

ARKANSAS REGISTER

Proposed Rule Cover Sheet



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Name of Department _____

Agency or Division Name _____

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Name of Rule _____

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Date of Publishing _____

Final Date for Public Comment _____

Location and Time of Public Meeting _____

~~STUDENT UNDERGRADUATE RESEARCH FELLOWSHIP~~

~~RULE 1 — ORGANIZATION AND STRUCTURE~~

- ~~I. The Arkansas Department of Higher Education (ADHE) shall administer the Student Undergraduate Research Fellowship (SURF) within the policies set by the Arkansas Higher Education Coordinating Board. All formal communications shall be addressed to or signed by the Director of the Arkansas Department of Higher Education or his/her designee. The Student Undergraduate Research Fellowship Selection Panel shall select recipients for awards.~~
- ~~II. The Student Undergraduate Research Fellowship Selection Panel shall consist of:~~
 - ~~A. Faculty or administrators at an Arkansas public or private institution of higher education who have earned a Ph.D. or terminal degree in the discipline to be reviewed.~~
 - ~~B. Other panel members will be considered who have earned a Ph.D. or terminal degree in the discipline to be reviewed and who have an affiliation with an Arkansas public or private institution of higher education or an education-related entity.~~
 - ~~C. The Director of the Arkansas Department of Higher Education or his/her designee shall serve as presiding officer of the Student Undergraduate Research Fellowship Selection Panel and shall ensure that staff services for the Panel are provided.~~
- ~~III. The focus of the Student Undergraduate Research Fellowship is the continued development of undergraduate academic research efforts at Arkansas's public and private institutions of higher education and to provide funding to encourage students to conduct in-depth research projects in specific fields of study under the tutelage of tenured or full-time faculty member. The program is designed to assist all students throughout the state.~~
- ~~IV. The Director of the Arkansas Department of Higher Education has the final responsibility for selecting fellowship recipients pursuant to the provisions of Act 2124 of 2005 and subsequent legislation, and program rules and regulations.~~
- ~~V. The Arkansas Department of Higher Education shall follow the provisions of the Administrative Procedures Act when functioning under Act 2124 of 2005 and subsequent legislation.~~

RULE 2 — FELLOWSHIP ELIGIBILITY CRITERIA

I. ~~Eligibility Criteria~~

~~An applicant must meet the following requirements to be eligible to receive the Student Undergraduate Research Fellowship:~~

- ~~A. The applicant must be a citizen of the United States or a permanent resident alien.~~
- ~~B. The applicant shall be enrolled in an approved Arkansas institution of higher education as a full-time student, as defined by the Department of Higher Education.~~
- ~~C. The applicant must be enrolled in a program of study that leads to or is creditable towards a baccalaureate degree. These programs include baccalaureate and associate degree programs.~~
- ~~D. The applicant must have completed at least 30 semester credit hours before funds are awarded.~~
- ~~E. The applicant must have a minimum cumulative 3.25 grade point average.~~
- ~~F. The applicant must have a tenured or full-time faculty member to serve as his/her mentor.~~

II. ~~Continued Eligibility~~

~~A student may compete for additional years, but cannot receive more than three years of funding.~~

RULE 3 — APPLICATION PROCESS

I. ~~Solicitation of Applicants~~

~~The Arkansas Department of Higher Education will disseminate the Student Undergraduate Research Fellowship announcement through workshops, meetings, press releases, ADHE newsletter, ADHE website and other means deemed appropriate.~~

~~Student Undergraduate Research Fellowship announcements will be emailed to:~~

~~A. Presidents and Chancellors~~

~~B. Chief Academic Officers~~

~~C. Directors of Research and Sponsored Programs~~

~~D. Previous SURF panel members and mentors~~

~~E. Faculty, administrators, and other interested persons~~

~~II. Application~~

~~Students must submit an application for the Student Undergraduate Research Fellowship to the Arkansas Department of Higher Education. The Arkansas Department of Higher Education will provide an application on the Department's website. The Arkansas Department of Higher Education will also provide application forms to any individual upon request. The applicant must complete the Student Undergraduate Research Fellowship application to be considered for the fellowship.~~

~~III. Submission of Application and Application Deadline~~

~~Any interested student who has met the eligibility criteria listed in Rule 2 may apply.~~

~~The Arkansas Department of Higher Education shall establish the deadline for receipt of applications each year. The deadline date shall be clearly printed on the application and website.~~

~~All applications and supporting documentation must be postmarked by the established deadline date in order to be considered. It is the responsibility of the individual applicant to ensure that the application is postmarked by the deadline date.~~

~~*If any deadline date occurs on a weekend or holiday, the deadline will be extended to the following business day.~~

