Smith College SURF (Summer Undergraduate Research Fellows) 2017 Program

I. Before You Apply

1. **Talk with your faculty advisor about your project.** Smith College SURF fellowship funding is available for Smith College undergraduate students (and Smith College graduate students in the Department of Biological Sciences), who plan to work directly with a Smith College science faculty advisor. Applications to the SURF Program must be endorsed by a Smith science faculty member, who will serve as the advisor of your summer research project. Your first research advisor will automatically receive an email request for a short recommendation for your application upon final submission of your application. Please be sure you have talked with your advisor about your project before you submit your application.

2. **Make sure you have a reasonable plan for housing.** The Smith SURF program does not include housing. Participants are responsible for their own housing over the summer. Undergraduates may apply for on campus housing or make arrangements to live off campus. Graduating seniors are eligible to apply for SURF funding, but are **NOT** eligible under any circumstances to apply for on campus summer housing.

3. **Chemistry Department Pre-Application:** Any students who wish to work with Chemistry department faculty in the SURF Program must first complete a brief pre-application. Please see the SURF application page for more details and current deadlines. [http://www.science.smith.edu/student-opportunities/surf/surf-application/](http://www.science.smith.edu/student-opportunities/surf/surf-application/)

II. While Applying

Please carefully read all of the information on the SURF application page for instructions and current deadlines. [http://www.science.smith.edu/student-opportunities/surf/surf-application/](http://www.science.smith.edu/student-opportunities/surf/surf-application/)

SURF applications are generally due by midnight on the third Monday in February.

III. Before You Officially Accept a SURF Award

Please be sure you have:

1. Finalized your schedule with your faculty advisor. Important program dates and typical start and end dates are listed here.

2. Confirmed your housing arrangements to the extent that you can. The Smith SURF program does not include housing. Participants are responsible for their own housing over the summer. Please contact Student Services...
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with any summer housing questions. [http://www.smith.edu/sao/reslife/](http://www.smith.edu/sao/reslife/). They will have a summer housing application form available on their website around April 15. Around that time, there will also be an email sent to all students from reslife@smith.edu entitled “Summer Housing Form Information.”

About Meals, Dining Dollars, and SURF

Students who live in on campus summer housing receive a weekly credit of $45 which they can use to purchase food in the Campus Center cafe to supplement their meals in the dining halls. Dining Dollars are only available during the official Summer Housing period, which is May 22 to August 18 in 2017. Students who live in on campus housing outside of the summer housing period and are on a meal plan will be able to get their meals in the dining rooms that are open for service. No meals are offered on campus over the weekends or the Memorial Day and July 4th Holidays. Students should make other meal arrangements during these times.

3. Confirmed your travel arrangements to the extent that you can.

IV. Accepting Your SURF Award

1. Students will be notified via email of their award or if they have been waitlisted.

2. Students must accept the terms of their official award in writing via email as soon as possible or by the due date, which is generally the first Monday in May. Failure to do so may result in delays in stipend payments.

V. While Participating In the SURF Program

1. Training:
   a. Working with hazardous substances? You are required to attend one SURF lab safety seminar just prior to the start of your research or, at the very least, within the first week of work. Margaret Rakas of Laboratory Safety and Compliance Services will offer multiple sessions for SURF participants that will be announced via email.
   b. Planning on doing work using the research centers such as the CABR, CMI, CMB? There may be additional training required before you can use this equipment.

2. If you have any circumstances (family emergencies, illness, etc.) that affect your ability to work on your project on the schedule you have previously agreed with your advisor, please be in contact with your advisor to adjust your plans as soon as possible. Your stipend will be adjusted if you work less time than proposed.

3. If your advisor judges your work, effort, and/or attitude to be unsatisfactory, you risk revocation of your award.

4. Take Photos! We need great photos of SURF participants in action for our website, publications and other communications. Please share! [surf@smith.edu](mailto:surf@smith.edu) Instagram: #smithsurf2017
VI. At the Conclusion of the SURF Program and Beyond

SURF program participants must complete the following at the end of their research period:

1. Follow [this link](https://form.jotform.us/71664574443159) to submit your ABSTRACT and your INTERNAL POST PROGRAM SURVEY by Thursday 9/7/17. You may also copy and paste this link into your browser window: [https://form.jotform.us/71664574443159](https://form.jotform.us/71664574443159)

2. NATIONAL SURVEY: Complete the SURE (Survey of Undergraduate Research Experiences) III survey found [here](https://form.jotform.us/71664574443159). Be sure to select Smith College as your institution.

