



Hamel Center for Undergraduate Research
UNDERGRADUATE RESEARCH OPPORTUNITIES PROGRAM

To: FACULTY MENTOR/SURF USA
From: Donna Brown, Director of Undergraduate Research
Re: Role and responsibilities of mentors

Thank you for your support of undergraduate research here at UNH. As you begin serving as a faculty mentor, I urge you to visit our website (www.unh.edu/undergrad-research) and to contact us with questions or concerns as soon as they arise. Our office is in Hood House Room 209 and our phone number is 862-4323. I have listed below some basic information that may be useful as you start out, especially if you have not served as a mentor before.

Mentor Eligibility:

All tenure-track faculty members at UNH and UNHM are eligible (including research faculty). Non-tenure track faculty may become mentors with the approval of the department chair and the Director of Undergraduate Research. Faculty members at other institutions and individuals who are not faculty members but have special knowledge or expertise appropriate to the research or creative project proposed may become mentors with the approval of the Director of Undergraduate Research.

Mentor Responsibilities:

- Explore possible research topics that reflect the student's interests and preparation.
- Identify the knowledge, experience, and skills the student needs to complete the project.
- Help your student define and focus the project, including the development of a timetable to assure that the project can be managed within the time frame allotted.
- Discuss with the student the details of how the proposed research, scholarly, or creative project will be carried out and the features of a good project proposal. Attached is a description of proposal requirements and suggested format and style, as well as the criteria used by the UROP Faculty Review Committee in evaluating student proposals.
- Review and critique the student's proposal. While it is the responsibility of the student to write the proposal in its entirety, it is important that the mentor go over the proposal in time for modifications to be made before submission. Keep in mind that the proposal should be understandable by faculty review committee members who are not from the specific field of study represented by the proposal.

- If the student is conducting research away from UNH, discuss and identify the resources that will be available at the location of the research, including specific individuals to whom the student can turn for guidance.
- After reviewing the proposal and evaluation criteria, complete the Faculty Mentor Recommendation Form (which will be provided by your student) in time for submission by the application deadline. Your recommendation form must be submitted in a separate, sealed and signed envelope attached to the student's application.
- Develop a time frame and a system of communication with the student during the project period that will allow for an appropriate balance of mentor guidance and student independence.
- Complete the Faculty Mentor Evaluation Form at the end of the research period. (Form will be provided to you.)
- Assist the student in identifying appropriate forums in which to share his/her experience and research. Students who are awarded a Summer Undergraduate Research Fellowship (SURF) are required to present their work. While many choose to participate in UNH's Undergraduate Research Conference, other conferences or departmental forums are also appropriate. While presentation is not a requirement of students who have received Undergraduate Research Awards, it is strongly recommended.

Note: We strongly encourage faculty members to mentor no more than two student projects per summer, to ensure that individual students receive sufficient guidance and supervision for their research. For faculty mentors who believe they have a strong rationale for mentoring more than two student projects per summer, we ask you to address this rationale in your letters of recommendation, identifying the foreseeable impact on student researchers (including the possible value or benefit of mentoring multiple student projects) and also explaining the ways in which you will plan to manage your extended supervisory role.

GUIDELINES FOR PREPARING RESEARCH PROPOSALS

Proposal Requirements:

The project proposal is the most important part of the application. To prepare a competitive proposal, students should follow the Proposal Outline carefully. *Ideally, all Undergraduate Research Award and SURF applicants should use the Proposal Outline as a guide in organizing their proposal, using the subheadings indicated below.* However, since research varies among the sciences, social sciences, humanities, and performing/fine arts, students may adapt the outline to their project and field of study when appropriate. Students are expected to write the proposal in its entirety; however, they should consult with their mentor before writing the proposal and ask their mentor to critique it once they have written a draft. They should allow sufficient time for revision.

