



**Hamel Center for Undergraduate Research  
UNDERGRADUATE RESEARCH OPPORTUNITIES PROGRAM**

**To: SURF Abroad Applicants**  
**From: Donna Brown, Director of Undergraduate Research**  
**Re: Application Information and Materials**

SURF Abroad grants will be awarded, on a competitive basis, to enable qualified undergraduates to carry out independent research activities at a location outside of the United States. Students may conduct research in any field taught at UNH. Possible research locations for SURF Abroad grants are government agencies, museums, archives, art galleries, archeological and historical sites, research libraries and laboratories, and field sites.

Conduct of research in other countries, especially where there are differences of culture and language, requires careful planning over a considerable period of time and special responsibilities on the part of both the undergraduate applicant and the applicant's faculty mentor. In particular, students must plan ahead to ensure adequate language skill and knowledge of the culture before leaving the U.S.; and, once they are abroad, students must comply with the laws of the host country and serve as a good representative of UNH and the U.S. Please read the following materials carefully and review them with your faculty mentor.

*Students planning to apply for SURF Abroad should make an appointment to speak with the Director of Undergraduate Research prior to application. (If you are studying abroad at the time of application, please contact the Hamel Center prior to application.)*

**Eligibility Requirements:**

- Undergraduate at UNH or UNHM
- Enrolled in a UNH baccalaureate degree program
- *Minimum* cumulative grade-point average of 3.0 at time of application
- At least junior status at time of application, returning to campus for at least one more semester (with a minimum enrollment of eight credits) following the research summer
- Study Away Confidential Reference of Student Conduct Form approved by Judicial Programs (See II. Step #1 below.)
- Demonstration of appropriate foreign language competency and knowledge of the country/culture in which the research will be conducted (see “Questions about Foreign Research Site” in application packet)

**Award amounts:**

- Fellowship: \$3,500 (for 10 weeks of full-time research)
- Expense Award: \$600 maximum
- Faculty Mentor Stipend: \$600
- Foreign Faculty Mentor Stipend: \$600

**Deadline:**

January 13, 2010

(Students who are on a study abroad program in the same country in which they will conduct their research may submit their applications March 3, 2010 for summer 2010.)

*Note: 1) Students who have received a UROP or IROP award in the past are welcome and encouraged to apply for another Hamel Center award, but priority will be given to first-time applicants/awardees. 2) Students may not accept both a SURF award and another fellowship award for the same research during the same summer (e.g. NSF, Pfizer, Space Grant, or other summer grant that awards a set amount of money for a set period of time). If you have any questions, please consult with Hamel Center staff. 3) SURF recipients are not permitted to be enrolled in summer courses during the award period unless they receive prior approval from the Director of Undergraduate Research.*

## **I. What you'll find in this packet**

### **a. Proposal Requirements: P. 4**

*Note: The proposal describing your research or creative project is the most important part of your application.*

### **b. Criteria for Evaluation of Applications: P. 6**

### **c. Memo to Faculty Mentor: Give to your mentor immediately!**

### **d. Study Away Confidential Reference of Student Conduct form (see Step #1 below)**

### **e. SURF Abroad Application:**

- Application Cover Sheet  
(If a group project, submit a cover sheet for *each* project member.)
- Questions about Foreign Research Site
- Budget Form (with instructions)
- Faculty Mentor Recommendation form (Give to your mentor.)
- Faculty Recommendation form (Give to a second faculty member.)

## **II. What to do *before* you apply**

**Step #1:** Complete the top of the “Study Away: Confidential Reference of Student Conduct” form and submit it immediately to Judicial Programs, Hitchcock Hall, Room #4. This form must be completed and submitted *before* you apply for SURF Abroad. Students may not participate in SURF Abroad projects without receiving approval from Judicial Programs. (If you have already completed this form for a study away program, you may include a copy of the approved form with your SURF Abroad application, or inform the Hamel Center that such a form has already been approved, providing specific information about the semester/date of approval.)

**Step #2:** We strongly urge you to take several steps *before* you write your proposal and complete your application. Some homework up front will minimize confusion at deadline time and will increase your chances of success! These steps are:

### **a. Look over the materials in this packet *and* check out the Hamel Center website ([www.unh.edu/undergrad-research](http://www.unh.edu/undergrad-research)) – even if you’ve looked at it before.** At the website you will find detailed information about the application process and about the program, as well as profiles of former participants.

