



# SURF

**SUMMER UNDERGRADUATE RESEARCH FELLOWSHIP PROGRAM**

**CLARK SCIENCE CENTER, SMITH COLLEGE**

**SUMMER 2022**

# TODAY

- WELCOME
- OVERVIEW/CONTACTS
  - HEATHER MCQUEEN, RESOURCE MANAGER,  
BURTON 115 (EMAIL ANYTIME [SURF@SMITH.EDU](mailto:SURF@SMITH.EDU))  
413-585-3950
- ROLES AND RESPONSIBILITIES
- WHERE TO GET INFO [WWW.SCIENCE.SMITH.EDU/SURF](http://WWW.SCIENCE.SMITH.EDU/SURF)
- Q&A

# WHAT IS THE SURF PROGRAM?

SURF supports Smith students so that they can participate in immersive summer research with Smith College advisors

2021: 187 student participants,  
working with 64 advisors!

ALL SURF INFORMATION AND APPLICATION

[WWW.SCIENCE.SMITH.EDU/SURF](http://WWW.SCIENCE.SMITH.EDU/SURF) (OR SEARCH SMITH COLLEGE SURF)

# WHAT SUPPORT DOES SURF OFFER STUDENTS ?

- A STIPEND \$5,700 FOR 10 WEEKS
  - PRORATED FOR SHORTER PROJECTS
- A COST OF LIVING STIPEND FOR STUDENTS WITH A HIGH NEED RATING FROM SFS (1/2 OF CAMPUS HOUSING)
- ADMINISTRATIVE SUPPORT FOR APPLICATION AND STIPEND PAYMENTS, ETC.

# SMITH SURF ELIGIBILITY

- SMITH COLLEGE UNDERGRADUATE STUDENTS (including graduating seniors) and Smith Post Baccs in Math
- WORKING WITH SMITH COLLEGE SCIENCE faculty, lecturer, instructor, or staff member as their primary advisor
- MULTI WEEK PROJECT: Does not have to be 10 weeks, shorter projects ok, with advisor's approval
- ENROLLED AS A STUDENT SPRING 2022 (still eligible if not, but implications for housing and income taxes)

# HOW DOES IT WORK?

- **STUDENTS AND ADVISORS AGREE** they'd like to work together on summer research-not a matching program
- **SURF AND DEPARTMENTS, FIGURE OUT HOW MUCH \$\$\$** is available each year for SURF student Stipends >30 funding sources
- **STUDENTS APPLY**
- **ACADEMIC DEPARTMENTS DETERMINE** which applications can be **FUNDED VS WAITLIST**
- **SURF NOTIFIES STUDENTS** and manages acceptance/decline and awards to waitlisted students
- **STUDENTS ACCEPT SURF AWARD**
- **SURF PROCESSES STIPEND PAYMENTS**

# WHO DOES WHAT?

## STUDENTS

- TALK with potential advisors before applying
- APPLY to the SURF program
- RESPOND to ACCEPT or to DECLINE funding
- WORK WITH ADVISORS on a work plan and timeline
- ARRANGE their own HOUSING
- CONFIRM they were PAID correctly and promptly
- ATTEND TRAININGS for safety and/or equipment use
- RESPOND to post program survey/abstract

# WHO DOES WHAT?

## ADVISORS

- TALK with students BEFORE SURF APPLICATION
- AGREE to take students on as SURF ADVISEES
- WORK WITH DEPARTMENT chair or surf organizer in their dept TO DETERMINE FUNDING
- WORKS with STUDENTS TO HAVE A PLAN for SURF work and agree on timeline
- SUPERVISES SURF WORK
- APPROVES SURF PAYMENTS in workday, when necessary



# WHO DOES WHAT?

## SURF

(VIA HEATHER MCQUEEN, RESOURCE MANAGER, SURF ADMINISTRATOR)

- Answers all questions and TROUBLESHOOTS ANYTHING SURF
- GUIDES ADVISORS
- WORK WITH OTHER OFFICES on campus that are part of SURF process
- COLLECTS/DISTRIBUTES SURF APPLICATIONS
- COLLECTS FUNDING DECISIONS FROM DEPARTMENTS
- NOTIFIES STUDENTS OF FUNDING DECISIONS
- COLLECTS ACCEPTANCE FROM SURF STUDENTS
- MAKES SURE ALL SURF STUDENTS GET PAID
- MAINTAINS ALL RECORDS OF SURF

# TIMELINE SURF 2022

- **~DECEMBER 6, 2021** – Application opens
- **FEBRUARY 25, 2022** – Application due\*
- **EARLY MARCH** – Funding decisions made by departments
- **MID MARCH** – Award notices to most students
- **~APRIL 15** – Award Acceptance Deadline
- **~APRIL 20** – Summer Housing applications opened by ResLife
- **MAY 9** – Earliest possible SURF start Date
- **MAY 23 - AUGUST 12** Standard SURF period

