

## Frequently Asked Questions

<b>How do I order SURCA Supplies?</b>	You'll order SURCA supplies with the help of your Administrative Associate(s) the same way you would order any supplies. Be sure to copy our business officer, Trent Rackley ( <a href="mailto:rackleyf@uncw.edu">rackleyf@uncw.edu</a> ) on your supply & materials orders, and we'll use the SURCA funds to cover the expenses of your orders.
<b>How do I input SURCA Travel?</b>	Your Administrative Associate will help you enter your travel as normal and the travel will be covered with SURCA funds. Be sure to copy Peggy Styes ( <a href="mailto:styesp@uncw.edu">styesp@uncw.edu</a> ) on all travel authorizations
<b>How do I fill in my SURCA electronic timesheet?</b>	You can find a detailed guide for filling out your electronic timesheets on our SURCA webpage here: <a href="http://www.uncw.edu/eteal/Initiatives/SURCA.html">http://www.uncw.edu/eteal/Initiatives/SURCA.html</a>
<b>Can I still receive undergraduate pay for my SURCA project work if I already have a job at the University?</b>	Yes. If you already have another job here at UNCW, you'll still be hired on through your department as usual and you'll get a separate SURCA timesheet to fill out. Remember that you can only work a maximum of 29 hours each week, so if you work 15 hours in another job you can only work 14 hours/week on SURCA.
<b>When will I receive pay for my SURCA project?</b>	Faculty and Graduate Assistant stipends will begin arriving in February and will be dispersed in equal amounts each month from February through May, unless you have specified a different term for your project. Undergraduates will receive their pay for each month worked on the 15 <sup>th</sup> of the following Month, so you will receive pay for hours worked in January on Feb. 15.
<b>Can I work on my SURCA project during a University holiday?</b>	You may work on your SURCA project during state holidays and over Spring Break. If you choose to do this, however, you must alert us ahead of time and write us a confirmation that you have worked on a state or University holiday.
<b>When is my project report due? My Reflections? Where do I submit these?</b>	Your project report and reflections are due on July 1 <sup>st</sup> , 2016. You can send both your project report (authored by the faculty) and your reflections (one from each faculty, graduate assistant, and student involved) to <a href="mailto:ETEAL@uncw.edu">ETEAL@uncw.edu</a>
<b>Do I have to register for a Showcase? Should I register for this semester or the next?</b>	All SURCA awardees are expected to present at either the Spring 2016 or Fall 2016 UNCW Showcase of Student Research.
<b>How do I create a poster for the SURCA Showcase?</b>	The CSURF site has some excellent resources to help you create a poster to showcase your SURCA project: <a href="http://uncw.edu/csurf/posterstips.html">http://uncw.edu/csurf/posterstips.html</a>