



## Summer Undergraduate Research Fellowship (SURF) Abroad Application Guidelines and Budget Instructions

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 must first consult the International Research Coordinator, Georgeann Murphy ([georgeann.murphy@unh.edu](mailto:georgeann.murphy@unh.edu)) – no later than December 14, 2016 for applicants not already in the country of research; no later than February 1, 2017 for applicants already in the country of research. Applications submitted by students who have not met with Dr. Murphy (or consulted with her via email from abroad) will not be accepted.*

### **Eligibility Requirements:**

- Undergraduate at UNH or UNHM
- Enrolled in a UNH baccalaureate degree program
- *Minimum* 3.0 cumulative UNH/UNHM GPA at the time of application
- At least junior status (in third year of college coursework) 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 Student Eligibility Form approved by your College Dean's office (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" online)

### **Award amounts:**

- Fellowship: \$3,500 (for 9 weeks of full-time research @ 35 hours/week minimum)
- Expense Award: \$600 maximum

### **Deadline:**

January 11, 2017 for summer 2017

(Students who are on a study abroad program in the same country in which they will conduct their research may submit their applications by March 1, 2017 for summer 2017.)

*Note: 1) 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. 2) SURF recipients are not permitted to be enrolled in summer courses during the award period unless they receive prior approval from the Hamel Center director.*

## **I. A complete SURF Abroad application includes:**

- a. Study Away Student Eligibility Form:** This form must be completed and submitted to your College Dean's office *before* you apply for SURF Abroad (see Step #1 below).
- b. Application Cover Sheet:** Read the application guidelines below, then complete and print the fillable Cover Sheet online.
- c. Questions about Foreign Research Site:** Review the questions online and prepare your answers in a separate, typed document.
- d. Proposal:** See Proposal Requirements on pp. 5-7 of these guidelines.  
*Note: The proposal describing your research or creative project is the most important part of your application.*
- e. Budget:** See Budget Form Instructions on pp. 7-9 of these guidelines, then complete and print the fillable Budget Form online.
- f. Letter of Confirmation from Foreign Mentor.** Ask your foreign mentor to write a letter confirming his/her willingness to serve as your mentor at the summer research site.
- g. Faculty Mentor Recommendation:** A "Memo to Faculty Mentors" and "Faculty Mentor Recommendation Form" are available online. Print the memo; complete, print, and sign *the top portion* of the recommendation form (fillable online); and deliver both the memo and the form to your faculty mentor to complete. Your mentor is responsible for submitting the completed form and letter of recommendation directly to Hood House 209, either by hand delivery or electronically to [georgeann.murphy@unh.edu](mailto:georgeann.murphy@unh.edu), by the application deadline.
- h. Faculty Recommendation:** Complete, print, and sign *the top portion* of the recommendation form (fillable online); and deliver it to a second UNH faculty member to complete. He or she must submit the completed form and letter of recommendation directly to Hood House 209, either by hand delivery or electronically to [georgeann.murphy@unh.edu](mailto:georgeann.murphy@unh.edu), by the application deadline.

**All SURF Abroad application materials can be found at**  
<http://unh.edu/undergrad-research/summer-undergraduate-research-fellowships-surf>

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

**Step #1:** Complete the top of the "Study Away Student Eligibility Form" and submit it immediately your College Dean's office. 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 your Dean's Office. (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. **Review the materials in these guidelines and consult 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 program and the application process (including fillable application cover sheets and budget forms), as well as profiles of former participants.
- b. **Make sure you are eligible.** To apply, you must be a UNH or UNHM undergraduate enrolled in a baccalaureate degree program, with a *minimum* UNH cumulative GPA of 3.0 at the time of application.\* You must be at least a junior (in your third year of college coursework) 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. (*Note:* In some special circumstances, second-semester sophomores may be permitted to apply for SURF Abroad. These students must receive approval from the Hamel Center director *before* applying.)  
  