Research Abstract Submission

As part of the terms of your Fellowship, it is required that you submit an abstract at the end of the summer with your research results, (one page plus picture/diagram(s)). The abstracts are collected in a publication titled *Women in Science*, published every year, giving an overview of summer research activities at Smith College. This publication receives a fairly broad distribution to agencies that provide funding for your fellowships, faculty members, prospective students and their families, and college administrators.

Your abstract should follow standard journal format and include an introduction, methods, results, and discussion. The introduction and discussion should be used to indicate that your work was both a technical and scholarly endeavor. Please indicate in your abstract if you have had opportunity to present your research (e.g. to other students, external event or conference), if you have any plans to present your work, or if your work will continue into the 2016-17 academic year as a special studies or honors project. Your abstract should be reviewed by your advisor prior to submission, with the final copy being due by the first day of classes.

Some important points:

- New for 2017: Please submit your abstract (along with accompanying images) at [https://form.jotform.us/71664574443159](https://form.jotform.us/71664574443159). Please do not submit your abstract via email.

- It is acceptable to co-author an abstract if you have collaborated with another student on the same research project

- Readers are greatly interested in what you learned as a result of your research and likely place less emphasis on what you did over the summer months.


Smith Post SURF Survey

All SURF participants are requested to take our institutional survey, which is on the same form as the abstract submission [https://form.jotform.us/71664574443159](https://form.jotform.us/71664574443159)

SURE Survey

All SURF participants are required to complete the SURE survey. Completing this survey should take approximately 15 minutes and offers important feedback for institutions such as Smith College which value SURF-type research.
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opportunities for students. Participants will be emailed the link and it is included in the internal survey referenced above. Please remember to choose Smith as your institution.

Awards or Recognition?

Have you received any awards or recognition related to your research or academic work? If so, please email us at surf@smith.edu a short description. Please note: The funding organizations appreciate hearing about how you do in the future, too, so do keep us informed about any awards or recognition you might receive later.

Presented or Published?

Have you presented your work in front of a group or traveled to academic events related to your summer research? Has your work been published? If so, please email us at surf@smith.edu a short description of any such event.

Important SURF Dates

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<tr>
<th>Date</th>
<th>Event</th>
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<tr>
<td>Wednesday 02-01-2017</td>
<td>Chemistry SURF Pre Application Due</td>
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<tr>
<td>Monday 02-13-2017</td>
<td>Full SURF 2017 Application Due</td>
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<tr>
<td>Friday 02-24-2017</td>
<td>SURF Faculty Recommendations Due</td>
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<td>Friday 03-10-2017</td>
<td>Majority of SURF Awards Announced</td>
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<tr>
<td>Monday 05-01-2017</td>
<td>SURF award official acceptance deadline for students</td>
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<tr>
<td>Monday 05-15 to Friday 08-25-2017</td>
<td>Official SURF 2017 program dates</td>
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Typical Start/End Dates for SURF 2017

<table>
<thead>
<tr>
<th>Start Date</th>
<th>End Date after 10 weeks</th>
<th>Notes</th>
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<tbody>
<tr>
<td>Monday 05-15-2017</td>
<td>Friday 07-21-2017</td>
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<td>Monday 05-22-2017</td>
<td>Friday 07-28-2017</td>
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<td>Tuesday 05-30-2017</td>
<td>Friday 08-04-2017</td>
<td>Monday 05-29 is a holiday</td>
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<td>Monday 06-06-2017</td>
<td>Friday 08-11-2017</td>
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<td>Monday 06-12-2017</td>
<td>Friday 08-18-2017</td>
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<tr>
<td>Monday 06-19-2017</td>
<td>Friday 08-25-2017</td>
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Questions? Contact Heather McQueen via email: surf@smith.edu