# BEFORE YOU APPLY

- **TALK WITH THE PERSON THAT YOU WOULD LIKE TO BE YOUR SURF ADVISOR**
  - Confirm that they will be working with surf students
  - Project particulars, supplies, safety, field work
  - Preliminary Timeline/schedules
  - Not sure what to say? check out the “[Research at Smith](#)” page for ideas
- READ ALL OF THE SURF INSTRUCTIONS AND DEADLINES
  - [www.science.smith.edu/surf](http://www.science.smith.edu/surf)
  - View application questions

# ***BEFORE YOU ACCEPT***

- **TALK WITH YOUR SURF ADVISOR**
  - Project particulars, supplies, safety, field work
  - Timeline/schedules – very important to arrange housing and travel
- READ ALL OF THE INSTRUCTIONS THAT COME WITH THE SURF AWARD

# APPLICATION

- YOUR BASIC INFORMATION
- PROJECT TITLE AND DESCRIPTION (does not need to be a formal abstract)
  - Your great idea
  - Your advisor's great idea
  - Either way: Great experience and base for future work

# APPLICATION PROCESS

- SURF program collects applications from students
- SURF distributes applications to academic departments
- DEPARTMENTS determine available funding slots
- DEPARTMENTS determine declined/waitlisted students
- DEPARTMENTS communication decisions to SURF
- SURF sends notice to students of award status

# STIPEND FUNDING SOURCES

- SCIENCE CENTER OPERATING BUDGET
- DEPARTMENT ENDOWED FUNDS
- EXTERNAL GRANTS MADE TO FACULTY
- INTERNAL GRANTS MADE TO FACULTY
- OTHER COLLEGE OPERATING BUDGETS/FUNDS

IN 2021, SURF FUNDING CAME FROM >30 DIFFERENT FUNDING SOURCES

# STIPEND DETAILS

- **\$5,700 FOR 10 WEEKS**
  - PAID ON OR AROUND JUNE 1 VIA DIRECT DEPOSIT/CHECK
  - MOST STIPENDS ARE PAID AS IN ONE LUMP SUM
  - TAXES ON STIPENDS
    - MAY BE WITHHELD ON YOUR STIPEND IF YOU ARE AN INTERNATIONAL STUDENT
    - FOR US RESIDENTS, IT *MAY* BE TAXABLE, CONSULT YOUR TAX ADVISOR
- IF YOU DO NOT COMPLETE THE PROGRAM AS PER YOUR APPLICATION, YOU WILL BE REQUIRED TO PAY BACK



# STIPEND DETAILS

- SOME FUNDING IS PAID HOURLY
  - MANDATED BY FUNDING SOURCE
  - PAYROLL TAXES/FICA ARE WITHHELD OUTSIDE OF THE ACADEMIC YEAR
  - EVERYONE, IF YOU HAVE NOT FILED EMPLOYMENT PAPERWORK WITH THE COLLEGE (I-9, TAX FORMS ETC.) DO THIS NOW
  - EVERYONE, IF YOU DO NOT HAVE A SOCIAL SECURITY CARD, APPLY NOW

# OTHER EXPENSES TO CONSIDER

- **CONSUMABLES/SUPPLIES**  
(DISCUSS WITH YOUR ADVISOR)
- **TRAVEL /TRANSPORTATION**
- **HOUSING**

# YOUR RESPONSIBILITIES

- **TALK WITH YOUR SURF ADVISOR BEFORE YOU ACCEPT YOUR AWARD**
  - PROJECT PARTICULARS, SUPPLIES, SAFETY, FIELD WORK
  - FINALIZE TIMELINE/SCHEDULES – VERY IMPORTANT TO ARRANGE HOUSING AND TRAVEL
- OFFICIALLY ACCEPT AWARD-READ ALL INSTRUCTIONS AND INFO
- AGREE ON A PROJECT SCHEDULE
- COMMUNICATE WITH YOUR ADVISOR AND SURF IF PLANS CHANGE
  - SOMEONE ELSE MAY BE ABLE TO ACCEPT THE AWARD

# YOUR RESPONSIBILITIES

- REQUIRED SAFETY TRAINING
- EQUIPMENT TRAINING
- REPORT ON YOUR ACHIEVEMENTS AND EXPERIENCE
  - ABSTRACT
  - POST PROGRAM SURVEY COMPLETION-INCLUDES COLLECTION OF THANK YOU NOTES
  - DEPARTMENT/LAB PRESENTATIONS
  - TALK TO OTHER STUDENTS

# YOUR QUESTIONS

- YOUR TURN!
- THINK OF SOMETHING LATER? EMAIL ME AT [SURF@SMITH.EDU](mailto:SURF@SMITH.EDU) ANYTIME!
- MAKE AN APPOINTMENT TO SEE ME (ZOOM DURING JANUARY) IN BURTON 115 AFTER FEB 1
- OR CALL 413-585-3950