### **b. Make sure you are eligible.** To apply, you must be a UNH or UNHM undergraduate with a *minimum* 3.0 g.p.a. and enrolled in a baccalaureate degree program. You must be at least a junior at the time of application, and you must be

returning to campus for at least one semester (with a minimum enrollment of eight credits) after completing your summer research. As part of the SURF grant, you will also be required to present the results of your research in an appropriate forum (on or off campus) following the award period. If you are proposing a group project, make sure *all* applicants are eligible. (*Note: In some special circumstances, second-semester sophomores may be permitted to apply for SURF Abroad. These students must meet with the Director of Undergraduate Research before applying.*)

- c. **Talk with a Hamel Center staff member about your proposed research and any questions you may have**—including how to identify a faculty mentor. In the Hamel Center office you may also look at examples of other students’ successful proposals. *If you are planning a group project, be sure to contact the Hamel Center office.*
- d. **Make sure you have a firm commitment from a UNH faculty mentor.** Give the attached “Memo to Faculty Mentor” to your mentor *as soon as possible*. You should also give your mentor the “Faculty Mentor Recommendation Form” that is in this packet, along with any personal background information you think might be useful (e.g., a resume or list of relevant coursework, jobs, skills or knowledge; educational and career goals). Give the “Faculty Recommendation Form” to a second faculty member who is qualified to write a letter of recommendation in your behalf.
- e. **Make sure you have a firm commitment from a foreign mentor.** With your UNH faculty mentor, you should identify and communicate with an appropriate foreign mentor at the site where you propose to do your research. You should discuss the proposed research project with the foreign mentor, to ensure that all aspects of the project (research design, timeframe, budget, cultural preparation) are manageable.
- f. **Attend a proposal writing workshop.** The workshop presenter will go over the required elements of the proposal and will be available to answer any questions. For the most up-to-date schedule of workshops, go to: [http://www.unh.edu/undergrad-research/apply\\_workshops.html](http://www.unh.edu/undergrad-research/apply_workshops.html) or contact the Hamel Center.
- g. **You may also make an appointment with a Hamel Center staff member who can look over your proposal draft to see if it meets requirements for format and style.** (*Note: It is your mentor, not a Hamel Center staffer, who can critique your draft with regard to its discipline-specific content.*)
- h. **Ask your faculty mentor to review your proposal draft.** Be sure to allow sufficient time for your mentor’s review and comments before the deadline.
- i. **Determine if your project will require approval from a University review committee.** Certain types of research are subject to federal regulations and University guidelines. If your research will involve human subjects, vertebrate animals, infectious agents, hazardous chemicals, radioactive materials,

recombinant DNA, and/or patents and copyrights, talk with your faculty mentor or a Hamel Center staff member to learn how to obtain approval. (In some cases, your faculty mentor may already have obtained approval for the research.) You do not need to submit this approval with your application; however, if you are granted an award, the Hamel Center must receive confirmation of approval from the appropriate review committee before dispensing your award money. So, it is in your best interest to begin the approval process at the time of your application. For more information, go to:

[http://www.unh.edu/osr/compliance/compliance\\_main.html](http://www.unh.edu/osr/compliance/compliance_main.html)

- j. **Complete the application with ample time left for obtaining the signature of the department chairperson on the application cover sheet.**

### III. Submitting your application

- a. **Be sure to submit your application as described here:**

**Five** complete application packets: **The *original* and four copies**, with the original faculty mentor recommendation and second faculty recommendation in sealed envelopes paper-clipped to the top of the original application. (You do *not* need to provide photocopies of the faculty recommendations.) Recommendations must be submitted with the application and not sent separately to the office.

- b. **Collate each of the four packets in the following order** (use paper-clips for each packet):

- Application Cover Sheet, with all necessary signatures  
(If a group project, submit a cover sheet for *each* project member.)
- Questions about Foreign Research Site
- Project Proposal
- Budget Form

- c. **Submit your application to the Hamel Center by the deadline: January 13, 2010**

- d. **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. If your application is successful, you will then be asked to sign a Letter of Intent and will receive further program information, including procedures for receiving your stipend and/or expense award.

---

### 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 SURF Abroad 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.

### ***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
- specific resources and/or contacts at the research 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), including how often and in what ways you will be in contact with your faculty mentor over the course of the summer

#### **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.*

### **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 the project manageable and appropriate for the time frame?
- Is the project manageable in light of possible cultural/language barriers?

