



## INSTITUTIONAL SUMMER UNDERGRADUATE RESEARCH FELLOWSHIPS (SURF)

### Annual Progress Report Template

Effective: 06/20/2016

**Name of Institution:**

**Program Director:**

**Start Year of Current Funding Cycle:**

#### **A. Changes in student participants**

At the beginning of the summer, you provided a list to ASPET of students participating in the program this year. If there were any changes to this list (additions or attrition), please detail them here. If there were no changes, please indicate "no changes".

#### **B. Changes in program**

Please describe any new aspects of the program not described in the original application (e.g. new enrichment opportunities or changes in mentor availability).

#### **C. Summer research projects**

Please provide a title and brief summary of each student's research project (current year only).

#### **D. Supplementary evaluation information**

If your program utilized any evaluation methods in addition to the required SURE (Survey of Undergraduate Research Experiences), please list them here along with summaries of any relevant data.

#### **E. Financial report**

Please attach a financial report for the current reporting year only from an appropriate institutional official (e.g. through your Sponsored Research Office). If there are any unspent funds, the Program Director must indicate how these funds will be allocated and provide an anticipated date by which the balance will be spent down.

#### **F. Tracking data for past participants**

Please provide the following information for SURF participants for the past five years or the length of the program if five years have not yet elapsed (in table format, following the example below):

- Student Name
- Year of SURF participation
- Mentor Name

- Student’s undergraduate institution (this may be different from the sponsoring institution)
- Year of Graduation (if applicable)
- Current email address
- Current affiliation (e.g. enrolled in a specific graduate program at a specific institution). If the student is working, provide specific information on employer and job title. If no information is available, please list “no information”; if the information has not changed since the last report, please list “no change”. **Please do not omit previous students from the list.**
- Please list any publications, abstracts, and/or presentations at meetings

Student Name	Year of participation	Mentor Name	Undergraduate Institution	Year of Graduation	Email address	Current Affiliation	Pubs, etc.*
Lopez, Maria	2011	Smith, Sally	Midwestern University	2013	mlopez@example.com	Second year grad student in biochemistry PhD program at Midwestern University	1, 2
Jackson, Terence	2012	Burns, Robert	Eastern College	2014	tjackson@example.com	1 <sup>st</sup> year med student at Medical College of the East	3

\*Append citation information in a numbered list. If multiple students contributed to the same publication or presentation, please use the same reference number.

**If you are not eligible to compete for renewal of your application at this time, please submit the required information as a single PDF to Dr. Catherine L. Fry at [cfry@aspet.org](mailto:cfry@aspet.org). If you are applying for renewal, please append your annual progress report to your application (see *Program Guidelines and Call for Applications*).**