

SURE Faculty Guidelines

Introduction

The Summer Undergraduate Research Experience (SURE) is designed to offer intensive research opportunities to undergraduate students at UM-Flint. Please review the guidelines *before* submitting a proposal.

Funding Amount

Each SURE project proposal **can request up to \$4000**. This amount can support the equivalent of one full-time student, working 40 hours per week for 10 weeks at \$10/hr. The rate of pay is flexible. Only one SURE project will be awarded per faculty member. If you intend to hire more than one SURE student, the SURE award must be divided between the student research fellows. It is generally expected that the funds go to support student employment.

Registering Your Project

Each prospective faculty sponsor must submit their project online via UM-Flint's competition space, <https://umflint.infoready4.com/>. The online registration form will allow you to describe your project, outline the tasks and responsibilities of your SURE fellows, and to indicate any qualifications your project will require. Your full proposal should describe the study's aims in a narrative of no greater than 2 pages.

Project Review and Acceptance

Your SURE proposal will be reviewed by a committee of other UM-Flint faculty. The committee will rank the proposals and award those considered most meritorious. Each faculty applicant will be notified, whether the project is funded or not.

Locating a SURE fellow

If your project is approved and funded, you will be free to locate a SURE fellow to work on your project. During the selection process, you will be required to interview and provide interview notes for *no less than three candidates* from the pool of applicants.

Once you have selected your assistant, an official offer letter will be drafted for you to sign. The offer letter will include the terms and conditions of the summer fellowship, mutually agreed upon by you and your assistant.

Student Hiring/Onboarding Process

Upon receiving your offer letter, the SURE fellow will be required to complete any and all necessary University hiring steps. These steps include:

- (1) Certification in the "Research Practice Foundations" module of the University of Michigan's online certification for the responsible conduct of research known as PEERRS (Program for Education & Evaluation in Responsible Research and Scholarship). You may assign additional modules, based on the nature of your project.
- (2) The online application from the University's Career's Site
- (3) A mandatory criminal background check
- (4) I-9 documentation, confirming their work eligibility

No SURE fellow can begin working until they have satisfied the University's hiring process and has been cleared to work by the Office of Research.

Recording Student Time

SURE fellows will be required to enter their hours on a bi-weekly basis through Wolverine Access. If needed, assistance can be provided on this self-entry system. You will be notified regarding the number of hours each SURE fellow submitted during each pay cycle. Unless you dispute those hours via email, the hours will be approved as entered.

Timesheet reminders will be sent out prior to the deadline. In addition, a spreadsheet with your students remaining payable hours for that semester will be included.

Students are *not allowed* to work more than 40 hours per week (or 80 hours during a bi-weekly cycle). This includes accumulated work hours from other campus employment they may hold in conjunction with their SURE fellowship.

Funding for this program will not extend beyond the Summer semester.

SURE Evaluation and End-of-Project Reporting

Prior to the termination of student's summer fellowship, the Office of Research will conduct an exit interview with your fellow, collecting information about their experiences, project outcomes, faculty interactions, and their overall satisfaction. This information will mostly be used for reporting purposes to the program sponsor and to assess the impact the program has on a number of key areas of focus. Faculty sponsors may also be asked several questions gauging your experiences.