



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

To: SURF USA applicants
From: Donna Brown, Director of Undergraduate Research
Re: Application information and materials

Eligibility Requirements:

- Undergraduate at UNH or UNHM
- Enrolled in a UNH baccalaureate program
- *Minimum* cumulative grade-point average of 3.0 at time of application
- At least sophomore 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

Award amounts:

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

Deadline:

March 3, 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. 3

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

b. Criteria for Evaluation of Applications: P. 5

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

d. SURF USA Application:

- Application Cover Sheet
(If a group project, submit a cover sheet for *each* project member.)
- 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

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) – 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 GPA and enrolled in a baccalaureate degree program. You must be at least a second-semester sophomore 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.
- 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 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 on your behalf.
- e. **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 Fall and Spring semester workshops, go to: http://www.unh.edu/undergrad-research/apply_workshops.html or contact the Hamel Center.
- f. **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.*)

- g. 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.
- h. 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
- i. 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 five 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.)
 - Project Proposal
 - Budget Form
- c. Submit your application to the Hamel Center by the deadline: March 3, 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 USA 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
- 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.*

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?

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 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.

**Questions? undergrad.research@unh.edu
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Hamel Center for Undergraduate Research
Undergraduate Research Opportunities Program
(UROP)
Summer Undergraduate Research Fellowship
SURF USA

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 UROP office on research approval process.

- Human Subjects Oncogenic Virus Vertebrate Animals Radioactive Materials
 Infectious Agents (viruses, bacteria, fungi, etc.) 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 _____

SURF USA

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. (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: Since UROP may not be able to fund all your project expenses, it is understood that the budget represents your best estimate 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: Travel expenses may include commuting from your summer residence to your research site or sites. These may include sites on the UNH campus or off campus (e.g., libraries, archives, museums, and the field). UROP provides reimbursement for mileage at the rate of 25 cents per mile. Compute your mileage for travel by car based on this rate. Where possible, you are strongly encouraged to consider public transportation, which is often cheaper. We also encourage you to discuss with your mentor how you will prioritize your expenses, given the \$600 maximum, to ensure that the most essential costs are covered first. Include only those travel expenses related to the completion of your project. (Note: Travel expenses may not include food/lodging expenses, e.g. if a hotel stay is necessary during research.) 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.

Other Expenses: This category refers to any expenses in the following areas—photocopies, phone calls, postage, special fees for access to research sites, 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.

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: 1) 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.” 2) If you include books among your expenses, you must verify that these books are not available through Inter-Library Loan (ILL) or the Boston Library Consortium (BLC). See www.library.unh.edu for more information.

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

BSC Office Use Only

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 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
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 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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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)
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- 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
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- 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)
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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:

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- 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.

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