



Rensselaer

Summer Undergraduate Research Program (SURP) Information for Faculty Advisors

Every student who applies for the Summer Undergraduate Research Program must have a faculty advisor to oversee the project and to have substantial contact with the students during the course of their summer research.

Faculty Advisors are expected to:

Give feedback to the student as he/she drafts the proposal.

Review and rate proposals as a member of the selection committee.

Agree to support \$1,000 of the \$4,000 stipend.

Write a letter of recommendation to the selection committee to accompany the student's proposal stating that:

- Supply \$1,000 of the summer pay.
- The proposed project is feasible and worthwhile.
- The student is capable of pursuing the research.
- You, as the advisor, are willing to work closely with the student during the summer, meet with the student regularly to give feedback and advice during the course of the research project.
- Sign off on the Final Report upon completion of the project.

Summer Undergraduate Research proposals are read and rated by a selection committee of Rensselaer faculty members. **Proposals will be read by at least one faculty member within the student's school, and will also be read by faculty who are not trained in the student's academic field. For this reason, we advise students to write their proposals in a way that an educated reader outside their field of study can understand the research question and the significance of the proposed research.**

If a student is awarded a Summer Undergraduate Research Project, the funds are administered by the Office of Undergraduate Education and dispersed to the students on a bi-weekly pay schedule, with applicable taxes taken out. Students and their advisors will be notified by email of the selection committee's decisions.

Upon completion of the project, students must submit a Final Report to the Office of Undergraduate Education. The advisor must sign the report indicating that the research project was completed.

If you have any questions, please contact Kim Ellenwood at smithka@rpi.edu or ext. 2244.