

# INCO 590: STUDENT RESEARCH EXPERIENCE

## STUDENT-FACULTY CONTRACT

Hamel Center for Undergraduate Research  
University of New Hampshire

*Please fill out the contract online, then print, sign, and return (with budget, if you are requesting research funds) to the Hamel Center for Undergraduate Research—118 Conant Hall—before registering.*

Academic year

Check one

Fall

J-term

Spring

Summer

Student name

UNH ID#

Student E-mail

Major

Class standing

Check any or all that apply

Freshman

University Honors Program

Sophomore

Honors-in-Major only

Junior

McNair Program

Senior

Research area

Number of credits to be earned

Estimated number of hours per week (@3 hours per credit)

Faculty mentor's name

Mentor's department/address

Mentor's E-mail

Mentor's phone

**Description of Research Activities:** In the space provided below, please provide a detailed summary of research activities. This may be a descriptive paragraph or a bulleted list of activities. Please be as specific as possible, aiming for a minimum of 200 words. (If your proposed research activities do not fit in the text box below, you may describe your activities on a separate page and attach it to your complete application packet.)

**COVID-19 NOTE:** For AY2022-23, your *Description of Research Activities* should reflect the University's mode of operation at the time of registration, and be designed to follow the policies and procedures in place for all University research as determined by the Senior Vice Provost for Research (SVPR), including social distancing and Personal Protective Equipment (PPE). Include in your description any modifications you will make to accommodate changing COVID-19 policies and procedures, whether in your approach and methodology or in the location of your research activities. See the INCO 590/790 website for additional information.

**Budget:** Students enrolled in INCO 590 are eligible for up to \$200 in funding (per semester) to support expenses directly related to the research activities described above. To request funding, you must submit an itemized, signed budget with this contract at the time of registration. All items requested in the budget must relate directly to the Description of Research Activities above. See complete Budget Instructions online.

**Check one of the following:**

I am requesting expense funding.

I am not requesting any expense funding.

*Amount requested (\$200 maximum)*

**Faculty Mentor: Please read the statements below and the student's contract. If the information in this contract meets your approval, please sign at the bottom of the page. If you have questions, contact the Hamel Center: (603) 862-4323.**

- COVID-19: I understand that INCO 590 activities must adhere to the University's mode of operation at any point in the semester, and follow the policies and procedures in place for all University research as determined by the Senior Vice Provost for Research (SVPR), including social distancing and Personal Protective Equipment (PPE).
- I understand that students who are involved primarily in clerical, clinical, or laboratory maintenance tasks are not eligible for INCO 590. The above named student will be involved actively in research activities.
- I understand that this student will receive one credit (grade of "Credit") for every three hours of work per week on this project. I understand that students may enroll in no more than a maximum of four credits of INCO 590 per semester, and a total of eight INCO 590/ INCO 790 credits (combined) during their undergraduate careers.
- I understand that in order to request support for research expenses (up to \$200), an itemized budget must be submitted at the time of registration, and that these funds will be available only for the semester of INCO 590 enrollment.
- I understand that I may sponsor no more than five INCO 590/INCO 790 students per semester (combined). (If you have questions about this limit, please contact the Hamel Center director.)
- At the end of the semester, I agree to submit a Final Grade Roster (assigning "Credit" or "Fail"), following University procedures. I understand that this student will not receive INCO 590 credit until that roster is filed with the Registrar's Office.

**Student Contract: Please read carefully, then check off that you intend to comply:**

COVID-19: I understand that INCO 590 activities must adhere to the University's mode of operation at any point in the semester, and follow the policies and procedures in place for all University research as determined by the Senior Vice Provost for Research (SVPR), including social distancing and Personal Protective Equipment (PPE).

I understand that to participate in INCO 590: Student Research Experience, I must be engaged actively in research activities. I understand that my project must provide me with some measure of independence and fall within the research area of my faculty mentor. I will not be engaged primarily in clerical, clinical, or laboratory maintenance tasks.

I understand that if my research plan does not adhere to COVID-19 policies and procedure, or does not demonstrate active involvement in research activities (as above), this contract will not be approved, and I will not be enrolled in INCO 590.

I understand that for this contract to be approved and for me to be enrolled in INCO 590, I must be in good academic standing and matriculated in a degree program.

I understand that a maximum eight credits of INCO 590/INCO 790 (combined) can be applied toward my degree.

I understand that in order to request support for research expenses (up to \$200), I must submit an itemized budget at the time of registration, and that these funds will be available only for the semester of INCO 590 enrollment.

I understand that I may drop INCO 590 at any time before the deadline for dropping a course. I also understand that should I wish to drop INCO 590 after this deadline without penalty, I must submit a petition to the college dean. I realize that INCO 590 will not be dropped automatically.

I understand that INCO 590 is graded on a Credit/Fail basis and that if my mentor believes I should receive fewer credits than originally registered for, I may petition the Academic Standards and Advising Committee to receive a reduced number of credits (if I registered originally for two or more credits) or my mentor may assign a grade of "Incomplete" and permit me to complete the research the following semester.

**(PLEASE PRINT THE COMPLETED FORM AND SIGN BELOW)**

Student researcher

Date

Faculty Mentor

Date

Faculty Mentor's Chair

Date

**Student:** The original, signed copy of the contract – together with an itemized, signed budget if you are requesting funds for research expenses – must be submitted to the Hamel Center for Undergraduate Research (118 Conant Hall) before you will be allowed to enroll for INCO 590. In order to register for INCO 590 via Webcat, you must first receive permission to register from the Hamel Center.