

## 2020 SURE: Enrichment Funding

### Application Instructions

The 2020 SURE program provides participants with the opportunity to participate in activities that complement, extend, and enhance their research experiences during or directly subsequent to their participation in the SURE program. This funding may be used for travel, equipment, or other expenses that might be needed during or after the summer research experience. For example, the funding could cover SURE participant travel and registration to a scientific conference for presentation of SURE research or could cover the participant's shared facilities or high-performance computing user fees. Note the following:

- Funding will be distributed on a competitive and case-by-case basis through the SURE program.
- Limited funding is available and the funding is distributed on a first-come, first-served basis.
- Typical funding levels range from \$150-\$500.
- Funding must be used as soon as possible after it is approved.

**Summer 2020 SURE participants should apply for enrichment funding by Dec. 31, 2020.**

**Note that as of March 18, 2020, all University-related international and domestic travel for WVU employees has been suspended until further notice. Student travel is also suspended until further notice.**

### Program Policies

- SURE participants (c/o of their research mentor) may receive funding.
- Funding requests should be submitted as one request and at least two weeks prior to the start of the activity for which funding is being sought.
- It is the SURE participant's responsibility to ensure all materials are submitted in time for consideration.
- SURE participants must apply individually to the program; no group applications will be accepted.
- Through the SURE participant's faculty research mentor, funds will be directly applied to pay for the requested activity or research need.

### Application Procedures

SURE participants who wish to apply for enrichment funding should complete the online form at the link below. Questions can be directed to [SURE@mail.wvu.edu](mailto:SURE@mail.wvu.edu).

Application Link: [https://wvu.qualtrics.com/jfe/form/SV\\_ezV6CXrzfGoWlzb](https://wvu.qualtrics.com/jfe/form/SV_ezV6CXrzfGoWlzb)

### PLEASE BE SURE TO SUBMIT ALL SECTIONS DURING THE ONLINE APPLICATION PROCESS

1. 2020 SURE Enrichment Funding Participant Application (within the online application)
2. 2020 SURE Faculty Research Mentor Recommendation Letter (attach as pdf)
3. A 1-2 page letter addressed to the Office of Undergraduate Research (attach as pdf). The letter of application should:
  - a. describe the activity or research need you are proposing
  - b. explain why you believe this activity or research need will enrich your SURE research experience
  - c. outline the projected budget for the activity or need and include a budget justification
  - d. state the amount of support requested
4. If the activity involves travel and/or registration to present SURE research at in-person or virtual conference, provide a copy of the accepted/submitted abstract (with titles, authors, affiliations) and documentation of abstract acceptance.

*Funding for SURE enrichment is supported by West Virginia University Colleges and Departments associated with SURE participant majors. SURE participants who receive enrichment funding should be willing, upon request, to write a letter describing to the donor how support from this program contributed to their research and overall SURE experience. At the completion of the activity, the student may be required to submit a one or two-page report of the enrichment activity.*

## Detailed Instructions for Projected Budget and Budget Justification

Find prices and provide a reasonable, projected budget for your proposed activity in tabular form (see the example below). Justify the expenditures in your budget by providing some details. In your budget, you need to give specific costs for what you are requesting. For instance, if proposing to attend a conference, you need to find and report valid, non-approximated costs for the conference registration fee, lodging, meals & incidental expenses (i.e., M&IE or per diem), and travel. For lodging and M&IE, go to the U.S. General Services Administration (GSA) website (<http://www.gsa.gov/portal/content/104877>) to find these rates for your destination city. For M&IE, you can request the full rate for each full day at the conference, but only 75% of the rate for days that you travel to and from the conference. For lodging, take the typical lodging cost from the GSA website and multiply it by the number of nights. Also, look up the typical cost of roundtrip airfare. If renting a car, find the daily rental rate, multiply by the number of rental days and factor in the cost of gas. If driving using a Privately-Owned Vehicle, find the roundtrip mileage (using MapQuest or Google Maps) and multiply by the mileage rate found on the GAA website (\$0.58/mile as of Jan. 1, 2019).