~~IV. Application Review Process~~

~~A. The SURF Panel will read and score applications.~~

~~B. SURF Panel members meet at ADHE or another centrally located location to make recommendations for SURF awards based upon the selection criteria listed in Rule 4. The SURF Panel is divided into two groups (STEM and non-STEM). Based upon appropriations, the STEM SURF Panel will award 60% of the funds to STEM applicants; the non-STEM SURF Panel will award 40% of the funds to non-STEM applicants. Should there not be enough qualified applicants in the STEM or Non-STEM group to make recommendations for awards, funds can be shifted from one group to another until all funds are exhausted.~~

V. ~~Amount of Fellowship~~

~~The amount of the fellowship awarded to each recipient shall be as follows:~~

~~\$1,250 maximum award Student Stipend*~~

~~\$ 750 maximum award Student Travel~~

~~\$ 750 maximum award Mentor Award~~

~~\$1,250 maximum award Institution Match~~

~~**\$4,000** Maximum SURF Award~~

~~*Student stipend— Spring only \$ 625 maximum award~~

~~Spring & Summer \$1,250 maximum award~~

~~Spring & Fall \$1,250 maximum award~~

~~Spring, Summer & Fall \$1,250 maximumaward~~

VI. ~~Award Notification~~

~~The Arkansas Department of Higher Education shall notify each eligible applicant of his/her award. The award notice includes the student's name, address, faculty mentor's name, institution, and the actual amount the student is eligible to receive. The award notice also explains the Arkansas Department of Higher Education's disbursement procedures and conditions, as detailed in Rule 5.~~

~~ADHE shall notify the Presidents/Chancellors, Chief Academic Officers, Offices of Research and Sponsored Programs, and the SURF Panel of SURF awardees.~~

VII. ~~Ineligible Notification~~

~~The Arkansas Department of Higher Education shall notify applicants who are determined to be ineligible and provide the reason for ineligibility.~~

VIII. ~~No Funds Left Notification~~

~~Once all applicants have accepted his/her SURF award and all funds are exhausted, the Arkansas Department of Higher Education shall notify the remaining eligible applicants that all funds have been awarded via a "no award" notice.~~

RULE 4 – FELLOWSHIP SELECTION CRITERIA

- I. ~~All proposals will be reviewed by the Student Undergraduate Research Fellowship Panel that is selected by the Arkansas Department of Higher Education. The SURF Panel will use the following selection criteria for judging proposals.~~

Grading Criteria	Possible Points	Points Awarded
Student's performance and accomplishments (G.P.A., activities, community service, etc.).	10	
Appropriateness of courses completed for proposed research.	10	
Mentor's letter of support.	10	
Two letters of reference.	10	
Mentor has prior experience supervising students in the discipline. (New faculty should be considered, as well as faculty recently beginning involvement in research.)	10	
Appropriateness of proposed mentor's previous experience for the proposed project.	10	
Research/scholarly activity/productivity by the mentor.	10	
The proposed research project. *	30	
TOTAL POINTS AWARDED	100	

~~*Criteria for the awarding of points vary with the area of the endeavor. Criteria may include:~~

- ~~✓ Feasibility of the project, i.e., is the project reasonable for the proposed student with the available facilities?~~
- ~~✓ Is the proposed research/scholarly activity of value to the field of study?~~
- ~~✓ Is the project of sufficient difficulty to challenge the student?~~
- ~~✓ Will the project teach the student skills that are transferable to other research endeavors/ scholarly activities?~~
- ~~✓ Other criteria deemed appropriate by SURF Panel.~~
- ~~✓ Is there some justifiable reason to give this proposal consideration because the candidate is from a group under-represented in the area of endeavor such as women and minorities in science, technology, engineering, or mathematics (STEM)?~~

~~The SURF Panel shall meet and make recommendation of students to be awarded a SURF fellowship based upon the above selection criteria. Recommendation of awards shall be made until all funds are exhausted. The SURF Panel shall also select alternates to be awarded in the event a student does not accept his/her SURF award.~~

~~The Director of the Arkansas Department of Higher Education has the final responsibility for selecting fellowship recipients.~~

~~RULE 5 – FELLOWSHIP PAYMENT POLICIES~~

~~I. Limits of Payment~~

~~A. Disbursement of Fellowships~~

~~The Arkansas Department of Higher Education shall disburse fellowship funds to the institution designated on the student's application. The Arkansas Department of Higher Education shall send funds to the Office of Research and Sponsored Programs (ORSP) or Financial Aid Office via electronic funds transfer or state warrant. Additionally, the ORSP or Financial Aid will be sent an Award Roster and Receipt Confirmation. The Award Roster lists the students to be awarded and the disbursement amounts. The Receipt Confirmation should be signed by the disbursement officer and returned to ADHE. The institution will disburse the grant funds to the student according to the institution's disbursement procedures.~~

~~B. Cancellation of the Fellowship~~

~~1. The award will be terminated for any of the following reasons:~~

- ~~a. Failure to maintain at least a 3.25 cumulative grade point average on a 4.00 scale.~~
- ~~b. Failure to maintain satisfactory academic progress as defined by the institution.~~
- ~~c. Failure to conduct the research for which the SURF fellowship was awarded.~~

