Student Undergraduate Research Experience (SURE)

PURPOSE
SURE provides Price students an opportunity to conduct research in collaboration with a Price faculty member. This research can be completed in a domestic or international environment throughout the year.

EXAMPLES OF ELIGIBLE RESEARCH PROJECTS
- Assisting a Price faculty member with research on or off campus
- Group research projects under the supervision of a Price faculty member
- Internships at a consulting or research firm that include independent research supervised by a Price faculty member
- International programs where the student completes a research project under the supervision of a Price faculty member

ELIGIBILITY
- A declared major in Price School of Public Policy
- At least a 3.0 cumulative USC and major GPA
- Signed agreement with a Price fulltime faculty member sponsor (including tenure-track, non-tenure-track and adjunct faculty who teach in the undergraduate program at Price)
- Enrolled at USC as a Price major in the term prior to one that the research project will be conducted. Summer research does not require enrollment in that term, but does require the student be enrolled as a Price School major during the spring semester.

FUNDING GUIDELINES
- The maximum amount of the award is $2000 (students may receive less depending on the costs associated with the research and if other funding was granted). Students should be realistic in their request for funding. Students may receive less funding than they request.
- The award is to cover costs of the research. These costs may include travel, equipment, living expenses and other fees associated with the research.
- A specific and detailed budget must be submitted with the application for funding.
- The award will be provided as a single payment to the student’s university account. Please note: this award must be listed on the student’s financial aid application, and may affect financial aid awards. Please contact the Financial Aid office for more information.
- All funds will be disbursed in accordance with customary policies and procedures of the University.
• If the student fails to complete the project successfully or fails to meet research obligations as part of a faculty project, and the student's faculty sponsor denies final approval, the funds will be withdrawn from the student's account.

**STEPS TO APPLY FOR SURE FUNDING**

• Choose a Price faculty sponsor. If you are unsure about the faculty member’s eligibility, contact the undergraduate programs office in RGL 102.

• Print, complete and have your faculty sponsor sign the application form.

• Submit a one-page description of the research plan that you have developed in collaboration with your faculty sponsor.

• Prepare a budget associated with your research.

• Submit a letter of agreement in support of your application from your faculty sponsor. Faculty members who submit these letters are encouraged to note why this student should receive funding. We anticipate that these awards will be competitive.

• Submit a current STARS report.

Submit your application (include all the documents listed above) in person to RGL 102 or via email to Chelsea Jones chelsecj@usc.edu.

Applications are considered on an individual basis. The selection committee makes all final decisions on selection and funding.

**APPLICATION DUE DATES:**

• **Fall research** – if you would like to complete your research project during the fall term, the application deadline is **September 3, 2014**. Students will be notified by September 12.

• **Spring research** – if you would like to complete your research project during the spring term, the application deadline is **October 3, 2014**. Students will be notified by November 1.

• **Summer research** – if you would like to complete your research project during the summer term, the application deadline is **February 3, 2015**. Students will be notified by April 1.

**NO APPLICATIONS WILL BE ACCEPTED AFTER THE DUE DATE**
Frequently Asked Questions

1. Can I conduct research without a faculty sponsor?
   No, all applications must include a Price faculty member’s signed agreement to sponsor the research.

2. Can the faculty sponsor be from another USC unit but do work in areas that the Price School covers?
   No, this funding supports research by Price student majors working with Price faculty members.

3. Can a teaching or research faculty member sponsor my research?
   Yes, any faculty member associated with the Price School can sponsor the research.

4. Can an adjunct faculty member sponsor my research?
   Yes, any faculty member associated with the Price School can sponsor the research.

5. How do I go about finding a faculty Sponsor?
   Most students will approach a faculty member with whom they have taken a course since they you know each other. Alternatively, students could locate a faculty member in an area they are interested in studying by exploring the faculty profiles on the Price School web page. Then, go to their office hours, tell them about your specific research interest and see if they are interested in supporting you.

6. Can I just use the money as a stipend and not for travel or related other costs?
   No, you cannot use the money simply as a stipend.

7. What if my research is going to cost more than $2000, can I request more?
   No, to ensure that we support as many students as possible, we are limiting any individual awards to a maximum of $2,000.

8. Can I do research outside of Los Angeles?
   Yes. The research can be conducted anywhere in the world.

9. Does the faculty advisor choose the research topic?
   No, the research topic should be shaped collaboratively, with the student and faculty sponsor discussing various options and opportunities. However, the student must get the faculty sponsor’s approval of the topic before submitting their application.

10. How is the information gathered through this research used?
    We strongly encourage students to present their material in some form that the School can share in their research. The various possibilities are a two-page or four-page policy brief, a journal article in one of the several student planning, health, and policy journals nationwide, or in digital form.
11. What if my research extends through more than one semester?
   The award is for one semester only. Students may reapply for further funding, but preference will be given to students applying for the first time.

12. What if I change my research topic?
   If you and your faculty sponsor agree to modify your research topic that is fine. However, remember that if the faculty sponsor fails to approve your final product, the award will be withdrawn.

13. What should my end result look like?
   You should produce a product that the School's constituents – faculty, students, alumni, and friends – can share. So, a journal article, a policy brief, a web page, or some sort of product is essential. Faculty approval of your research should be dependent upon you producing such a product.

14. What is the timeline in finding out if I have been approved for funding?
   The award will be available for use starting with the onset of the new academic term after your application has been approved.
Student Undergraduate Research Experience (SURE) Application

To be eligible for consideration, students must meet the following criteria:

1. A declared major in Price School of Public Policy
2. At least a 3.0 cumulative USC and major GPA
3. Signed agreement with a Price fulltime faculty member sponsor
4. Enrolled at USC as a Price major in the term prior to one that the research project will be conducted. Summer research does not require enrollment in that term, but does require the student be enrolled as a Price School major during the spring semester.

Student Name _______________________________ 
USC ID _______________________________ 
USC Email _______________________________

Address _______________________________ Daytime telephone number _______________________________

Research Project Title _______________________________ Hours per week _______________________________ Start/End Dates _______________________________

Attach a one-page description of your research plan, a detailed budget of your research time and how the money will be spent, a STARS report, and a letter of recommendation from your faculty sponsor.

All recipients will be required to submit a one-page summary of the research project before the date of the Fall, Spring and Summer add/drop dates following the research project.

Faculty sponsor, please complete this section:

Name (Please Print) _______________________________ Signature _______________________________ Date _______________________________

NO APPLICATIONS WILL BE ACCEPTED AFTER THE DUE DATES. Please submit your application to RGL 102 or via email to Chelsea Jones at chelsecj@usc.edu.

For office use only:

USC GPA: _____________ Major GPA: _____________ Track: _______________________________

Class Level during research: _______________________________ Expected Graduation Date: _______