## PROGRAM DESCRIPTION

The Undergraduate Research Program’s Summer Undergraduate Research Experience (SURE) Program has trained undergraduates in cutting-edge science research, ethics, and professional skills for 26 years. During the ten-week summer program, SURE Fellows live on the Emory campus and conduct full-time mentored research. Fellows receive 20 hours of research ethics training and have the opportunity to develop crucial skills for success in PhD-level study. Fellows may attend informal lunches with Emory faculty scientists throughout the program. Fellows present their research in a formal Poster Symposium at program close. The SURE Program receives support from multiple funding partners, including the generous support from individual faculty mentors and the following: CCHF, CNTG, Endocrine Society MAP, GDBBS, IMSD, NSCOR, PERSE, SUPERR, and Alzheimer’s.

## AWARDS

- financial support for 10 weeks
- on-campus housing

Applicants will be notified of their status by April 15, 2016. Details of financial support depend in part on the funding partner (see partner websites for details and contacts).

## STUDENT RESPONSIBILITIES

- dedicate 40 hours/week for 10 weeks to their research projects
- participate in all weekly seminars, workshops, discussion groups and activities as scheduled
- post a research proposal by the third week of the program
- present a poster during the SURE poster symposium
- participate in laboratory meetings, journal clubs, safety training, and other academic activities as requested by the mentor
- routinely consult the updated program schedule
- complete a program evaluation
- update program organizers of future academic developments for program assessment purposes

## MENTOR RESPONSIBILITIES

- communicate expectations to the student (work hours, how performance will be evaluated, share laboratory protocols)
- help define the student’s project goals and deadlines
- meet with the student at least every other week to provide feedback and guidance on the progress of the student’s project
- offer guidance and constructive criticism while the student prepares his/her poster for the end-of-program symposium
- designate additional contacts within the laboratory or department to assist the student if the mentor is temporarily unavailable
- attend the SURE poster session
- apply for NSF or NIH grant supplements if at all possible

## APPLICATION REQUIREMENTS & DEADLINE

Before applying, ensure you are able to participate for all dates of the program (May 31-Aug 4) with no exception.

** online application, see [http://www.cse.emory.edu/SURE](http://www.cse.emory.edu/SURE) (available December 2015)

** course transcript ( unofficial is fine)

** statement of purpose

** resume/CV

** letter of support from a faculty mentor at your own institution

*Non-Emory student applicants applying for the first time are not required to submit a research proposal as part of the application.*

Application materials are due by midnight, February 1, 2016.

For additional program information, visit [http://www.cse.emory.edu/SURE](http://www.cse.emory.edu/SURE)
SURE Program
Guidelines: WITHOUT a Research Proposal

The following materials must be received by midnight, February 1, 2016. All materials will be submitted online (application available December 2015).

Application Instructions

**Log on to the CSE website.** Go to the heading APPLY to create a login/password that enables you to enter academic, demographic and contact information. Check on the status of your application. Save but do not submit your application until you have confirmed that every item is correct. You may save work over many sessions, but once you submit you may no longer make changes.

**Enter contact information for your letter writer:** You can send a request to the recommender through the application system, as well as reminders, if necessary.

**Upload your Transcript**

**Upload your Resume**

**Upload Statement of Purpose**

Application Tips

• **LETTER OF SUPPORT:** Request this letter from the person who can speak most strongly about your science research experience and/or aptitude. Provide a copy of these guidelines to your recommender to ensure he/she understands the program’s schedule and commitments. Your recommender will be better able to write a strong, supportive letter if he/she is familiar with your laboratory performance, work ethic, academic background and intended career path. Ask to meet with your letter writer to explain the purpose of the recommendation (program purpose, why you are applying, when the letter is due, etc.). The letter should focus on your potential as a future scientist. If there are things you wish to address that don’t “fit” anywhere else in the application, let your letter writer know.

• **COURSE TRANSCRIPT:** an unofficial transcript is acceptable

• **FUNDERS:** Identify potential funders. Review program information carefully using the links on the SIRE webpage.

• **RESUME:** One page maximum length. You may wish to include academic awards and honors, including honors projects, independent research experiences, publications and presentations, volunteer and extracurricular experience, internships and work experience, and membership in professional and academic organizations

• **RESEARCH EXPERIENCE:** List relevant research experiences. Include the title of project, specific responsibilities and role, length of experience, supervisor, and location.

• **STATEMENT OF PURPOSE:** One page explanation of how participation in SURE will advance your academic & career goals. Specifically address how research fits into your goals.

• **POTENTIAL RESEARCH MENTORS:** List 4 faculty you would be interested in working with. You are not required to contact potential mentors in advance. Check the SIRE web page to find updated links to departments in Emory College, Emory School of Medicine, the Graduate Division of Biological and Biomedical Sciences, and other departmental websites for researchers whose work interests you.

Selection and Award Process

A selection panel will identify finalists, who will be notified of their status via email. The SURE program will then share the student’s application with faculty of interest. Once a match is made, the applicant will be asked to contact the mentor, with a specified period of time offered to allow student and mentor to confirm they wish to collaborate.

If you have any questions about your SURE application, please email ec.sure@emory.edu. Additional program information is available at http://www.cse.emory.edu/SURE