~~2. The recipient is responsible for notifying, in writing, the Arkansas Department of Higher Education of any change in status (i.e. change of address, email, transfer of research to another mentor, etc.). Failure to provide written notification may result in the cancellation of the fellowship for that term.~~

~~C. Military Service~~

~~Recipients who are members of the Arkansas National Guard or Armed Forces Reserve units who are called to active duty for reasons other than regular unit training and are unable to complete the current term will be allowed to repeat the missed term. In addition, they will be placed in deferred status until six months after release from active duty, at which time they must be re-enrolled and continue research with the same mentor.~~

~~D. Refunds~~

~~The Arkansas Department of Higher Education is entitled to a refund of the fellowship amount, for that semester, if the recipient of a fellowship withdraws, drops out, is expelled, falls below the minimum standards detailed in Rule 2, or does not conduct the research for which the SURF award was made.~~

~~RULE 6 – INSTITUTIONAL RESPONSIBILITIES~~

~~I. College/University Responsibilities~~

~~A. Administrative Agreement~~

~~The chief executive officer of the eligible institution is responsible for designating one institutional representative to act as administrator of the Student Undergraduate Research Fellowship and to receive all communications, forms, etc. This representative is responsible for verification, data and compliance with all program rules and regulations. The institution must comply with all rules and regulations in order to maintain continued eligibility status.~~

~~The Authorizing Institutional Official ensures that by signing the SURF application that the applicant has met all conditions of the Fellowship Eligibility Criteria in Rule 2.~~

~~B. Disbursement Records~~

~~The institution shall maintain information on the student indicating disbursement of fellowship funds.~~

~~C. Institutional Verification~~

~~The institution shall provide certification of full-time enrollment, as of the close of business on the eleventh day of classes. The institution must comply with OMB Circular A21 (Cost Principles for Educational Institutions) and OMB Circular A110 (Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and other Non-Profit Organizations) when~~

~~managing SURF funds. Each institution shall establish a separate account for each student awarded a SURF fellowship.~~

~~Each Department\Division\Dean\Chair is responsible for ensuring that the student and mentor are conducting research as set forth in the Student Undergraduate Research Fellowship proposal submitted to the Arkansas Department of Higher Education.~~

~~D. Deadlines for Disbursement of Funds & Refunds~~

~~Funds shall be disbursed to students and mentors in accordance with the institution's disbursement procedures according to OMB Circular A21 and OMB Circular A110. Any outstanding funds not disbursed by the end of the semester must be returned to ADHE within 15 days of the semester's end.~~

~~The Arkansas Department of Higher Education is entitled to a refund of the fellowship amount, for that semester, if the recipient of a fellowship withdraws, drops out, is expelled or does not conduct the research for which the SURF award was made. The Institutional Representative is responsible for issuing a refund to ADHE within 15 days of the semester's end.~~

~~E. Due Diligence~~

~~The institution will exercise due diligence in providing complete, accurate, and timely information as requested by the Arkansas Department of Higher Education on any Student Undergraduate Research Fellowship recipient or former recipient. In addition, the institution will exercise due diligence in complying with all the rules and regulations of the Student Undergraduate Research Fellowship Program. The Arkansas Department of Higher Education shall periodically review the SURF program.~~

RULE 7 — FELLOWSHIP RECIPIENT'S RESPONSIBILITIES

- ~~I. It is the recipient's responsibility to notify the Arkansas Department of Higher Education, in writing, of any change in status (i.e. change of address, email, transfer of research to another mentor, etc.). Failure to provide written notification may result in the cancellation of the fellowship for that term.~~

~~Change in the research project is not allowed for the Student Undergraduate Research Fellowship.~~

- ~~II. Fellowship recipient is required to submit a one page abstract on the findings of his/her research upon completion of the project to the Arkansas Department of Higher Education as follows:~~

~~May 1 — Spring term project completion~~
~~August 1 — Summer term project completion~~
~~December 1 — Fall term project completion~~

~~III. Fellowship recipients are required to present the findings of his/her research at a state or national conference in his/her discipline or attend a meeting of experts in his/her discipline as directed by his/her mentor.~~

~~Failure by a fellowship recipient to comply with any of the above may result in forfeiture of his/her SURF fellowship funds.~~

RULE 8 – PROGRAM DEFINITIONS

The following definitions are used in the Student Undergraduate Research Fellowship Program:

- APPROVED INSTITUTION** — a public-supported or private, non-profit postsecondary institution with its primary headquarters located in Arkansas that is eligible to receive Title IV Federal student aid funds.
- CITIZEN** — a person who is a U.S. citizen or a permanent resident alien. If the recipient is not a U.S. citizen, but a permanent resident alien, the recipient must attach a copy of the permanent resident alien card to the application.
- ELIGIBLE APPLICANT** — any applicant who meets the eligibility criteria established in Rule 2.
- FELLOWSHIP** — an amount of money given to a student for a specified period of time that allows them to study and research a subject.
- FULL-TIME STUDENT** — 12 semester credit hours or its equivalent per semester.
- INSTITUTIONAL MATCH** — amount of funds the institution must match the student's stipend.
- OMB Circular A110** — sets forth the uniform administrative requirements for grants and agreements with institutions of higher education, hospitals, and other non-profit organizations.
- OMB Circular A21** — sets forth the rules governing the eligibility and calculation of costs in support of sponsored research, development, training and other works produced in agreement with the United States Federal Government, but does not attempt to identify or dictate agency or institutional participation in those works.
- MENTOR** — tenured or full-time faculty member.
- MENTOR COST** — salary, fringe benefits, materials, supplies and travel costs awarded to the mentor associated with mentoring the student.

