of your discipline. Font size should be no smaller than 10 point. The proposal should be no more than eight double-spaced pages and adhere to the following format:

• *Abstract* of the proposal in paragraph form

• *Statement of the goals* of the project, 1 – 2 sentences on each goal of the proposal

• *Background and significance*; explain the significance of the research, scholarly, or creative endeavor

• *Plan*; explain how you will achieve your goals

• *8-Week timeline* that approximates when the work will be accomplished

• *Bibliography* of works to be consulted

• *Brief statement* about your previous research experience, if any.

Please name the **proposal** PDF file as "Lastname\_Firstname\_SURP2018.pdf". For example, if Hermione Granger were applying to SURP 2018, her proposal file should be saved as "Granger\_Hermione\_SURP2018.pdf".

Please name the **unofficial transcript** PDF file as "Lastname\_Firstname\_SURP2017.pdf". For example, if Hermione Granger were applying to SURP 2018, her transcript file should be saved as "Granger\_Hermione\_Transcript\_SURP2018.pdf".

**For the SURP faculty mentor:**

The faculty mentor's letter of recommendation (part 3) should provide a fair and honest evaluation of the student's academic potential and the faculty mentor's interest and enthusiasm in working with this student on this project as part of the SURP program. By submitting the letter of recommendation, the faculty member signifies that he or she is committed to the SURP program and its expectations as described, if his/her student and project are selected. If there are any conditional circumstances or unusual parameters or needs for the project, faculty mentor, or student's participation, this should be disclosed and discussed in the recommendation letter.

Please name the **letter of recommendation** PDF file as "Lastname\_Firstname\_Facultylastname\_SURP2018.pdf". For example, if Professor Severus Snape were writing a letter of recommendation for Hermione Granger, his letter of recommendation file should be saved as "Granger\_Hermione\_Snape\_SURP2018.pdf".