

## APPLICATION CHECKLIST

### Research Experience and Apprenticeship Program (REAP)

	<p><b>Review REAP application guidelines</b> on the Hamel Center website:  <a href="https://www.unh.edu/undergrad-research/programs/research-experience-apprenticeship-program-reap">https://www.unh.edu/undergrad-research/programs/research-experience-apprenticeship-program-reap</a></p>
	<p><b>Make sure you have a firm commitment from a UNH faculty mentor.</b> If you need help identifying a mentor, consult the Hamel Center Undergraduate Research Directory page for suggestions: <a href="https://www.unh.edu/undergrad-research/hamel-center-undergraduate-research-directory">https://www.unh.edu/undergrad-research/hamel-center-undergraduate-research-directory</a> You can also meet with a Hamel Center staff member for guidance.</p>
	<p><b>Meet with your UNH mentor to discuss the proposed REAP activities.</b> Though your mentor will design the REAP project and write the proposal, you should meet to discuss the research objectives and research plan, plus the best ways to prepare for research. You might talk to your mentor about the following questions:</p> <ul style="list-style-type: none"> <li>• What materials should I read to increase my knowledge of what has already been done on the research topic?</li> <li>• What specific steps will I take to carry out the project?</li> <li>• What resources/tools/skills will I need to conduct the proposed research activities?</li> <li>• How much time will this project require? (both length of time and hours per week)</li> </ul>
	<p><b>Give your mentor a completed, signed copy of the REAP Faculty Mentor Recommendation Form, available online.</b> 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). Your mentor will be responsible for uploading the form and their letter of recommendation to the online portal no later than the application deadline.</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 REAP Faculty Recommendation Form (non-mentor), available online. The Letter of Recommendation should come from a UNH faculty member with whom you have completed a fall semester course, or a faculty member who has supervised you in another academic experience (e.g. work in a lab, in a studio, etc.). Your recommender will be responsible for uploading the form and their letter of recommendation to the online portal no later than the application deadline.</p>
	<p><b>Write your Project Understanding and Statement of Interest</b> based on the questions online and submit a draft to your faculty mentor for feedback. Allow ample time for revisions, edits, and proofreading before the application deadline.</p>
	<p><b>Get the final Apprenticeship Proposal and Budget Form from your mentor ahead of the application deadline,</b> and submit these with your Project Understanding and Statement of Interest through the online application portal. Follow required naming instructions for your files.</p>
	<p><b>A complete REAP 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 by the student through the online application portal)</li> <li>2. Apprenticeship Proposal (to be completed by the UNH faculty mentor, submitted by the student)</li> <li>3. Budget Form, if requesting expense funds (to be completed by the UNH faculty mentor, submitted by the student)</li> <li>4. Project Understanding and Statement of Interest (to be completed by the student)</li> <li>5. UNH Faculty Mentor Recommendation (to be submitted by the mentor online)</li> <li>6. UNH Faculty Recommendation (to be submitted by the second recommender online)</li> </ol>
<p style="text-align: center;"><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 REAP application materials can be found on the Hamel Center website:  
<https://www.unh.edu/undergrad-research/programs/research-experience-apprenticeship-program-reap>