SEMESTER	Spring, Summer or Fall terms.
STUDENT STIPEND	an amount of money awarded to the student to conduct his/her research.
STUDENT TRAVEL	cost incurred by student to present the results of his/her research at a state or national conference or to attend a meeting of experts in his/her discipline.
SURF PANEL	shall consist of faculty or administrators of Arkansas public or private institution of higher education who have earned a Ph.D. or terminal degree in the discipline to be reviewed. Other reviewers will be considered who have earned a Ph.D. or terminal degree in the discipline to be reviewed and who have an affiliation with an Arkansas public or private institution of higher education or an education-related entity.

**DIVISION OF HIGHER EDUCATION RULES GOVERNING THE STUDENT
UNDERGRADUATE RESEARCH FELLOWSHIP**

Effective date: [insert date here]

1.00 PURPOSE

- 1.01 The purpose of the Student Undergraduate Research Fellowship (SURF) Program is to support the continued development of undergraduate academic research efforts at state-supported colleges and universities.

2.00 DEFINITIONS

- 2.01 “Approved institution” means a public-supported or private, non-profit postsecondary institution with its primary headquarters located in Arkansas that is eligible to receive Title IV Federal student aid funds.
- 2.02 “Citizen” means a person who is a U.S. citizen or a permanent resident alien.
- 2.02.1 If the recipient is not a U.S. citizen, but a permanent resident alien, the recipient must attach a copy of the permanent resident alien card to the application.
- 2.03 “Eligible applicant” means any applicant who meets the eligibility criteria established in Section 4.00.
- 2.04 “Fellowship” means an amount of money given to a student for a specified period that allows them to study and research a subject.
- 2.05 “Full-time student” means a student enrolled in 12 semester credit hours or its

equivalent per semester.

2.06 “Institutional match” means the amount of funds institution must match for a student’s stipend.

2.07 “Mentor” means a tenured or full-time faculty member.

2.08 “Mentor cost” means any salary, fringe benefits, materials, supplies and travel costs awarded to the mentor associated with mentoring the student.

2.09 “Semester” means a spring, summer or fall term.

2.10 “Student stipend” means an amount of money awarded to the student to conduct his or her research.

2.11 “Student travel” means costs incurred by a student to present the results of his or her research at a state or national conference or to attend a meeting of experts in his or her discipline.

2.12 “SURF Selection Panel” means a panel of faculty or administrators of Arkansas public or private institution of higher education who have earned a Ph.D. or terminal degree in the discipline being reviewed.

2.12.1 Other reviewers will be considered who have earned a Ph.D. or terminal degree in the discipline to be reviewed and who have an affiliation with an Arkansas public or private institution of higher education or an education-related entity.

3.00 ORGANIZATION AND STRUCTURE

3.01 The Division of Higher Education shall administer the Student Undergraduate Research Fellowship (SURF) within the policies set by the Arkansas Higher Education Coordinating Board.

3.01.1 All formal communications shall be addressed to or signed by the Commissioner of Higher Education or his or her designee.

3.01.2 The SURF Selection Panel shall select recipients for awards.

3.02 The SURF Selection Panel shall consist of:

3.02.1 Faculty or administrators at an Arkansas public or private institution of higher education who have earned a Ph.D. or terminal degree in the discipline to be reviewed.

3.02.2 Other panel members will be considered who have earned a Ph.D. or terminal degree in the discipline to be reviewed and who have an affiliation with an Arkansas public or private institution of higher

education or an education- related entity.

3.02.3 The commissioner or his/her designee shall serve as presiding officer of the SURF Selection Panel.

3.03 The focus of the Student Undergraduate Research Fellowship is the continued development of undergraduate academic research efforts at Arkansas's public and private institutions of higher education and to provide funding to encourage students to conduct in-depth research projects in specific fields of study under the tutelage of tenured or full-time faculty member. The program is designed to assist all students throughout the state.

3.04 The commissioner has the final responsibility for selecting fellowship recipients subject to the provisions of Arkansas Code 6-61-236 these rules.

4.00 FELLOWSHIP ELIGIBILITY CRITERIA

4.01 An applicant must meet the following requirements to be eligible to receive the Student Undergraduate Research Fellowship:

4.01.1 The applicant must be a citizen of the United States or a permanent resident alien.

4.01.2 The applicant shall be enrolled in an approved Arkansas institution of higher education as a full-time student, as defined by the Department of Higher Education ADHE.

