

APPLICATION CHECKLIST
for Summer Undergraduate Research Fellowship (SURF) Abroad

	Obtain application guidelines from Hamel Center for Undergraduate Research (209 Hood House, 862-4323) or online at http://unh.edu/undergrad-research/summer-undergraduate-research-fellowships-surf
	Consult with the International Research Coordinator (georgeann.murphy@unh.edu) before preparing the SURF Abroad application – <u>no later than December 14, 2016</u> for applicants not already in the country of research; <u>February 1, 2017</u> for applicants already in the country of research. <i>Applications submitted by students who have not met with Dr. Murphy (or consulted with her via email from abroad) will not be accepted.</i>
	Submit “Study Away Student Eligibility Form” to your College Dean’s office <u>before</u> applying.
	Review with your UNH faculty mentor the procedures, proposal outline, and criteria for review of applications (in the application guidelines).
	For advice on writing an effective proposal , go to http://www.unh.edu/undergrad-research/writing-effective-urasurf-proposal
	Attend a Hamel Center proposal writing workshop , if possible. Schedule of workshops: http://www.unh.edu/undergrad-research/proposal-writing-workshops
	Meet with your UNH mentor. Give your mentor a copy of the Faculty Mentor Memo and the Faculty Mentor Recommendation form, both available online at http://unh.edu/undergrad-research/summer-undergraduate-research-fellowships-surf *Note: You must complete and sign <i>the top portion</i> of the recommendation form before giving it to your mentor.
	Make sure you have a firm commitment from a Foreign Mentor. For inclusion with your application, your foreign mentor should write a letter or email confirming his/her willingness to serve as your mentor at the summer research site.
	Make arrangements for a second letter of recommendation from a UNH faculty member. *Note: You must complete and sign <i>the top portion</i> of the recommendation form before giving it to your recommender.
	Review proposal requirements. Discuss with your mentor the proposal outline as it pertains to your topic.
	Talk to your mentor about the following questions: <ol style="list-style-type: none"> 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 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 proposal outline and submit it to your faculty mentor for comment. Consider sharing the draft with your foreign mentor as well, for input specific to the foreign research site.
	Prepare the application cover sheet (fillable online). It is not complete until it is signed by you and your UNH mentor’s department chair.
	Prepare your budget form (fillable online) in consultation with your mentor.
	Prepare answers to “Questions about Foreign Research Site” (available online).
	Revise and refine your proposal. Review the final proposal with your mentor. You may also ask the International Research Coordinator to review your final draft to see if it meets application requirements.
	Submit 1 complete, original application. Also, check with your UNH faculty mentor and your second faculty recommender to ensure they submit their recommendations letters to Hood House 209 or to georgeann.murphy@unh.edu by the deadline.
	Your application should include: <ul style="list-style-type: none"> • Cover Sheet • Completed “Questions about Foreign Research Site” • Project Proposal • Budget form • Letter of Confirmation from Foreign Mentor • UNH Faculty Recommendations (UNH mentor + second faculty member) must be submitted directly by faculty to the Hamel Center, either by hand delivery or electronically to georgeann.murphy@unh.edu
Questions? Contact the Hamel Center for Undergraduate Research • 209 Hood House • 862-4323	
All SURF Abroad application materials can be found at http://unh.edu/undergrad-research/summer-undergraduate-research-fellowships-surf	