

APPLICATION CHECKLIST
for URA and SURF Grant Proposals

	Obtain application packet from Center for Undergraduate Research (209 Hood House, 862-4323)
	Review with your faculty mentor the procedures, proposal outline, and criteria for review of applications (in the application packet).
	Read “The Art of the Proposal” www.unh.edu/undergrad-research/apply_proposal.html
	Attend a UROP proposal writing workshop , if possible. Schedule of workshops: www.unh.edu/undergrad-research/apply_workshops.html
	Read examples of student abstracts and proposals www.unh.edu/undergrad-research/apply_proposal.html#sample
	Read examples of previously funded proposals at the office of the Center for Undergraduate Research, 209 Hood House.
	Meet with your mentor. Give your mentor a copy of the Faculty Mentor memo (from the application packet) and the Faculty Mentor Recommendation Form (SURF applicants will need two).
	Review proposal requirements. Discuss with your mentor the proposal outline as it pertains to your topic.
	Talk to your mentor about the following questions: 1) Is my topic or research question sufficiently clear and well-focused? 2) What additional materials do I need to read to increase my knowledge of what has already be done on my topic? 3) What sources/resources will I need in to use for my topic? 4) What specific steps must I take to investigate and carry out my project? 5) How much time will this project require? (both length of time and hours per week) 6) Make plans for submitting a draft of your proposal to your mentor well before the deadline.
	Write a proposal draft based on the outline and submit it to your faculty mentor for comment.
	Prepare the application cover sheet. It is not complete until it is signed by you, your mentor, and your mentor’s department chair.
	Prepare your budget form (consult with your mentor on this).
	Revise and refine your proposal. Review the proposal with your mentor.
	Submit 5 complete sets of your application (the original and 4 copies). Attach faculty recommendations in sealed envelopes (one copy each) to the original application.
	Your application should include: Cover sheet Project proposal Budget form Faculty recommendation(s)
Questions? Contact the Hamel Center for Undergraduate Research, 209 Hood House, 862-4323, undergrad-research@unh.edu	