4.01.3 The applicant must be enrolled in a program of study that leads to or is creditable towards a baccalaureate degree.

4.01.3.1 These programs include baccalaureate and associate degree programs.

4.01.4 The applicant must have completed at least 30 semester credit hours before funds are awarded.

4.01.5 The applicant must have a minimum cumulative 3.25 grade point average.

4.01.6 The applicant must have a tenured or full-time faculty member to serve as his or her mentor.

4.02 A student may compete for additional years, but cannot receive more than three academic years of funding.

5.00 APPLICATION PROCESS

- 5.01 The Division of Higher Education will disseminate the Student Undergraduate Research Fellowship announcement through workshops, meetings, press releases, division newsletters, the division's website and by other appropriate methods.
- 5.02 Student Undergraduate Research Fellowship announcements will be emailed to:
- 5.02.1 Presidents and chancellors of institutions of higher education.
 - 5.02.2 Chief Academic Officers
 - 5.02.3 Directors of Research and Sponsored Programs
 - 5.02.4 Previous SURF panel members and mentors
 - 5.02.5 Faculty, administrators, and other interested persons
- 5.03 Students must submit an application for the Student Undergraduate Research Fellowship to the division.
- 5.03.1 The division shall provide an application form on its website and to any individual upon request.
 - 5.03.2 The applicant must complete and submit the Student Undergraduate Research Fellowship application to be considered for the fellowship.
- 5.04 Any interested student who meets the eligibility criteria in Section 4.00 may apply.
- 5.05 The division shall establish the deadline for receipt of applications each year.
- 5.05.1 The deadline date shall be clearly printed on the application and website.
 - 5.05.2 All applications and supporting documentation must be postmarked by the established deadline date in order to be considered.
 - 5.05.2.1 It is the responsibility of the individual applicant to ensure that the application is postmarked by the deadline date.
 - 5.05.3 If any deadline date occurs on a weekend or holiday, the deadline will be extended to the following business day.
- 5.06 The SURF Selection Panel shall read and score applications.
- 5.07 SURF Selection Panel members shall meet with the division to make recommendations for SURF awards based upon the selection criteria listed in Section 6.00.

- 5.07.1 The SURF Selection Panel is divided into two groups to represent STEM disciplines and non-STEM disciplines.
- 5.07.2 Each group will make recommendations for applicants from the respective disciplines.
- 5.07.1.1 Subject to appropriations, the SURF Selection Panel will award 60% of the funds to STEM applicants and 40% of the funds to non-STEM applicants.
- 5.07.1.2 Should there not be enough qualified applicants in the STEM or Non-STEM group to make recommendations for awards, funds can be shifted from one group to another until all funds are exhausted.
- 5.08 The amount of the fellowship awarded to each recipient shall be as follows:
- 5.08.1 Up to \$1,250.00 for a student stipend;
- 5.08.1.1 If a student is awarded a fellowship for only a spring or fall semester, the student stipend shall not exceed \$625.00.
- 5.08.2 Up to \$750.00 for student travel;
- 5.08.3 Up to \$750.00 for a mentor award; and
- 5.08.4 Up to \$1,250.00 for the institution match.
- 5.09 The maximum award shall not exceed \$4,000.
- 5.10 The division shall notify each eligible applicant of his or her award.
- 5.10.1 The award notice shall include the student's name, address, faculty mentor's name, institution, and the actual amount the student is eligible to receive.
- 5.10.2 The award notice shall explain the division's disbursement procedures and conditions, as detailed in Section 7.00.
- 5.11 The division shall notify the appropriate faculty and administration at each institution, and the SURF Panel of SURF awardees.
- 5.12 The division shall notify applicants who are determined to be ineligible and provide the reason for ineligibility.
- 5.13 Once each applicant have accepted his or her SURF award and all funds are exhausted, the division shall notify all remaining eligible applicants that all funds have been awarded via a "no award" notice.

6.00 FELLOWSHIP SELECTION CRITERIA

6.01 All proposals will be reviewed by the Student Undergraduate Research Fellowship Selection Panel that is selected by the Arkansas Department of Higher Education ADHE.

6.02 The SURF Selection Panel will use the following scale to grade the selection criteria found in the table at Appendix A (the selection criteria), 1 being the best score and 9 being the worst score:

1 – Superior: Extraordinary and needs little to no revision, improvement, or both.

2 – Excellent: Easily addressable issues and needs little revision, improvement, or both.

3 – Above Average: Has strong quality and would benefit from revision, improvement, or both.

4 – Good: Has slightly above average quality and needs some revision, improvement, or both.

5 – Average: Has average quality and needs revision, improvement, or both.

6 – Fair: Has slightly below average quality and needs revision, improvement, or both.

7 – Below Average: Has weak quality and requires revision, improvement, or both.

8 – Minimal: Multiple issues and severely requires revision, improvement, or both.