*\*Note: To be eligible, transfer students must have completed at least one full-time semester at UNH at the time of application, with a minimum 3.0 GPA from UNH courses.*
- c. **Talk with the International Research Coordinator about your proposed research and any questions you may have** – including how to identify a faculty mentor. The coordinator can also provide examples of other students’ successful proposals.
- d. **Make sure you have a firm commitment from a UNH faculty mentor.** Give the “Memo to Faculty Mentors” and the “UNH Faculty Mentor Recommendation Form” to your mentor as soon as possible. Both can be found online. (*Note:* You must complete and sign *the top portion* of the recommendation form before giving it to your mentor.) You should also plan to give your mentor any personal background information you think might be useful toward the recommendation letter (e.g., a resume or list of relevant coursework, jobs, skills or knowledge; educational and career goals). *Note:* All tenure-track, research, clinical, and extension faculty are eligible to mentor an undergraduate research project funded through the Hamel Center *without prior approval*. Other non-tenure-track faculty may be eligible *with prior approval*. For complete guidelines on faculty mentor eligibility, go to <http://unh.edu/undergrad-research/faculty-mentor-eligibility>
- e. **Secure a second letter of recommendation from a UNH faculty member who is not your mentor.** Complete, print, and sign *the top portion* of the SURF Abroad “UNH Faculty Recommendation” form (available online) and give it to your second recommender *as soon as possible*.
- f. **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. For inclusion with your application, your foreign mentor should write a letter confirming his/her willingness to serve as your mentor for the summer research period abroad. (An email from your foreign mentor, printed for inclusion in your application, will suffice.)

- g. 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://unh.edu/undergrad-research/proposal-writing-workshops> or contact the Hamel Center.
- h. You may also make an appointment with the International Research Coordinator or other 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 staff member, who can critique your draft with regard to its discipline-specific content.*)
- i. 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.
- j. Determine if your project will require approval from a University review committee.** Certain types of research are subject to federal regulations and University guidelines. For example, any projects involving interviews, surveys or questionnaires – i.e. all having to do with *human subjects* – must receive approval from UNH's Institutional Review Board (IRB) before the research begins. Similarly, research involving *vertebrate animals, infectious agents, DEA controlled substances, lasers, x-rays, hazardous chemicals, radioactive materials, carcinogenic material, recombinant or synthetic nucleic acid molecules, NMR/superconducting magnets*, and/or *patents and copyrights* must receive approval from the appropriate University review committee before the research begins. If you have questions about how to obtain research approval, talk with your faculty mentor or a Hamel Center staff member. (In some cases, your faculty mentor may already have obtained approval for the research.) You do not need to submit this approval with your SURF Abroad application; however, if you are granted an award, the Hamel Center must receive confirmation of approval from the appropriate University 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://unh.edu/undergrad-research/responsible-conduct-research>
- k. 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. Prepare one complete, original application packet.** (Refer to the application checklist for a description of the complete application.) Your faculty mentor and second recommender must submit their forms and letters directly to Hood House 209, either by hand or electronically to [georgeann.murphy@unh.edu](mailto:georgeann.murphy@unh.edu). Please make sure they do this by the application deadline. Keep a photocopy of your application (minus the recommendations) for your own records.

- b. **Arrange your original application in the following order, using a paper clip (no staples, please):**
- Application Cover Sheet, with all necessary signatures
  - Questions about Foreign Research Site
  - Project Proposal
  - Budget Form
  - Letter of Confirmation from Foreign Mentor
- c. **Submit your application to the Hamel Center by the deadline: January 11, 2017.** (Students who are on a study abroad program in the same country in which they will conduct their summer research may submit their applications by **March 1, 2017**. Students already abroad at the time of application may submit their application by fax, email, or postal mail. Contact the International Research Coordinator for further instructions: [georgeann.murphy@unh.edu](mailto:georgeann.murphy@unh.edu) .)
- d. **Notification:** All applicants and their faculty mentors will be notified of the review committee's decision *in writing* within approximately two weeks of the January application deadline (i.e. by the first week of classes), and within approximately six weeks of the March application deadline (i.e., no later than April 15). 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.

#### **IV. SURF Requirements and Expectations (for successful applicants)**

In addition to the expectation that you will conduct/complete the research project proposed in your application, the SURF Abroad award comes with the following requirements:

- a. **Final Report:** describing your project and your findings (2500 words).
- b. **Final Evaluation:** to be completed electronically by you and your mentors.
- c. **Letter of Appreciation:** to be written and sent by you to your sponsoring donor.
- d. **Presentation of Research:** presentation of your research results in an appropriate forum (e.g., to a class, to department majors and/or faculty, at an on- or off-campus conference).

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#### **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 and adhere closely to the formatting guidelines.* 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 SURF proposal themselves, in its entirety. Of course, students should consult with their mentor before writing the proposal and ask their mentor to critique it once they have written a draft. Even with mentor input, however, the final proposal should reflect the students' own work. *\*\*Students 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
- role of your UNH faculty mentor, including how often and in what ways you will be in contact with your faculty mentor over the course of the summer
- role of your foreign mentor and others (graduate students/technicians/collaborators), including how often and in what ways you will be in contact over the course of the summer research period

## 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. Appendices

### a. Statement of Previous Hamel Center-Funded Research (if applicable)

Students who have previously received Hamel Center funds (e.g. REAP, Undergraduate Research Award, SURF USA, SURF Abroad, IROP) must submit with their application a “Statement of Previous Support.” This statement (no more than one page, double spaced *per award*) should include the following information about previously funded research: 1) Hamel Center grant received, 2) Project Title, 3) Faculty Mentor, 4) project start/end dates, 5) a brief description of how the *current* proposed research extends and/or differs from research previously funded by the Hamel Center, including how the results of that former research might inform the research now being proposed (if applicable).

