

APPLICATION CHECKLIST

International Research Opportunities Program (IROP)

	Review IROP application guidelines on the Hamel Center website: https://www.unh.edu/undergrad-research/programs/international-research-opportunities-program-irop
	Consult with the Hamel Center director, Dr. Paul Robertson (paul.robertson@unh.edu), <u>before</u> preparing the IROP application – <u>no later than October 24, 2025</u> . <i>Applications submitted by students who have not met with Dr. Robertson in advance will not be accepted.</i>
	Meet with your UNH mentor. Give your mentor a completed, signed copy of the IROP Faculty Mentor Recommendation Form (available online), and review with your mentor the procedures, proposal outline, and additional application documents (all available online).
	Make sure you have a firm commitment from an International Mentor. Send your international mentor the International Mentor Responsibilities document (available online). For inclusion with your application, your international mentor should write a letter confirming his/her willingness to serve as your mentor at the summer research site.
	Make arrangements for a second letter of recommendation from a UNH faculty member. Give your second recommender a completed, signed copy of the IROP Faculty Recommendation Form (non-mentor), available online.
	Review advice on writing an effective research proposal on the Hamel Center website: https://www.unh.edu/undergrad-research/students/writing-effective-research-proposal
	Review proposal requirements. Discuss with your mentor the proposal outline as it pertains to your topic.
	Talk to your mentor about the following questions: <ol style="list-style-type: none"> 1. Is my topic or research question sufficiently clear and well-focused? 2. What additional materials should I read to increase my knowledge of what has already been 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)
	Write a proposal draft based on the proposal outline and submit it to your faculty mentor for feedback. Share the draft with your international mentor as well, for input specific to the international research site.
	Prepare your budget form (fillable online) in consultation with your UNH and international mentors.
	Complete the “Project Risk Assessment” Form (fillable online) with your UNH and international mentors.
	Complete the “Cultural and Language Preparation” form (fillable online).
	Revise and refine your proposal. Review the final proposal with your mentors. You may also ask a Hamel Center staff member to review your final draft to see if it meets application requirements.
	Complete the online intake form and upload your application documents through the online application portal. Follow required naming instructions for your files.
	Make sure your recommenders know the application deadline by which forms and letters must be uploaded. Your UNH mentor and second UNH faculty recommender will be responsible for uploading their respective recommendation forms and letters to the online portal no later than the application deadline.
	A complete IROP application includes the following, to be submitted by deadline: <ol style="list-style-type: none"> 1. Application Intake Form (to be completed online) 2. Project Proposal 3. Project Risk Assessment Form 4. Cultural and Language Preparation Form 5. Budget Form 6. Letter of Confirmation from International Mentor 7. UNH Faculty Mentor Recommendation (to be submitted by the mentor online) 8. UNH Faculty Recommendation (to be submitted by the second recommender online)
Questions? Hamel Center for Undergraduate Research 118 Conant Hall • (603) 862-4323 undergrad.research@unh.edu	

All IROP application materials can be found on the Hamel Center website:
<https://www.unh.edu/undergrad-research/programs/international-research-opportunities-program-irop>