**2. *Qualifications of the Applicant: 5 points***

- Are the qualifications, preparation, and experience of the student adequate for carrying out the project?
- Is the student's knowledge of the culture and language adequate for conducting research at the foreign site?
- Does the student demonstrate sufficient knowledge of resources and contacts at the research site?
- Does the student show evidence of adequate preparation for the project prior to leaving the U.S.?

**3. *Appropriateness of the Budget: 2 points***

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

**4. *Faculty Recommendations: 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
- Emotional and intellectual maturity of the student to conduct research in a foreign culture.
- Ability of the student to be a good representative of the U.S. abroad.

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



# UNIVERSITY of NEW HAMPSHIRE

## STUDY AWAY

### CONFIDENTIAL REFERENCE OF STUDENT CONDUCT

#### I: To be completed by the applicant:

1. Applicant's Name (*print*) \_\_\_\_\_

Signature: \_\_\_\_\_ UNH ID#: \_\_\_\_\_

2. I authorize the UNH Judicial and Mediation Programs Office to share my conduct record with my Dean's office, CIE and other relevant parties in order to determine my study abroad eligibility:  YES  NO

3. Intended SA semester: \_\_\_\_\_ 4. SA destination: \_\_\_\_\_

5. Email address: \_\_\_\_\_

6. College:  CEPS  CHHS  COLA  COLSA  WSBE  TSAS  UNHM

#### II: To be completed by the UNH Judicial Programs Office in Hitchcock Hall

A. Does the above applicant have a disciplinary record with your office?  YES  NO  
If yes, please attach the record to this form.

Respondent's Name (*print*): \_\_\_\_\_ Signature: \_\_\_\_\_

Title (*print*): \_\_\_\_\_ Date: \_\_\_\_\_

#### III. To be completed by the Dean's Office

A. Does the applicant have a disciplinary record, including academic dishonesty, off-campus arrest, etc., on file in the Dean's Office?

YES  No

B. Does the applicant meet the disciplinary criterion of the UNH Study Away policy?

YES  No

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Respondent's Name (*print*): \_\_\_\_\_ Signature: \_\_\_\_\_

Title (*print*): \_\_\_\_\_ Date: \_\_\_\_\_

PLEASE RETURN TO:

The Hamel Center for Undergraduate Research  
Hood House 209  
89 Main St.  
Durham, NH 03824

***Hamel Center for Undergraduate Research***  
***Undergraduate Research Opportunities Program***  
***(UROP)***  
***Summer Undergraduate Research Fellowships***  
***SURF ABROAD***

**APPLICATION COVER SHEET**

**Note: A Total of FIVE Complete Application Packets Must Be Submitted (Original and 4 complete copies)**

**Applicant Information: (Type or Print)**

1. Name: \_\_\_\_\_ 2. UNH ID#: \_\_\_\_\_ Male  Female
3. Campus Address: \_\_\_\_\_ 4. Phone \_\_\_\_\_  
\_\_\_\_\_ 5. Email \_\_\_\_\_
6. Permanent Address: \_\_\_\_\_ 7. Check if either or both apply:  
\_\_\_\_\_ Honors Program  Honors-in-Major (only)
8. Major \_\_\_\_\_ 9. College \_\_\_\_\_ 10. Class Standing: Freshman  Sophomore   
Junior  Senior
11. Date of Graduation \_\_\_\_\_ 12. Credits Earned \_\_\_\_\_ 13. Cumulative GPA \_\_\_\_\_
- 14 Project Title: \_\_\_\_\_

15. If you have received a UROP award before, please give date, project title, and amount.  
\_\_\_\_\_

16. Expense Award: Amount Requested, as calculated on Budget Form (\$600 max.): \$ \_\_\_\_\_

17. Project Duration: Project Beginning Date: \_\_\_\_\_ Project Ending Date: \_\_\_\_\_

18. Where will you be conducting your research project? \_\_\_\_\_

19. Does the Proposed Project involve any of the following? Check all that apply.

If answering yes to any of these categories, please check with Hamel Center office on research approval process.