Here is the outline that is distributed to student applicants:

Proposal Outline

- 1. Abstract:** a brief summary of your proposed project, *not to exceed 200 words*.
- 2. Project History and Definition**
 - general problem, theme, or issue to be addressed
 - historical or theoretical context
 - most relevant previous research, artistry or work on this topic by other scholars, researchers, or artists
 - project's specific question, hypothesis, or objective
- 3. Approach/Methodology**
 - methods, procedures, theories, or lines of thinking and/or creating you will use to address your research topic *and why*
 - materials and sources you will need to study in order to pursue your project
 - *how* you will analyze, interpret, and/or evaluate your findings (i.e., the material you study, the data you collect, or your creative experience)
 - how and why your mode of analysis will enable you to accomplish your objectives and/or answer your research question(s)
 - foreseeable challenges, obstacles, or difficulties – and how you are prepared to address them
- 4. Significance/Meaning/Implications**
 - contribution of your project to the problem and your field
 - wider implications of your research or artistry (e.g., social, cultural, intellectual, creative, practical, theoretical)
 - if this project is a portion of a more comprehensive research project that you are undertaking, include an explanation of how it fits into the whole
- 5. Personal Outcome**
 - contribution of the project to your educational goals, including how this project will enhance your understanding of your particular field
 - contribution of the project to your long-term career goals
 - tangible product(s) of your project (e.g., report, paper, thesis, presentation, production, exhibition, film, etc.)
- 6. Location**
 - principal location of project work
 - other research or artistic sites and source locations to which you will travel
 - if you will travel to an off-campus research site, describe specific resources and/or contacts at the site that will be instrumental to the project and to accomplishing your objectives
 - if you need prior approval to gain access to your research site and its sources, describe *how* and *when* you will obtain written permission

7. My Role/Preparation/Experience

- your preparation and qualifications to undertake the project (e.g., coursework, jobs, extracurricular experiences; other research, training, or performance experience)
- your plans (if any) for further preparing yourself before undertaking the project
- if a group project, the role of *each* student on the project
- role of your faculty mentor and others (graduate students/technicians/collaborators)

8. Timetable

- time allotted to each portion of your project (e.g., week by week, or stage by stage), with as much detail as possible
- brief explanation of research activities and timetable for your *entire* project, if the UROP-funded portion is part of a larger project (e.g., senior thesis)

9. Previous UROP or IROP Research

- brief summary of previous UROP- or IROP-funded research
- brief progress report, if you are currently doing UROP- or IROP-funded project

10. Attachments

- illustrations, diagrams, or video/audio recordings as necessary
- one- to two-page bibliography of primary and secondary sources that you will use toward this project (e.g., books, journal articles, films, interviews, media sources, master classes); *be sure all sources that you consulted in preparing the proposal are cited in the proposal text and listed in the bibliography*
- surveys, questionnaires, and interview questions, if these are part of your research

Proposal Format and Style

The proposal should:

- include a title page
- be typed and double spaced, with numbered pages
- be no more than five- to seven- pages long (this length *excludes* the title page, abstract and attachments)
- follow the Proposal Outline carefully, using clear subheadings (above) for each section
- include definitions of words specific to your field or research, if faculty members outside your field are not likely to be familiar with them. *Note: In general, you should keep in mind that faculty review committee members are not likely to be from your specific field, so you should write your proposal accordingly.*

Proposal Writing Workshops:

Applicants are encouraged to attend a proposal writing workshop before the application deadline. The workshop presenter will go over the required elements of the proposal and will be available to answer any questions. Information regarding proposal writing workshops is available at http://www.unh.edu/undergrad-research/apply_workshops.html or the Hamel Center office.

Criteria for Evaluation of Applications:

The UROP Faculty Review Committee reviews all applications. Each proposal is read by at least three reviewers drawn from one of the following two general areas of study: 1) departments in COLSA and CEPS, and 2) departments in COLA, HHS, and WSBE. An application may receive a maximum of 25 points from each reviewer.

1. *Quality of the Proposal:* 12 points

- Is the proposal well written, well defined, convincing?
- Is it complete? Are all parts clearly explained in accordance with the proposal outline?
- Is it manageable and appropriate for the time frame?