9 – Poor: Not recommended for funding or consideration.

6.03 The SURF Selection Panel shall meet and make recommendation for students to be awarded a fellowship based upon the selection criteria.

6.03.1 Recommendation of awards shall be made until all funds are exhausted.

6.03.2 The SURF Panel shall also select alternates to be awarded in the event a student does not accept his or her SURF award.

6.04 The Commissioner of Higher Education has the final responsibility for selecting fellowship recipients.

7.00 FELLOWSHIP PAYMENT PROCEDURES

- 7.01 The Division of Higher Education shall disburse fellowship funds to the institution designated on the student's application.
- 7.01.1 The division shall send funds to the appropriate administrative staff at the institution via electronic funds transfer or state warrant.
- 7.01.2 The division will also send an award roster and receipt confirmation to the appropriate institution.
- 7.01.2.1 The award roster lists the students to be awarded and the disbursement amounts.
- 7.01.2.2 The Receipt Confirmation should be signed by the disbursement officer and returned to the division.
- 7.01.3 The institution will disburse the grant funds to the student according to the institution's disbursement procedures.
- 7.02 Fellowships shall be terminated for a recipient's:
- 7.02.1 Failure to maintain at least a 3.25 cumulative grade point average on a 4.00 scale.
- 7.02.2 Failure to maintain satisfactory academic progress as defined by the institution.
- 7.02.3 Failure to conduct the research for which the fellowship was awarded.
- 7.03 The recipient is responsible for notifying the division, in writing, of any change in status (i.e. change of address, email, transfer of research to another mentor, etc.).
- 7.03.1 A recipient's failure to provide written notification may result in the cancellation of the fellowship for that term.
- 7.04 Recipients who are members of the Arkansas National Guard or Armed Forces Reserve units who are called to active duty for reasons other than regular unit training and are unable to complete the current term will be allowed to repeat the missed term.
- 7.04.1 Those recipients shall be placed in deferred status until six months after release from active duty, at which time they must be re-enrolled and continue research with the same mentor.
- 7.05 If the recipient of a fellowship withdraws, drops out, is expelled, falls below the minimum standards in Section 4.00, or does not conduct the research for which the fellowship award was received, the fellowship award for that semester shall

be refunded to the division.

8.00 INSTITUTIONAL RESPONSIBILITIES

8.01 The chief executive officer of the eligible institution is responsible for designating one institutional representative to act as administrator of the Student Undergraduate Research Fellowship and to receive all communications, forms, and the like for that institution.

8.01.1 This representative is responsible for verification, data and compliance with all law and Division of Higher Education rules related to the program.

8.01.2 The institution must comply with all law and rules in order to maintain continued eligibility status.

8.02 Each authorizing institutional official certifies, by signing the program application, that the applicant has met all conditions of the fellowship eligibility criteria in Section 4.00.

8.03 The institution shall maintain information on the student indicating disbursement of fellowship funds.

8.04 The institution shall provide certification of full-time enrollment, as of the close of business on the eleventh day of classes.

8.05 The institution must comply with OMB Circular A21 (Cost Principles for Educational Institutions) and OMB Circular A110 (Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and other Non- Profit Organizations) when managing fellowship funds.

8.06 Each institution shall establish a separate account for each student awarded a SURF fellowship.

8.07 The appropriate faculty head of the academic discipline for which a recipient is conducting research under the fellowship is responsible for ensuring that the student and mentor are conducting research as set forth in the fellowship application submitted to the division.

8.08 Funds shall be disbursed to students and mentors in accordance with the institution's disbursement procedures according to OMB Circular A21 and OMB Circular A110.

8.08.1 Any outstanding funds not disbursed by the end of the semester must be returned to the division within 15 days of the semester's end.

8.08.2 The Institutional Representative is responsible for issuing a refund under

7.05 to the division within 15 days of the semester's end.

8.09 Each institution shall exercise due diligence in providing complete, accurate, and timely information as requested by the division on any fellowship recipient or former recipient.

8.10 The Arkansas Department of Higher Education ADHE shall periodically review the program.

9.00 FELLOWSHIP RECIPIENT'S RESPONSIBILITIES

9.01 It is the recipient's responsibility to notify the Division of Higher Education, in writing, of any change in status (i.e. change of address, email, transfer of research to another mentor, etc.).

9.01.1 Failure to provide written notification may result in the cancellation of the fellowship for that term.

9.02 A fellowship recipient shall not change the purpose for his or her research project.

9.03 Each fellowship recipient shall submit a one page abstract on the findings of his or her research upon completion of the project to the division as follows:

9.03.1 By May 1 for a spring term project completion;

9.03.2 By August 1 for a summer term project completion;

9.03.3 By December 1 for a fall term project completion

9.04 Fellowship recipients are required to present the findings of his or her research at a state or national conference in his/her discipline or attend a meeting of experts in his or her discipline as directed by his/her mentor.

9.04.1 Failure by a fellowship recipient to comply with any of the above may result in forfeiture of his/her SURF fellowship funds.

