



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

SURF USA grants are awarded to students who wish to conduct research over the summer, either on campus or at other research sites within the United States. The grants may also support research that contributes to a senior project or thesis.

Eligibility Requirements:

- Undergraduate at UNH or UNHM
- Enrolled in a UNH or UNHM baccalaureate program
- *Minimum* 3.0 cumulative UNH/UNHM GPA at the time of application
- At least sophomore status (in second 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

Award amounts:

- Fellowship: \$3,500 (for 10 weeks of full-time research @ 35 hours/week minimum)
- Expense Award: \$600 maximum

Deadline:

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 USA application includes:

- Application Cover Sheet:** Read the application guidelines below, then complete and print the fillable Cover Sheet online.
- Proposal:** See Proposal Requirements on pp. 4-6 of these guidelines.
Note: The proposal describing your research or creative project is the most important part of your application.
- Budget:** See Budget Form Instructions on pp. 6-8 of these guidelines, then complete and print the fillable Budget Form online.
- Faculty Mentor Recommendation:** A “Memo to Faculty Mentors” and “Faculty Mentor Recommendation Form” are available online. Print these materials, complete *the top portion* of the recommendation form, and give both the memo and form to your UNH mentor immediately.
- Faculty Recommendation:** Print the online form, complete *the top portion*, and give it to a *second* UNH faculty member.

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

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. **Review the materials in these guidelines *and* consult the Hamel Center website (<http://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* 3.0 cumulative UNH/UNHM GPA at the time of application.* You must be at least a second-semester sophomore (in your second 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. If you are proposing a group project, make sure *all* applicants are eligible.

**Note: Transfer students must have completed at least one full-time semester at UNH or UNHM at the time of application, with a minimum 3.0 GPA earned from UNH/UNHM courses.*

- 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 “Memo to Faculty Mentors” and the “Faculty Mentor Recommendation Form” to your mentor *as soon as possible*. (Note: You must complete and sign *the top portion* of the recommendation form before giving it to your mentor.) The memo and form can be found with the SURF USA application materials online. 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. **RE: Need for an off-campus mentor:** Students who are planning to conduct their summer research at a non-UNH site off campus may require a second mentor at the off-campus site, depending on the nature of the research. A student doing off-campus field research for a UNH-based project, for example, would not need a second mentor at the off-campus site. A student working on research sponsored by another institution or one of its faculty, however, will need an off-campus mentor, in addition to a UNH faculty mentor. This arrangement will require the approval of the Hamel Center director and the student’s UNH faculty mentor prior to application. Students with these kinds of off-campus research projects should contact the Hamel Center office before applying. For more information, go to: <http://unh.edu/undergrad-research/faculty-mentor-eligibility#offcampusguidelines>

- f. **Secure a second letter of recommendation from a UNH faculty member who is not your mentor.** Complete and sign *the top portion* of the SURF USA “UNH Faculty Recommendation” form and give it to your second recommender *as soon as possible*. The form can be found with the SURF USA application materials online. You should also give this faculty recommender 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).
- 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 list of scheduled workshops, go to: <http://unh.edu/undergrad-research/proposal-writing-workshops>
- h. **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 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 USA 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. **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 – *no staples, please*):
 - 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 1, 2017**
- 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 (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 USA award comes with the following requirements:

- a. **Final Report:** describing your project and your findings (1500-2000 words).
- b. **Final Evaluation:** to be completed electronically by you and your mentor.
- 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).

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 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 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
- 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. 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, using Times New Roman 12-point font (black)
Note: You may single-space your Timetable.
- have one-inch margins on all sides (top, bottom, left, right)
- be no more than eight (8) pages long (this length *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 (see above), using clear subheadings 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 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.*

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 online. If you are ordering supplies from a company off-campus, be sure to include the cost of shipping and handling.
- *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). The Hamel Center 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 research costs are covered first. Include only those travel expenses related to the completion of your project. Note: 1) If UNH will be your primary research site, your travel expenses may include a \$35 summer parking pass. 2) If your research will include travel to off-campus sites, travel expenses may not include food/lodging expenses (e.g. if a hotel stay is necessary during research). 3) If you wish to present the results of your research at a professional conference or meeting, there is a separate 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, phone calls, postage, special fees for access to research sites, fees for instrument time, or services rendered—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 or department where the work will be done for an estimate of the cost.
- *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, music recordings/sheet music, electronics, mechanical equipment, durable lab equipment) are University property and must be returned to the University once the project is complete. **Please take note of these particular guidelines:**

1) Software: Since it is difficult to “return” computer software to the University once it has been downloaded onto an individual’s computer, the Hamel Center will approve the cost of software only in special instances, and where the student provides a clear rationale for needing to *purchase* the software – as opposed to accessing the software through other University resources. Several software applications (including SPSS) are available for use at no cost by the entire campus through a central UNH network license. Faculty and students can access these licensed applications through their own personal computers or through the campus-wide computer clusters. Thus, students who are requesting Hamel Center grant funds to support the cost of software must include in their application a clear explanation of why the purchase of software is necessary to the success of the research

project. For more information about UNH Academic Software Applications available through network license, see <http://at.unh.edu/acs/services/software/>

2) Books: 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.

3) Recording equipment: Permanent 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, go to “Table Tools” in the menu, click on “Layout,” then select “insert above” or “insert below” under “Rows & Columns.”

Criteria for Evaluation of Applications

The Hamel Center’s Faculty Advisory Board 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, CHHS, and Paul College. 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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