

**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 without work-study awards 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.

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).

Type into gray areas and tab to the next field.

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

Student's Signature _____ Date _____

Faculty's Signature _____ Date _____

Chair's Signature _____ Date _____

Dean's Signature _____ Date _____

For office use only:

	<u>Unit</u>	<u>Dept</u>	<u>Obj</u>	<u>Source</u>	<u>% of wage</u>
1. Col	<u>024</u>	<u>040</u>	<u>0908</u>	<u>XXXXX</u>	<u>33.34%</u>
2. Dept	<u>024</u>	_____	<u>0908</u>	<u>XXXXX</u>	<u>33.33%</u>
3. Grant	<u>024</u>	_____	<u>0908</u>	_____	<u>33.33%</u>

CHECK DESTINATION: Dean's Office

MAIL CODE: ENG00