**APPENDIX A: STUDENT UNDERGRADUATE RESEARCH FELLOWSHIP
SELECTION CRITERIA**

<p><u>Student's Academic Success:</u> GPA, Extracurricular Activities, Leadership, etc.</p>
<p><u>Qualifications of the Mentor and Research Team (if applicable):</u> Clear plan for support, research history, experience in the field of proposal, contributions to undergraduate research.</p>
<p><u>Innovation/Originality:</u> Generates new ideas and/or applies existing ideas in a new context.</p>
<p><u>Significance of the Study:</u> Outcomes are clearly proposed and Impact is anticipated. STEM – Addresses an area of importance to the discipline and shows potential to advance the science. Non-STEM - Expands knowledge of best/creative practices in the field, increases creative output.</p>
<p><u>Appropriateness of the methodology:</u> STEM - Research design, Sampling approach, Data collection protocol/plan, Data analysis procedure/plan, Protection of human subjects and/or plan for seeking IRB approval. Non-STEM – Preliminary Research showing selection and citation of primary and secondary sources, Hermeneutic framework, analytical approach is well defined or creative process and products are well planned/described.</p>
<p><u>Merit:</u> STEM - Utilizes established scientific principles, Demonstrates how scientific knowledge will be gained, Problem/topic being investigated is of value to the larger scientific community. Non-STEM – Uses best practices and innovative approaches in the field, betters the understanding of the human experience, benefits and engages the fields community.</p>
<p><u>Other Criteria:</u> Reference Letters, plan for dissemination, appropriate budget, feasibility of completing the project in projected timeframe, cohesiveness and coherency, clarity of writing</p>

FINANCIAL IMPACT STATEMENT

PLEASE ANSWER ALL QUESTIONS COMPLETELY.

DEPARTMENT _____
BOARD/COMMISSION _____
PERSON COMPLETING THIS STATEMENT _____
TELEPHONE NO. _____ **EMAIL** _____

To comply with Ark. Code Ann. § 25-15-204(e), please complete the Financial Impact Statement and email it with the questionnaire, summary, markup and clean copy of the rule, and other documents. Please attach additional pages, if necessary.

TITLE OF THIS RULE _____

1. Does this proposed, amended, or repealed rule have a financial impact?
Yes No

2. Is the rule based on the best reasonably obtainable scientific, technical, economic, or other evidence and information available concerning the need for, consequences of, and alternatives to the rule?
Yes No

3. In consideration of the alternatives to this rule, was this rule determined by the agency to be the least costly rule considered? Yes No

If no, please explain:

(a) how the additional benefits of the more costly rule justify its additional cost;

(b) the reason for adoption of the more costly rule;

(c) whether the reason for adoption of the more costly rule is based on the interests of public health, safety, or welfare, and if so, how; and

(d) whether the reason for adoption of the more costly rule is within the scope of the agency's statutory authority, and if so, how.

4. If the purpose of this rule is to implement a *federal* rule or regulation, please state the following:
(a) What is the cost to implement the federal rule or regulation?

Current Fiscal Year

General Revenue _____
 Federal Funds _____
 Cash Funds _____
 Special Revenue _____
 Other (Identify) _____

Total _____

Next Fiscal Year

General Revenue _____
 Federal Funds _____
 Cash Funds _____
 Special Revenue _____
 Other (Identify) _____

Total _____

(b) What is the additional cost of the state rule?

Current Fiscal Year

General Revenue _____
 Federal Funds _____
 Cash Funds _____
 Special Revenue _____
 Other (Identify) _____

Total _____

Next Fiscal Year

General Revenue _____
 Federal Funds _____
 Cash Funds _____
 Special Revenue _____
 Other (Identify) _____

Total _____

5. What is the total estimated cost by fiscal year to any private individual, private entity, or private business subject to the proposed, amended, or repealed rule? Please identify those subject to the rule, and explain how they are affected.

Current Fiscal Year

\$ _____

Next Fiscal Year

\$ _____

6. What is the total estimated cost by fiscal year to a state, county, or municipal government to implement this rule? Is this the cost of the program or grant? Please explain how the government is affected.

Current Fiscal Year

\$ _____

Next Fiscal Year

\$ _____

7. With respect to the agency's answers to Questions #5 and #6 above, is there a new or increased cost or obligation of at least one hundred thousand dollars (\$100,000) per year to a private individual, private entity, private business, state government, county government, municipal government, or to two (2) or more of those entities combined?

