

**BOSTON UNIVERSITY  
COLLEGE OF ENGINEERING**

**Request for Supplemental Undergraduate Research Funds**

The College of Engineering Supplemental Undergraduate Research Funds (SURF) Program provides supplemental funds to undergraduate students working on faculty sponsored research projects during the academic year (Sept – May). The program provides a \$2 match for every \$1 of faculty sponsored support for a maximum of 10 hours/week.

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**Note: If this student has never worked at BU, s/he will need to see the departmental payroll coordinator to complete verification of employment (Form I-9) and tax form (W-4).**

Student Name: \_\_\_\_\_ ID # \_\_\_\_\_

Major: \_\_\_\_\_ E-mail: \_\_\_\_\_ Local Phone: \_\_\_\_\_

Local Address: \_\_\_\_\_

Start date: \_\_\_\_\_ End date: \_\_\_\_\_

Total hours per week: \_\_\_\_\_ Source of funds (grant #): \_\_\_\_\_ Grant End Date: \_\_\_\_\_

Hourly Rate: \$ \_\_\_\_\_

Faculty Sponsor: \_\_\_\_\_

Brief summary of research project and student's role:

(Please check one)     New Hire     Rehire

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Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

Faculty's Signature \_\_\_\_\_ Date \_\_\_\_\_

Chair's Signature \_\_\_\_\_ Date \_\_\_\_\_

Dean's Signature \_\_\_\_\_ Date \_\_\_\_\_

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**For office use only:**

	<u>Unit</u>	<u>Dept</u>	<u>Obj</u>	<u>Source</u>	<u>% of wage</u>
1. COE-Dean	<u>024</u>	<u>040</u>	<u>0908</u>	<u>XXXXX</u>	<u>16.67%</u>
2. COE-Fund	<u>024</u>	<u>040</u>	<u>0908</u>	<u>3586-3</u>	<u>16.67%</u>
3. Department	<u>024</u>	<u>      </u>	<u>0908</u>	<u>XXXXX</u>	<u>33.33%</u>
4. Grant	<u>024</u>	<u>      </u>	<u>0908</u>	<u>      </u>	<u>33.33%</u>

**CHECK DESTINATION:**    Dean's Office

**MAIL CODE:**    ENG00