### b. 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). *Note: Be sure that all sources which you consulted in preparing the proposal are cited in the proposal text and listed in the bibliography. Format the in-text citations and bibliography according to the style guidelines for your discipline.*
- 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 one-inch margins on all sides (top, bottom, left, right)
- be no more than 2500 words – i.e., approximately 10 pages in Times New Roman 12-point font (this word limit *excludes* the title page, abstract, and appendices/attachments)
- include page numbers, on all pages following the title/abstract page(s)
- 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 the Faculty Advisory Board members who review applications represent a range of disciplines, so your proposal should be written in a way that can be understood by an educated reader who is not necessarily a specialist in your field.*

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## **Budget Form Instructions**

### **Expenses**

In consultation with your Faculty Mentor, determine as accurately as you can your estimated expenses. List each item and its exact 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 for expenses directly related to the completion of your project. (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, such as research posters.)

Note: The Hamel Center may not be able to fund all your project expenses. It is understood that the budget represents your best estimate of the costs. 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: note-taking supplies (e.g. paper/notebooks, pens/pencils), art supplies, supplies for lab or field work (e.g. chemicals, lab animals, etc.). You should provide the exact 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 off-campus, be sure to estimate the cost of shipping and handling.
- *Travel Expenses:* You may 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. *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.*

Travel expenses may also include travel to other research sites within the research country (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 (including train and bus passes), which is often cheaper. Note: 1) Travel expenses may not include food/lodging expenses. 2) If you wish to present the results of your research at a professional conference or meeting, there is a Research Presentation Grant for which you may apply after your research is complete.

- *Other Expenses:* This category refers to any expenses in the following areas—photocopies, internet access/computer time, phone calls, postage, special fees for access to research sites, fees for instrument time, or services rendered (e.g. interpreter)—along with any expenses that might not be covered within the other budget 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 where the work will be done for an estimate of the cost.

Note: The expense award does not cover the cost of passports and student identification cards. If your travel destination mandates special vaccinations and prophylactic medications, or a visa, you may include those as “other expense” items.

- *Permanent Equipment:* While the Hamel Center is willing to provide support for permanent equipment necessary to your research project, we may request that your home department share the cost of such equipment. Non-expendable items purchased with SURF funds (e.g., books, computer software, musical instruments/sheet music, electronics, mechanical equipment) 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.”

Final Note: The online Budget Form was created as a table in Microsoft Word, so you should be able to manipulate it to fit your needs. You may enter information on the form electronically, save it, and return to it later for completion. Also, if you need more space, you may add rows to the form or attach a separate document to the form that follows the same format. To add rows using Word 2007 or 2010: With the cursor in an existing row, click on “Layout” under “Table Tools,” then select “insert above” or “insert below” under “Rows & Columns.”

### **Criteria for Evaluation of Applications**

Members of the Hamel Center’s Faculty Advisory Board review all applications. Each proposal is read by at least three reviewers, drawn from the appropriate colleges/departments. An application may receive a maximum of 100 points from each reviewer.

<b>Criteria</b>	<b>Points Possible</b>
<b>Quality of the Proposal</b>	
• Research question(s) stated clearly	10
• Proposal demonstrates careful preliminary investigation of project background, including necessary bibliography	10
• Feasible plan and clear disciplinary approach to answering research question(s) is presented	10
• Clear rationale for why research should be conducted at proposed site	10
• Project is safe	10
<b>Qualifications of the Applicant</b>	
• Student possesses sufficient background/preparation to conduct the research (sufficient background in the discipline, as well as the emotional and intellectual maturity to conduct research abroad)	10
• Student has necessary language skills to conduct the research	5
• Plan for cultural preparation is in place	5
<b>Appropriateness of the Budget</b>	
• Budget is reasonable	10
<b>Mentor Commitment</b>	
• UNH mentor commitment to student and project is in place and documented	10
• Foreign mentor is in place and documented	10
<b>TOTAL</b>	<b>100</b>

*Questions?* [undergrad.research@unh.edu](mailto:undergrad.research@unh.edu)  
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