California Institute of Technology
SURF

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INFORMATION FOR NON-CALTECH SURF APPLICANTS

What is SURF?: Caltech's Summer Undergraduate Research Fellowships program offers undergraduates the unique opportunity to carry out research projects over a ten week period, mid-June to late August, in collaboration with Caltech faculty or Jet Propulsion Laboratory technical staff members. A limited number of SURF's are open to non-Caltech students.

SURF follows the grant-seeking process. Students collaborate with a research sponsor to define and develop a project (usually a small part of the ongoing work of a research group); the student writes a proposal for the project; proposals are reviewed by a faculty committee; awards are made on the basis of recommendations of the reviewers and available funding; work is carried out during ten weeks in the summer; at the conclusion of the summer, students submit a technical report and give an oral presentation on SURF Seminar Day which is modelled on a professional technical meeting.

Identifying a Sponsor: It is the responsibility of the student to identify a research sponsor. The sponsor must be a member of the Caltech Faculty or JPL Technical Staff. The SURF Office does not match students with sponsors, although a notebook containing Announcements of SURF Opportunities is maintained in the SURF Office and on an electronic bulletin board (instructions for accessing the bulletin board follow below). Often the academic network provides the most efficient method of finding a sponsor. The student may ask a faculty member at his/her institution to contact a colleague at Caltech or JPL in his/her behalf.

The Proposal: The proposal should be brief. It should be as technical and specific as you can make it. It will be read by people in the field. It must outline what you plan to do, and why it will be useful. It should contain an outline of the theoretical and experimental techniques. It should state where the work fits into the flow of the research in the field. Proposals will be reviewed and evaluated by the faculty sponsor and a SURF Administrative Committee member in the field. More detailed guidelines for SURF proposals are available in the SURF Office.

Criteria: Applications will be judged on the basis of:

- The perceived merit of both the applicant and the proposed research.
- The sponsor's confidential evaluation.
- Written recommendations.

Eligibility: To be eligible for SURF, you must

- Be a continuing undergraduate student
- Have a cumulative GPA of at least 2.5
- Complete the second semester or third quarter at your college or university
- Not be on medical leave or under any disciplinary sanction

Responsibilities: Students will submit bi-weekly reports, an abstract, a final report, and give an oral presentation at SURF Seminar Day in August.

Stipend: SURF students receive a $3600 stipend paid in bi-weekly installments. Federal withholding tax, FICA, and State Disability Insurance are deducted from each check. Foreign students may or may not pay U.S. taxes depending upon tax treaties between the U.S. and the student’s country.

Funding: Stipend funds for non-Caltech students working at the Caltech campus are extremely limited. There is more funding available for non-Caltech students working at JPL.

Housing: Students may live in Caltech housing during the ten weeks of SURF. The cost is approximately $10 per day although rates will not be finalized until late spring. There is no board contract. Non-Caltech students cannot move into Caltech housing before mid-June and will have to make other housing arrangements prior to that date.

SURF Activities: To enrich the research experience, SURF offers seminars by Caltech faculty and JPL Technical Staff; opportunities for discussions between students and leaders in academia, industry, the national laboratories, and government; discussions on developing a research career; and social activities.

Important Dates - SURF '94:

Application Deadline	March 1
SURF's Awarded	April 1
SURF Program Begins	June 13
Summer Seminar Day	August 16
SURF Ends	August 19

Awards will be made by the SURF Administrative Committee, and students will be notified by mail; letters will be sent April 1, 1994.

PLEASE CONTACT THE SURF OFFICE IF YOU WANT AN APPLICATION.

Instructions for Accessing Electronic List of Anouncements of SURF Opportunities: In January, the SURF office will post Announcements of Opportunity for SURF projects. You may access information about these projects by following these directions:

Directions for accessing SURF projects using ftp:

- FTP to caltech.edu
- Log onto ftp as ANONYMOUS
- Password: Use e-mail address
- FTP> CD [.SURF]
- FTP> DIRECTORY
- FTP> CD [.DISCIPLINE] e.g., [.PHYSICS] , [.CS] , [.ASTRONOMY]
- FTP> DIRECTORY

To transfer a file:

- FTP> GET filename (filename is the name of the file to retrieve)
- FTP> QUIT (ends ftp session)