- Human Subjects  Oncogenic Virus  Infectious Agents (viruses, bacteria, fungi, etc.)  Radioactive Materials  
 Vertebrate Animals  Hazardous chemicals  Carcinogenic material  Recombinant DNA  
 Lasers (class 3B or 4)  DEA Controlled Substances  Patents/Copyrights

**Faculty Mentor Information (Type or Print):**

20. Faculty Mentor \_\_\_\_\_ Title: \_\_\_\_\_  
Campus Dept./Address, and Phone No.: \_\_\_\_\_ Email \_\_\_\_\_
21. Faculty Mentor's Department Chair  
Signature \_\_\_\_\_ Print Name \_\_\_\_\_
22. Second Faculty Recommendation: Name: \_\_\_\_\_  
Campus Dept./Address, and Phone No.: \_\_\_\_\_ Email \_\_\_\_\_

I verify that I meet current SURF eligibility requirements and that I have written the attached proposal. If funded, I agree to complete an evaluation, to submit a final report of my research, and to present my research in an appropriate setting.

STUDENT SIGNATURE \_\_\_\_\_ Date \_\_\_\_\_

**Hamel Center for Undergraduate Research**  
**SURF ABROAD**

**Questions about Foreign Research Site**

**SURF Abroad Applicant:** On a separate (typed) sheet, please answer the following questions about your foreign research site and your language/cultural preparation. Please make your answers as complete as possible.

**A. Research Site**

1. What will be the specific location for your research? (Provide the name of the city/cities and country, as well as the name of the specific site, i.e. library, museum, laboratory, organization, etc.)
2. How is your project related to the country to which you will travel? In particular, why are you going to that country, rather than somewhere else, to pursue your project? What in particular interests you about that country?
3. Please provide the following information about your Foreign Mentor (i.e. the person who will supervise your research while you are abroad):
  - Name
  - Title and Institutional Affiliation
  - Mailing Address and Email Address
  - Phone Number and Fax Number

Please include with your application a letter or email from your Foreign Mentor, confirming his/her willingness to serve as a mentor. (If you have not yet identified a Foreign Mentor, include information here about the progress you've made or plans you are completing toward securing a Foreign Mentor.)

4. Name any other contacts at your research site who will help you conduct your research.
5. Do you need prior approval/permission to gain access to your research site and the resources available there? If so, how and when will you obtain written approval/permission?

**B. Language and Cultural Preparation**

1. What is the language of the county/countries of your proposed research? (If you will be using English exclusively, indicate here and skip to question #6).
2. What language will be necessary to conduct your research? What level of fluency will you need? (For example, will you conduct interviews in this language? Read texts? Have conversations with other researchers? Will you require a translator?)
3. What informal training do you have in this language? For example, are you a native speaker? Have you lived or traveled in the country before?
4. What formal training do you have in this language? a) Indicate the number of years you studied the language in high school (or earlier); b) List all college-level courses taken in the language and/or literature, including those courses now in progress. Give the name of the course, a brief description where necessary, and your final course grade. (NOTE: UNH courses #631 and #632 – *Advanced Conversation and Composition* – are the minimum required for establishing proficiency. If you would like us to administer a test to determine your language proficiency level, please contact the Hamel Center before submitting your SURF Abroad application.)
5. If you are not already proficient in the language of the research site country, how do you plan to acquire proficiency before leaving the U.S.? [OR] If there are extenuating reasons why you will not need proficiency in the language in order to conduct your research successfully, please explain here.
6. What knowledge do you already possess of the culture/country in which you will be conducting your research and how have you acquired this knowledge (e.g. courses, reading, prior travel, contact with citizens of the country, etc.)?
7. How do you intend to increase your knowledge of the culture/country prior to going abroad? (For example, do you plan to consult with mentors and/or other students who are citizens from that country? Do you plan to research the country on your own and/or through coursework?)

## ***SURF ABROAD***

### **Budget Form Instructions**

#### **Expenses**

In consultation with your Faculty Mentor, determine as accurately as you can your estimated expenses. List each item and its cost per unit, and *briefly note its importance to your project*. Identify the most critical items in your budget. You may request up to a maximum of \$600, so it is important that you work with your mentor to prioritize your expenses, to ensure that the most essential costs are covered first. (Expense awards only cover costs directly related to the completion of your project. They do not cover the cost of copying your thesis or research paper, or costs associated with presenting your research.)

**Note:** UROP may not be able to fund all your project expenses. It is understood that the budget represents your best estimate of the costs and that you may need to make some adjustments as your research progresses. Your budget should represent the *total* amount without which your project will not be possible. If this total exceeds \$600, please use the “Contributions from Other Sources” chart on p. 2 of the Budget Form to indicate the sources (including personal) from which the remaining expenses will be drawn.

