

**APPLICATION CHECKLIST**  
**for Summer Undergraduate Research Fellowship (SURF) USA**

	<b>Obtain application guidelines</b> from Hamel Center for Undergraduate Research (209 Hood House, 862-4323) or online at <a href="http://unh.edu/undergrad-research/summer-undergraduate-research-fellowships-surf">http://unh.edu/undergrad-research/summer-undergraduate-research-fellowships-surf</a>
	<b>Review with your faculty mentor the procedures, proposal outline, and criteria for review of applications</b> (in the application guidelines).
	<b>For advice on writing an effective proposal</b> , go to <a href="http://unh.edu/undergrad-research/writing-effective-urasurf-proposal">http://unh.edu/undergrad-research/writing-effective-urasurf-proposal</a>
	<b>Attend a Hamel Center proposal writing workshop</b> , if possible. Schedule of workshops: <a href="http://unh.edu/undergrad-research/proposal-writing-workshops">http://unh.edu/undergrad-research/proposal-writing-workshops</a>
	<b>Read examples of previously funded proposals</b> at the Hamel Center office, 209 Hood House.
	<b>Meet with your UNH mentor.</b> Give your mentor a copy of the Faculty Mentor Memo and the Faculty Mentor Recommendation Form, both available online at <a href="http://unh.edu/undergrad-research/summer-undergraduate-research-fellowships-surf">http://unh.edu/undergrad-research/summer-undergraduate-research-fellowships-surf</a>
	<b>Make arrangements for a second letter of recommendation from a UNH faculty member.</b> The UNH Faculty Recommendation Form is available online.
	<b>Review proposal requirements.</b> Discuss with your mentor the proposal outline as it pertains to your topic.
	<b>Talk to your mentor about the following questions:</b> 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.
	<b>Write a proposal draft</b> based on the outline and submit it to your faculty mentor for comment.
	<b>Prepare the application cover sheet (fillable online).</b> It is not complete until it is signed by you and your mentor's department chair.
	<b>Prepare your budget form (fillable online)</b> in consultation with your mentor.
	<b>Revise and refine your proposal.</b> Review the final proposal with your mentor. You may also ask a Hamel Center staff member to review your final draft to see if it meets application requirements.
	<b>Submit 5 complete sets of your application (the original + 4 copies).</b> Attach the UNH faculty mentor recommendation and the second UNH faculty recommendation in sealed envelopes (one original copy of each) to the original application.
	<b>Your application should include:</b> <ul style="list-style-type: none"> <li>• Cover sheet</li> <li>• Project proposal</li> <li>• Budget form</li> <li>• UNH Faculty Recommendations (UNH mentor + second faculty member)</li> </ul>
<b>Questions? Contact the Hamel Center for Undergraduate Research</b> <b>209 Hood House • 862-4323</b> <a href="mailto:undergrad-research@unh.edu">undergrad-research@unh.edu</a>	

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