### Example Projected Budget

For attendance and oral presentation at the American Chemical Society (ACS) National Meeting in San Francisco, CA on August 16-20, 2020 (<https://www.acs.org/content/acs/en/meetings/national-meeting.html>). The budget justification would include more details as to the source of these prices and more description of the costs (i.e., the registration fee is for an undergraduate student/member/affiliate, the lodging & M&IE were obtained from the GSA website for destination city of San Francisco, CA, mileage to/from PIT airport was obtained from MapQuest, etc.)

### Example Budget

Budget Item	Cost/unit x units	Extended Cost
1: Conference Registration	\$125	\$125.00
2: 3-night stay at hotel: Max lodging (August 16, 17 and 18, 2020)	\$302/night x 3 nights	\$906.00
3: Roundtrip Flight: Pittsburgh, PA-San Francisco, CA	\$298	\$298.00
4: M&IE (Meals and Incidental Expenses)	\$76/full day x 2 days	\$152.00
	\$57/travel day x 2 days	\$114.00
5: PIT Airport Parking – Extended Lot	\$8/day x 4 days	\$32.00
6: Mileage to/from airport in personal car from WVU to PIT Airport.	158 miles x \$0.575/mile	\$90.85
<b>Projected Total Cost of Attendance</b>		<b>\$1,717.85</b>
<b>Amount of Funding Obtained from Other Sources: Eberly College of Arts and Sciences Academic Enrichment Program</b>		<b>-\$600.00</b>
<b>Amount of Funding Requested from 2020 SURE Enrichment</b>		<b>-\$230.00</b>
<b>Amount of Funding Still Needed</b>		<b>\$887.85</b>

As shown by the projected budget, \$887.85 is still needed to support my attendance and research presentation (scheduled for Saturday, August 17, 2020 at 1:30 PM) at the American Chemical Society (ACS) National Meeting in San Francisco, CA. Herein, I am applying for \$230 in SURE enrichment funding through the 2020 SURE program administered by the Office of Undergraduate Research. My faculty research mentor has agreed to cover the remainder of costs associated with my conference attendance and presentation. The remaining costs are estimated at \$887.85.

## **Example Budget Justification**

Conference Registration: Full conference registration for undergraduate student members of the American Chemical Society is \$125 as found on the ACS National Meeting website.

Lodging: Lodging for three nights enabling 2.5-3 full days of conference participation is requested. The standard lodging rate for San Francisco, CA in August 2020 of \$302 per night was obtained from the GSA website (<https://www.gsa.gov/travel/plan-book/per-diem-rates>).

Flight: The costs associated with a roundtrip flight from Pittsburgh, PA to San Francisco, CA were approximated from flight costs found on Expedia.

Meals and Incidental Expenses: M&IE per day for San Diego, CA were obtained from the GSA website at \$76 per each day of the conference and \$57 (75%) for each travel day.

Parking: Parking in the Extended Economy Parking lot at the Pittsburgh Airport is \$8/day as obtained from the Pittsburgh Airport Parking website at: <http://www.flypittsburgh.com/parking-transport/parking-transport-parking>

Mileage: Roundtrip mileage of 158 miles between West Virginia University (Morgantown, West Virginia) and the Pittsburgh International Airport was approximated from mileage obtained from MapQuest. The roundtrip mileage was multiplied by the Privately Owned Vehicle rate of \$0.575 as obtained from the GSA website.

NOTE: Per the conference website, free shuttles are available for transportation while in San Francisco and between the hotel and the conference and the hotel and the airport.

## **Faculty Research Mentor Recommendation Form**

### **Instructions for Faculty Mentor**

Your recommendation letter should describe why you feel use of SURE funding as proposed by the SURE participant is justified and will move the SURE research project forward and/or improve the participant's understanding of the research project. Your letter should explain why you support your participant's proposed activity or research need. Please use official letterhead for your college or department, include a signature, and provide the SURE participant with a pdf copy of the recommendation letter.

It is assumed that you have worked with your SURE participant and discussed the best use of SURE enrichment funding and that your SURE participant has shared with you a copy of his/her letter of application for the SURE Enrichment Program.