Yes No

If yes, the agency is required by Ark. Code Ann. § 25-15-204(e)(4) to file written findings at the time of filing the financial impact statement. The written findings shall be filed simultaneously with the financial impact statement and shall include, without limitation, the following:

- (1) a statement of the rule's basis and purpose;
- (2) the problem the agency seeks to address with the proposed rule, including a statement of whether a rule is required by statute;
- (3) a description of the factual evidence that:
 - (a) justifies the agency's need for the proposed rule; and
 - (b) describes how the benefits of the rule meet the relevant statutory objectives and justify the rule's costs;
- (4) a list of less costly alternatives to the proposed rule and the reasons why the alternatives do not adequately address the problem to be solved by the proposed rule;
- (5) a list of alternatives to the proposed rule that were suggested as a result of public comment and the reasons why the alternatives do not adequately address the problem to be solved by the proposed rule;
- (6) a statement of whether existing rules have created or contributed to the problem the agency seeks to address with the proposed rule and, if existing rules have created or contributed to the problem, an explanation of why amendment or repeal of the rule creating or contributing to the problem is not a sufficient response; and
- (7) an agency plan for review of the rule no less than every ten (10) years to determine whether, based upon the evidence, there remains a need for the rule including, without limitation, whether:
 - (a) the rule is achieving the statutory objectives;
 - (b) the benefits of the rule continue to justify its costs; and
 - (c) the rule can be amended or repealed to reduce costs while continuing to achieve the statutory objectives.



Division of Higher Education

101 E. Capitol Ave., Suite 300 • Little Rock, Arkansas • 72201 • (501) 371-2000

Jacob Oliva
Secretary

Ken Warden, Ph.D.
Commissioner

September 11, 2024

Division Of Higher Education Rule Governing The Student Undergraduate Research Fellowship

PURPOSE

The Division of Higher Education is seeking Governor's Office review and approval of the proposed amendments to the Rule Governing The Student Undergraduate Research Fellowship.

BACKGROUND

This rule is being promulgated because of recent legislation that requires institutions of higher education to allow scholarship funds to be spent on courses offered during a summer term.

KEY POINTS

- Requires institutions of higher education to allow students to spend scholarship funds on courses offered during a summer term.

DISCUSSION

Act 413 of 2023 amended the Arkansas Code to allow students who are recipients of scholarship funds to spend those scholarship funds on courses offered during a summer term. This rule amendment reflects the legislative change.

The rule was also rewritten to make technical corrections in advance of the Code of Arkansas Rules.

RECOMMENDATION

The Division of Higher Education recommends Governor's Office approval of this rule.

Notice of Rulemaking
Public Comment Period: September 13 – October 13

Pursuant to Arkansas Code Annotated § 25-15-201 et seq., notice is hereby given that the Division of Higher Education is considering new administrative rules. Public comment hearings will be held for the following rules:

- DHE Rule Governing the Osteopathic Rural Medical Practice Student Loan and Scholarship Program;
- DHE Rule Governing the Arkansas Geographical Critical Needs Scholarship Program;
- DHE Rule Governing Emergency Response Equipment at Institutions of Higher Education;
- DHE Rule Governing the Student Undergraduate Research Fellowship Program;
- DHE Rule Governing the Arkansas Academic Challenge Scholarship;
- DHE Rule Governing the Graduate Medical Education Residency Expansion Board.

All hearings will be held October 8, 2024, at 10 a.m. at the Arkansas Department of Education, Arch Ford Building, Four Capitol Mall, Little Rock, AR, 72201. The public comment period for these rules ends on October 13, 2024. Written comments regarding these proposed rules may be mailed to ADE Legal Services, Four Capitol Mall, Room 302A, Little Rock, AR, 72201.

Comments may be emailed to ADE.RulesComments@ade.arkansas.gov. A copy of the proposed rules can be found on the Division of Higher Education's website at: <https://adhe.edu/data-publications/pending-policies>. Copies also may be obtained by contacting ADE's Office of Legal Services at the above address, via phone at (501) 683-1390, or via email at legal@ade.arkansas.gov.

From: [Legal Ads](#)
To: [Alisha N. Price \(ADE\)](#)
Subject: Re: ADHE Rules for Public Comment
Date: Tuesday, September 10, 2024 8:36:07 AM
Attachments: [image001.png](#)

Caution: This is an external email and may contain a suspicious subject or content. Please take care when clicking links or opening attachments. When in doubt, contact [ADE IT Services](#).

Will run Fri 9/13, Sat 9/14, and Sun 9/15. Sunday will be billed separately.

Thank you,

Gregg Sterne, Legal Advertising
Arkansas Democrat-Gazette
legalads@arkansasonline.com

From: "Alisha N. Price, ADE" <Alisha.Price@ade.arkansas.gov>
To: "legalads" <legalads@arkansasonline.com>
Cc: "LaBria Brown, ADE" <LaBria.Brown@ade.arkansas.gov>
Sent: Monday, September 9, 2024 1:52:32 PM
Subject: ADHE Rules for Public Comment

Good afternoon,

Please see the attached list of Arkansas Division of Higher Education rules that we would like to run a notice for public comment on. We request that the attached notice run this Friday, September 13, 2024, through Sunday, September 15, 2024.

Please let me know if you have any questions or need anything else from us.

Thanks, and have a great day!



Alisha Price
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Little Rock, Arkansas 72201
Office: (501) 682-7590
Email: alisha.price@ade.arkansas.gov