

2023 SURF & Summer Sponsored Internship Award Forms & Deadlines

Please review the steps below for completing the  
**2023 Summer Undergraduate Research Fellowship (SURF)**  
Fellowship Award Form and Housing Form

*Congratulations! Students who have received an award letter from one of Trinity's undergraduate research programs will begin the forms process by following the steps below.*

*Please find **summer sponsored internship award forms on the second page** of this document.*

1. **Student** submits SURF Award Form (link below)
  - a. [2023 Student Summer Research Fellowship Award Form](#)
  - b. **Due ASAP, but no later than Friday, March 31st at noon**
  - c. Student receives an automatic survey confirmation upon Google form submission.
  
2. **Student** submits the Summer Housing Form (link below)
  - a. Review [2023 Summer Housing Information](#) first
  - b. [2023 Summer Research/Internship Housing Form](#)
  - c. **Due ASAP, but no later than Friday, March 31st at noon**
  - d. Student receives an automatic survey confirmation upon Google form submission.
  
3. **Faculty mentor** submits their portion of the SURF Award Form (link below)
  - a. [2023 Faculty Mentor Summer Research Fellowship Award Form](#)
  - b. **Due ASAP, but no later than Friday, March 31st at noon**
  - c. Faculty mentor receives an automatic survey confirmation upon Google form submission.
  
4. Experiential Learning Admin. sends out an email on **March 31st** to the **Department Chairpersons** to approve and electronically sign for the course registrations (in the SURF Award Forms) submitted for their department by **Monday, April 3rd.**
  
5. Experiential Learning Admin. sends out an email on **March 31st** to the **Grant Principal Investigators / Program Directors** to add fellowship funding account info and dollar amounts for all SURF Award Forms submitted for that funding source by **Monday, April 3rd.**

*Once the above items have been fulfilled then the Office of Experiential Learning will forward the paperwork to accounts payable, the business office, the registrar, and residential life for processing.*

*Please email [exl@trinity.edu](mailto:exl@trinity.edu) if you have any questions.*

## 2023 SURF & Summer Sponsored Internship Award Forms & Deadlines

Please review the steps below for completing the  
**2023 Summer Internship Award Form and Housing Form**

*Congratulations! Students who have received a summer internship from **ALE, MAS/Alvarez, or Donahue** will begin the forms process by following the steps below.*

1. **Student** submits Summer Internship Award Form (link below)
  - a. [2023 Summer Sponsored Internship Award Form](#)
  - b. **Due ASAP, but no later than Friday, March 31st at noon**
  - c. Student receives an automatic survey confirmation upon Google form submission.
  
2. **Student** submits the Summer Housing Form (link below)
  - a. Review [2023 Summer Housing Information](#) first
  - b. [2023 Summer Research/Internship Housing Form](#)
  - c. **Due ASAP, but no later than Friday, March 31st at noon**
  - d. Student receives an automatic survey confirmation upon Google form submission.
  
3. **Faculty mentor** signs off on the Summer Internship Award Form that will automatically route after student submission.
  
4. Experiential Learning Admin. sends out an email on **March 31st** to the **Department Chairpersons** to approve and electronically sign for the course registrations (in the SURF Award Forms) submitted for their department by **Monday, April 3rd**.
  
5. Experiential Learning Admin. sends out an email on **March 31st** to the **Grant Principal Investigators / Program Directors** to add fellowship funding account info and dollar amounts for all Internship Award Forms submitted for that funding source by **Monday, April 3rd**.

*Once the above items have been fulfilled then the Office of Experiential Learning will forward the paperwork to accounts payable, the business office, the registrar, and residential life for processing.*

Please email [exl@trinity.edu](mailto:exl@trinity.edu) if you have any questions.