**Supplies:** These include, but are not limited to: paper, computer and art supplies, supplies for lab or field work chemicals, and lab animals that you will need to do your research project. Calculate the cost of each item. You may do this by talking to your faculty mentor, looking through supply catalogs, or shopping around. If you are ordering supplies from a company, be sure to estimate the cost of shipping and handling. This is especially important for students in the science areas.

**Travel Expenses:** Include only those travel expenses related to the completion of your project. If you are not participating in a study abroad program either directly before or directly after the research period, travel expenses may include travel costs between the U.S. and the foreign research site.\* Travel expenses may also include travel to other research sites (e.g., libraries, archives, museums, and the field). If you will be traveling to other research sites by automobile, you may compute travel costs per mile according to the rate given on the Budget Form. Where possible, you are strongly encouraged to consider public transportation, which is often cheaper. (Note: Travel expenses may not include food/lodging expenses.) If you wish to present the results of your research at a professional conference or meeting, there is a Research Presentation Fund to which you may apply after your research is complete.

*\*Note: If you are participating in a study abroad program either directly before or directly after the research period, the Expense Award cannot be used for travel costs between the U.S. and the foreign research site.*

**Other Expenses:** This category refers to any expenses in the following areas—photocopies, phone calls, postage, or services rendered—along with any expenses that might not be covered within the other categories. Most of these items should be estimated by the number needed for your research project and the cost for each. For example, 100 photocopies multiplied by 10 cents each will give you the total amount of \$10 needed by you. For “services rendered,” you should contact the person or department where the work will be done for an estimate of the cost.

*Note: UROP does not cover the cost of passports and student identification cards. If your travel destination mandates special vaccinations and prophylactic medications, you may include those as expense items.*

**Permanent Equipment:** While UROP is willing to provide support for permanent equipment necessary to your research project, we may request that the department share the cost of such equipment. Non-expendable items (e.g., equipment, books, computer software) are University property and must be returned to the University once the project is complete. Note: Equipment expenses may not include digital voice recorders or similar recording equipment, but the Hamel Center does have a small number of digital voice recorders available for loan during the research period. If you will require such equipment for your research, please note this on your budget form under “Contributions from Other Sources.”

*Hamel Center for Undergraduate Research*  
*Undergraduate Research Opportunities Program*  
*(UROP)*  
*Summer Undergraduate Research Fellowships*  
**SURF ABROAD**

**BUDGET FORM**

Name: \_\_\_\_\_

Project Title: \_\_\_\_\_

Project Start Date: \_\_\_\_\_ Project End Date: \_\_\_\_\_

Research Location(s): \_\_\_\_\_

**Please review the Budget Form Instructions in the application packet.**

---

**Expenses:** (Itemize your expenses, briefly noting their importance to your project).

**A. Supplies:**

**Total Amount of Supplies:** \_\_\_\_\_

**B. Travel:** Calculate car mileage at 25 cents (\$0.25) per mile.

**Total Amount of Travel:** \_\_\_\_\_

**C. Other Expenses:** (i.e., copying, computer time, phone calls, postage,  
special fees for access to research sites, acquisition of materials, etc.)

**Total Amount of Other:** \_\_\_\_\_

**D. Permanent Equipment:** (i.e., equipment, books, software, etc.)

**Total Amount of Permanent:** \_\_\_\_\_

**TOTAL EXPENSES (Transfer amount up to \$600 to question 16 on cover sheet)**

**Total Amount of Expenses: \$** \_\_\_\_\_

---

**Contributions from other sources:** With the assistance of your faculty mentor, please list any contributions of equipment, supplies, or financial support and their sources being made toward your project (i.e., department, external grant, work study).

ITEM

SOURCE

ESTIMATED VALUE

***Hamel Center for Undergraduate Research  
Undergraduate Research Opportunities Program  
(UROP)  
Summer Undergraduate Research Fellowships  
SURF ABROAD***

**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 January 13, 2010.**

*Study Abroad Students: Students who are on a study abroad program in the same country in which they will be conducting their research may submit their SURF Abroad application by **March 3, 2010** for summer 2010.*

Faculty Mentor's Name: \_\_\_\_\_ Department/College: \_\_\_\_\_

Mentor's Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

**To the Faculty Mentor:**

In completing this recommendation, please keep in mind that the applicant will be serving as a citizen representing the United States and that personal suitability, as well as academic excellence, is an important criterion to be considered.

