

SURE Application Process and Guidelines

Introduction

The Summer Undergraduate Research Experience is designed to offer intensive research opportunities to undergraduate students at UM-Flint. Selected SURE fellows will be awarded a maximum of \$4000 over a ten-week period during the Summer term.

Please review the steps listed below to complete the online application process before entering your information in the online application.

Completing the Online Application

Each prospective student must apply for the program online via UM-Flint's competition space, <https://umflint.infoready4.com/>. The application requires you to use your umich email address (i.e. uniquename@umich.edu). This email address will also be used for all communications regarding your application and for employment related matters.

In addition to all the required fields, your application must include an unofficial transcript (which you can access from your University SIS account) and a 1-page cover letter, describing your research experience and achievements, explaining your specific motivations for participating in SURE and detailing what you hope to learn from the experience. Your application will be added to the pool of prospective fellows from which faculty sponsors must seek out applicants.

Interviewing

SURE faculty sponsors will select and interview students they identify as good candidates to work on their proposed projects. If you are selected to interview for a fellowship, you will be notified about the interview process via email.

Receiving an Offer

Those candidates eventually selected as SURE fellows will receive an offer letter drafted for signature by the faculty sponsor and the student(s). The offer letter will include the terms and conditions of the summer fellowship, mutually agreed upon by you and your faculty mentor.

PEERRS Certification

All accepted SURE fellows must be certified 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). Additional modules may be required by individual faculty sponsors, based on the nature of their projects.

Hiring/Onboarding Process

Upon receiving an 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 and
- (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 your hours on a bi-weekly basis through Wolverine Access. If needed, assistance can be provided on this self-entry system. Both you and your faculty sponsor will be notified regarding the number of hours you submitted during each pay cycle. Unless your sponsor disputes those hours via email, your submission will be approved as entered.

Timesheet reminders will be sent out prior to the deadline. In addition, a spreadsheet with your 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 your summer fellowship, the Office of Research will conduct an exit interview with you, collecting information about your experiences, project outcomes, faculty interactions, and 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.