

Student Undergraduate  
Research & Creative Awards  
(SURCA)  
2011-2012 Guidelines

The Student Undergraduate Research and Creative Awards (SURCA) competition encourages and supports students to undertake research and creative projects that will contribute new insights in the student's chosen academic field. Research and creative projects must contain a basic or applied research component that involves the generation of new knowledge in the discipline, or documentation of a "beginning to end" creative process.

The proposal must be written and prepared by the student with guidance from a faculty mentor. Each proposal submitted to the College of Arts & Sciences will be reviewed by the Student Undergraduate Research and Creative Awards Committee. Proposals are due by the deadline date listed on the SURCA website. For more information, visit the SURCA website at [www.cas.purdue.edu/surca](http://www.cas.purdue.edu/surca).

and adherence to guidelines. Below is a list of criteria used for evaluation. As you compose each section of the proposal, keep these criteria in mind and be sure to convey to the reviewers as effectively as possible the following considerations:

- 1) Quality and clarity of written proposal
- 2) Purpose and significance
- 3) Feasibility of successful completion of the project within the proposed framework
- 4) Likelihood the student will learn and utilize appropriate techniques and methodology
- 5) Potential for publication, exhibition and/or presentations (in addition to the Celebration of Student Research and Creativity)
- 6) Documented proof of animal/human/biosafety subjects protocol submission, if applicable

Proposal Format Students must complete the application form which requests a 500 word proposal summary. This summary should describe the purpose, significance and objectives for the project along with a brief explanation of the procedure/timeline. In addition to the application form, candidates need to submit a budget using the Budget Form.

THE COMMITTEE WILL NOT ACCEPT AND REVIEW IF:

- The application is incomplete or is missing signatures.
- The provided budget format is not used.

Special Notes:

- Follow the BUDGET format (see Excel spreadsheet)
- Include CONFIRMATION OF IBC/IACUC/IRB POLICIES (IF APPLICABLE) If the project involves recombinant DNA, biological materials, and select agents as defined by U.S. federal agencies, then approval from the Institutional Biosafety Committee (IBC) must be obtained before funds are released. If the project involves the use of animals, approval from the Institutional Animal Care and Use Committee (IACUC) must be obtained before funds are released. If human subjects are to be used, approval from the Institutional Review Board (IRB) must be obtained before funds are released. Policy manuals for IBC, IACUC and IRB may be viewed at <http://gero.nku.edu/research/rgc/irb.htm>. Please include a statement that you understand these requirements and a confirmation that you will submit. **I (I/We) have read and understand the policies of NKU's (IBC, IRB or IACUC). I will abide by these policies and will, along with my faculty mentor, complete the appropriate paperwork before starting my project. If my project is awarded, I will not begin my project or spend any funds until I receive approval from the appropriate compliance committee." After this statement, please sign your name.**
- You may include no more than two pages of appendices that support your project directly.

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Students must email application materials to Dr. \_\_\_\_\_, Associate Dean, at \_\_\_\_\_@nku.edu by 4 pm on the deadline date.

Award Administration