I. Please indicate the applicant's ability and professional competence in comparison with other individuals whom you have known at similar stages in their careers.

- A. General Knowledge
- B. Knowledge in chosen field
- C. Motivation and seriousness of purpose
- D. Ability to plan and carry out research
- E. Ability to express thoughts in speech and writing
- F. Emotional stability and maturity
- G. Self-reliance and independence
- H. Ability to make sound judgments
- I. Potential for future growth in chosen field
- J. Effectiveness with people
- K. Impression which will be made abroad as a U.S. citizen

Below Average Lowest 40%	Average Mid 20%	Above Average Next 15%	Very Good Next 10%	Out- standing Next 10%	Exceptional Highest 5%	Inadequate opportunity to observe

(continued on next page)

- II. Please write a letter of support commenting on the following. Attach your letter to this form.
- A. Evaluate your past or present experience supervising the student in course work 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 (e.g. disciplinary background, clearly defined methodology) to undertake the specific project proposed?
  2. Does the student have sufficient preparation (e.g. language, awareness of cultural differences, maturity, coping skills) 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?
- C. Research Site
1. Please comment on the choice of research site in terms of a) relevance to this specific project, and/or b) any unique cultural opportunities in this field/region.
  2. If you know the foreign mentor, please describe your relationship. (Colleague? Research partner? Other?) Whether or not you know the foreign mentor, are you willing to communicate with that individual as necessary in order to help facilitate the student's research and/or cultural preparation?

**Please attach your letter of recommendation to the 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](mailto: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 Fellowships***  
**SURF ABROAD**

**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 January 13, 2010.**

*Study Abroad Students: Students who are on a study abroad program in the same country in which they will be conducting their research may submit their SURF Abroad application by **March 3, 2010** for summer 2010.*

Faculty Name: \_\_\_\_\_ Department/College: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

**To the Faculty Recommender:**

In completing this recommendation, please keep in mind that the applicant will be serving as a citizen representing the United States and that personal suitability, as well as academic excellence, is an important criterion to be considered.

I. Please indicate the applicant's ability and professional competence in comparison with other individuals whom you have known at similar stages in their careers.

- A. General Knowledge
- B. Knowledge in chosen field
- C. Motivation and seriousness of purpose
- D. Ability to plan and carry out research
- E. Ability to express thoughts in speech and writing
- F. Emotional stability and maturity
- G. Self-reliance and independence
- H. Ability to make sound judgments
- I. Potential for future growth in chosen field
- J. Effectiveness with people
- K. Impression which will be made abroad as a U.S. citizen

Below Average Lowest 40%	Average Mid 20%	Above Average Next 15%	Very Good Next 10%	Out- standing Next 10%	Exceptional Highest 5%	Inadequate opportunity to observe

- II. Please write a letter commenting on the following and attach it to this form.
1. Your present/previous experience with the student.
  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.



**Hamel Center for Undergraduate Research  
UNDERGRADUATE RESEARCH OPPORTUNITIES PROGRAM**

**To: FACULTY MENTOR/SURF Abroad**  
**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](http://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.

- Identify and discuss with the student the resources that will be available at the location of the research, including specific individuals to whom the student can turn for guidance.
- As necessary, help the student to identify a Foreign Mentor and/or communicate with the Foreign Mentor in order to help facilitate the student's research and cultural preparation.
- Suggest ways in which the student can prepare for the research experience (including language and cultural preparation) before leaving the U.S.
- 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.

*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 SURF Abroad 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
  - specific resources and/or contacts at the research 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-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](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 the project manageable and appropriate for the time frame?
- Is the project manageable in light of possible cultural/language barriers?

#### **2. *Qualifications of the Applicant:* 5 points**

- Are the qualifications, preparation, and experience of the student adequate for carrying out the project?
- Is the student's knowledge of the culture and language adequate for conducting research at the foreign site?
- Does the student demonstrate sufficient knowledge of resources and contacts at the research site?
- Does the student show evidence of adequate preparation for the project prior to leaving the U.S.?

#### **3. *Appropriateness of the Budget:* 2 points**

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

#### **4. *Faculty Recommendations:* 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.
- Emotional and intellectual maturity of the student to conduct research in a foreign culture.
- Ability of the student to be a good representative of the U.S. abroad.

### **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](mailto:undergrad.research@unh.edu)  
Hamel Center for Undergraduate Research  
Hood House 209  
(603) 862-4323