

INSTRUCTIONS FOR PREPARING THE SURPASs APPLICATION

The Summer Undergraduate Research Program at Simmons (SURPASs) is a six-week, paid, intensive summer research experience for undergraduate students and faculty mentors across a variety of disciplines.

The goal of SURPASs is to foster opportunities for undergraduate research at Simmons, enhance experiential learning, and facilitate a closer working relationship with faculty. Students will gain hands-on research experience in their field of interest, including: critical reading of literature, acquiring and interpreting data, learning relevant technology, writing, and presenting before an audience.

The SURPASs intensive takes place from May 19 - June 27, 2025. SURPASs scholars receive a \$3,500 stipend, a project budget of up to \$1,000, and on-campus housing for the duration of the intensive. Faculty mentors receive an additional stipend of \$2,000 for each scholar mentored.

Please note: Depending on travel risk warnings and/or public health and safety notifications, projects involving travel may require modification.

FINAL PRESENTATION

The SURPASs intensive will culminate in a final cohort presentation during the last week of the intensive.

ELIGIBILITY

Full-time, on-the-ground, first year students, sophomores, and juniors in good academic standing, as well as seniors in a 3+1 or 4+1 program, are eligible to apply.

APPLICATION REQUIREMENTS

A complete submission includes:

- Proposal Narrative (See page 2 for guidelines)
- Project Budget ([template](#) available)
- Resume
- Scholar/Faculty Mentoring Plan

A note on the use of AI: You may only use ChatGPT or any other GenAI technologies to aid or nuance your thinking, communication, and learning; but not to replace or subvert your writing. Any assistance provided by AI tools should be clearly disclosed and appropriately cited where applicable.

HOW TO APPLY

Upload your proposal to the [application portal](#) as a single PDF file using the file name: **SURPASS_ScholarName_MentorName.pdf**. In order for us to practice blind review, please refrain from entering your name in the PDF proposal itself. Please use the word "Scholar" as a substitute for your name.

Applications for the Summer 2025 SURPASs program will be accepted until **5:00 PM on Monday, February 24**.

Please email ugprogram@simmons.edu with any questions.

PROPOSAL GUIDELINES AND REQUIREMENTS

The following guidelines provide tips for crafting a compelling undergraduate research proposal when applying for SURPASSES. The suggestions provided here may also help you with applying to other external grant opportunities, which often require the articulation of a clear, distinct, and compelling project narrative, a budget proposal, a feasible project timeline, and a personal statement.

I. PROPOSAL NARRATIVE

The proposal narrative should be 3-4 pages (double-spaced, *Times New Roman* or *Arial* font) in length and should address the following items. Please include the section headings in your narrative:

- **Project Title:** Succinct, one-sentence description of proposed project
- **Project Description:** Provide a detailed description of the project, objectives, procedures/methods, and expected outcomes. The proposal should be understandable to individuals outside the project discipline.
 - **Background:** What are your goals, objectives, or purpose for exploring this project? Why is the project important or worth exploring?
 - **Central Question:** What problem or issue will be addressed?
 - **Process:** What is your proposed process for enacting the work? This might include your research methods (experimental, analytical, qualitative or quantitative) and/or creative process.
 - **Outcomes:** What are the possible outcomes or expected results of your proposed project? What are you hoping to discover?
 - **Future Research:** What (if any) future research might you pursue with the project?
 - **Impact Statement:** A statement of how your project contributes new information to the knowledge of the discipline, and how the project specifically addresses the student's scholarly and/or career development. (½ page suggestion)
 - **IMPORTANT:** If your project involves human subjects (such as interviewing people), you will likely need to submit a proposal for [IRB approval](#). Please note that while IRB approval is **not** required for the SURPASSES application, we strongly encourage all applicants whose projects involve human subjects to [enroll in CITI training](#) as soon as possible. In addition, please work with your faculty mentor to submit your proposal to the IRB review team. Email irbprotocols@simmons.edu with any questions regarding the IRB process.
- **Project Timeline:** Include an estimated timeline with important milestones noted. A tentative weekly plan for this 6-week' summer program might include dates for acquiring and learning technology, conducting background research, going on field visits, collecting and analyzing data, and so forth. (½ page suggestion)
- **Personal Statement:** Why are you interested in the proposed project, and how do you expect to benefit from participating in a mentored research program? Include any previous education (relevant courses, creative projects, labs), research background, professional development activities, conferences, writing, and other relevant experiences that contribute to your interest and understanding of the proposed project.

II. BUDGET (download the [template](#))

Scholars may request a project budget of up to \$1,000. Expenses may include any legitimate costs required to effectively carry out your project and further your understanding of the topic. Some research projects might also include: physical or digital materials (project supplies, laboratory chemicals/equipment, software, etc.), subscriptions, transcription services and gifts for test subjects, conferences (i.e. registration fees, travel, and lodging), archival access fees, printing. Receipts must be submitted to fellowships@simmons.edu no later than August 1, 2025.

III. FACULTY MENTOR COMPONENTS

Faculty/Scholar Mentoring Plan: This document should include a description of the mentoring plan, the educational benefits to the student, and the activities and responsibilities of the student and faculty mentor during the six-week intensive. **This plan should be written in consultation with the student.** (1-page maximum).