

Deadline for final proposal documents to ORSP: Monday, October 23, 2023 5:00pm

If you need assistance completing any forms, please submit the project information to sekaufman@ualr.edu and ORSP will finalize the form for you and return for Mentor signature.

SURF Budget and Justification Forms

- SURF Budget and Justification Forms: Please use the correct excel form for your project length. Each form contains both the justification and budget forms for the correct stipend amount determined by your project term.

PAR (Proposal Authorization Request) Form-UA Little Rock Internal Routing form

- PAR Form: This is our internal routing approval form that is used to identify the project and obtain signature approval from faculty and the academic department and college. Work with your mentor to complete the PAR and route it with a copy of your proposal documents to obtain the signatures of your mentor, department chair and college dean: Please complete the following sections
 - PI Data: Complete all fields with Mentor's information
 - Submission Data: Complete Proposal Title and NSF Classification only (NSF Classification identifies the academic area of your project)
 - Sponsor Data: Completed by ORSP
 - Budget Data: Complete Initial Period column only:
 - Start date: 1/1/2024
 - End Date: Spring only-5/1/2024
 - Spring-Summer-8/1/2024
 - Sp-Fall and Sp-Sum-Fall-12/1/2024
 - Total Direct Costs: (SURF Funding total from Budget Form)
 - Total F&A: \$0
 - Total Direct and F&A: (SURF Funding total from Budget Form)
 - Page 2: Special Reviews: Complete this page and select yes or no per your project requirements
 - Conflict of Interest: Completed by ORSP
 - Co-PI Data: Enter student information as Co-PI#1
 - Departmental/Unit Business Contact: Enter the department or college business contact. You may need to request this information from your faculty mentor.
 - Signatures: The Faculty Mentor, Department Chair and Dean of the College will sign in the PI section; the student researcher will sign as Co-PI #1.

Additional information required for submission:

- SURF Cover Page
- Mentor Form and Mentor CV
- Student Form and Student CV
- Transcript and Class schedule
- 1-page Project Summary
- 5-page Project Description (references are not included in the 5-page limit)
- Letters of Support from mentor
- Two Letters of Recommendation from faculty members

ORSP will need one electronic copy of your proposal documents. If you need assistance converting the excel or word documents to pdf, please contact sekaufman@ualr.edu.