

## APPLICATION CHECKLIST

### Summer Undergraduate Research Fellowship (SURF) USA

	<p><b>Review SURF application guidelines</b> on the Hamel Center website:  <a href="https://www.unh.edu/undergrad-research/programs/summer-undergraduate-research-fellowships-surf">https://www.unh.edu/undergrad-research/programs/summer-undergraduate-research-fellowships-surf</a></p>
	<p><b>Review with your faculty mentor the procedures, proposal outline, and criteria for review of applications</b> – all in the application guidelines online.</p>
	<p><b>Review advice on writing an effective research proposal</b> on the Hamel Center website:  <a href="https://www.unh.edu/undergrad-research/students/writing-effective-research-proposal">https://www.unh.edu/undergrad-research/students/writing-effective-research-proposal</a></p>
	<p><b>Attend a Hamel Center proposal writing workshop</b>, if possible. The schedule of workshops will be posted online at the start of each semester: <a href="https://www.unh.edu/undergrad-research/students/writing-effective-research-proposal">https://www.unh.edu/undergrad-research/students/writing-effective-research-proposal</a></p>
	<p><b>Meet with your UNH mentor.</b> Give your mentor a completed, signed copy of the “SURF Faculty Mentor Recommendation Form,” available online.</p>
	<p><b>Make arrangements for a second letter of recommendation from a UNH faculty member.</b> Give your second recommender a completed, signed copy of the “SURF Faculty Recommendation Form (non-mentor),” available online.</p>
	<p><b>Review proposal requirements.</b> Discuss with your mentor the proposal outline as it pertains to your topic.</p>
	<p><b>Talk to your mentor about the following questions:</b></p> <ol style="list-style-type: none"> <li>1) Is my topic or research question sufficiently clear and well-focused?</li> <li>2) What additional materials do I need to read to increase my knowledge of what has already be done on my topic?</li> <li>3) What sources/resources will I need to use for my topic?</li> <li>4) What specific steps must I take to investigate and carry out my project?</li> <li>5) How much time will this project require? (both length of time and hours per week)</li> <li>6) Make plans for submitting a draft of your proposal to your mentor well before the deadline.</li> </ol>
	<p><b>Write a proposal draft</b> based on the outline and submit it to your faculty mentor for comment.</p>
	<p><b>Prepare your budget form</b> (fillable online) in consultation with your mentor.</p>
	<p><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.</p>
	<p><b>Complete the online intake form and upload your PROPOSAL and BUDGET though the online application portal. Follow naming instructions for your files.</b></p>
	<p>Your mentor and second faculty recommender will be responsible for uploading their respective recommendation forms and letters to the online portal no later than the application deadline. Make sure your recommenders know the application deadline by which forms and letters must be uploaded.</p>
	<p><b>A complete SURF application includes the following, to be submitted by deadline:</b></p> <ol style="list-style-type: none"> <li>1) Application Intake Form (to be completed online)</li> <li>2) Project Proposal</li> <li>3) Budget Form (if requesting expense funds)</li> <li>4) UNH Faculty Mentor Recommendation (to be submitted by the mentor online)</li> <li>5) UNH Faculty Recommendation (to be submitted by the second recommender online)</li> </ol>
<p><b>Questions? Hamel Center for Undergraduate Research</b>  <b>118 Conant Hall • (603) 862-4323</b>  <a href="mailto:undergrad.research@unh.edu">undergrad.research@unh.edu</a></p>	

All SURF USA application materials can be found on the Hamel Center website:  
<https://www.unh.edu/undergrad-research/programs/summer-undergraduate-research-fellowships-surf>