2. *Qualifications of the Applicant:* 5 points

- Are the qualifications, preparation, and experience of the student adequate for carrying out the project?

3. *Appropriateness of the Budget:* 2 points

- Is the budget itemized?
- Is it clear why the items are necessary to the project?

4. *Faculty Mentor Recommendation:* 6 points

- Past or present experience supervising the student in coursework, research, or independent work.
- Preparation of the student to undertake the project in the time period allowed.
- Significance of the project and its potential educational value for the student.
- Relationships between the student's project and the faculty mentor's own research, scholarly, or creative work or areas of expertise.

Notification:

All applicants and their faculty mentors will be notified of the review committee's decision *in writing* within approximately six weeks of the application deadline.

**Questions? undergrad.research@unh.edu
Hamel Center for Undergraduate Research
Hood House 209
(603) 862-4323**

***Hamel Center for Undergraduate Research
Undergraduate Research Opportunities Program (UROP)
Summer Undergraduate Research Fellowship
SURF USA***

FACULTY MENTOR RECOMMENDATION

Student's Name: _____

Major/College: _____

Title of Project: _____

This form must be completed by the faculty mentor and, with a letter of recommendation, must be attached to the original application in a sealed, signed envelope. Application deadline is March 3, 2010.

Faculty Mentor's Name: _____

Mentor's Department/College: _____

Mentor's Phone Number: _____ Email Address: _____

To the Faculty Mentor:

I. In advising your UROP applicant, please review the following materials, which are included in the Faculty Mentor Memo provided to you by the applicant.

1. Proposal Outline
2. Criteria for Evaluation of Applications

II. In a letter of recommendation attached to this form, please respond to the following questions:

A. Evaluate your past or present experience supervising the student in coursework or research.

B. How well prepared is the student to undertake the project in the time period allowed?

1. Does the student have sufficient preparation to undertake the specific project proposed?
2. Does the student have sufficient preparation to undertake the project at the designated location?
3. All things considered, including the student's capability, is this a safe and feasible project?
4. What is the significance of the project and its potential educational value for the student?
5. What is the relationship between the student's project and your own research or areas of expertise?
6. What kind of supervision will the student need and have during the research period?
 - a. Will the student have contacts or supervision at the research site? (Please specify.)
 - b. Will the student be able to communicate with you during the summer? If so, how and how often?
 - c. Does the student need prior permission/approval for access to any resources necessary for the project?

Note: If you hope to mentor more than two student projects this summer, please see the note on p. 2 of the Memo to Faculty Mentors (included with the student application and also available at <http://www.unh.edu/undergrad-research/surf.html>)

I have reviewed the student's application (cover sheet, proposal, budget) and completed the Faculty Mentor Recommendation Form, and I agree to mentor this project, if funded.

Signature: _____ Date: _____

Please attach your letter of recommendation to this cover sheet; place it in a sealed, signed envelope; and give it to the applicant for submission to the Hamel Center for Undergraduate Research.

Questions? undergrad.research@unh.edu
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FACULTY RECOMMENDATION

Student's Name: _____

Major/College: _____

Title of Project: _____

This form must be completed by the faculty member and, with a letter of recommendation, must be attached to the original application in a sealed, signed envelope. Application deadline is March 3, 2010.

Faculty Name: _____

Faculty Department and College: _____

Faculty Phone Number: _____ Email Address: _____

The UROP Review Committee awards points for applications in the following manner:

1. Quality of Proposal – 12 points
2. Qualifications of the Applicant – 5 points
3. Appropriateness of the Budget – 2 points
4. Faculty Recommendations – 6 points

Please write a letter of support commenting on the following points and attach it to this form.

1. Your present/previous experience with the student. How does this student compare with other students you have known?
2. The special qualities/abilities of the student that will enable him/her successfully to pursue a summer research project.
3. The benefits of this project for the student.

Signature: _____ Date: _____

Please attach your letter of recommendation to this cover sheet; place it in a sealed, signed envelope; and give it to the applicant for submission to the Hamel Center for Undergraduate Research.

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