How to Submit an OUR Proposal

Submit all five items (cover sheet, narrative, resume, budget, and timeline) for the S.U.R.F. proposal electronically as a single PDF file

4. Budget Justification and Timeline (one-page maximum for each)

A detailed Budget Justification (on one-page maximum) including all categories of anticipated expenditures must accompany the proposal. Shipping and handling fees should be included in the budget.

All additional funding sources previously involved in the proposed project, if any, must be disclosed on the Budget page.

Proposals must also include a brief Timeline (on one-page maximum) for accomplishing the project's goals.

The Timeline should indicate the interval when the request for research support will be processed. By default, this is considered between April 1 and May 1. If a project requires placing the research support (partially or totally) past January 1, then this should be clearly indicated in the Budget Justification and the Timeline, and a clear reason for this planning should be presented. It is expected that all research support requisitions to be completed by O.U.R. staff.

If student(s) has/have to print posters for presentation at other conferences than the O.U.R.–sponsored fall conferences, please encumber the printing cost (no more than $100 per poster) in the budget section. The posters for O.U.R.–sponsored fall conferences will be printed by O.U.R. using a different budget.

5. Supporting Letter/Letter of Recommendation (LOR)

Each faculty mentor must write one supporting letter for each proposal that he or she sponsors. A proposal without supporting letter(s) from each mentor will not be reviewed. The letter should be sent by the mentor t
, by the submission deadline, with the subject line "student's_lastname_firstname_OUR_LOR". For example: Smith_ John_OUR_LOR. This letter should include a

clear statement about student's ability to carry on the proposed work and another statement about mentor's involvement in the project, including his/her support offered with lab space, computer access, and/or direct supervision. For more specific details, please see the Faculty Mentor Guidelines.

The mentor is requested to enforce the research ethics during the writing of the proposal, as well as during his/her mentorship of the whole project, if accepted. Also, he/she should take care of having the appropriate I.R.B. approval for the project. If an I.R.B. approval is needed to run the project this should be stated in the Supporting Letter.