

APPLICATION CHECKLIST

Summer Undergraduate Research Fellowship (SURF) USA

	Review SURF application guidelines on the Hamel Center website: https://www.unh.edu/undergrad-research/programs/summer-undergraduate-research-fellowships-surf
	Review with your faculty mentor the procedures, proposal outline, and criteria for review of applications – all in the application guidelines 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
	Attend a Hamel Center proposal writing workshop , if possible. The schedule of workshops will be posted online at the start of each semester: https://www.unh.edu/undergrad-research/students/writing-effective-research-proposal
	Meet with your UNH mentor. Give your mentor a completed, signed copy of the SURF Faculty Mentor Recommendation Form, available online. Your mentor will be responsible for uploading the form and their letter of recommendation to the online portal no later than the application deadline.
	Make arrangements for a second letter of recommendation from a UNH faculty member. Give your second recommender a completed, signed copy of the SURF Faculty Recommendation Form (non-mentor), available online. Your recommender will be responsible for uploading the form and their letter of recommendation to the online portal no later than the application deadline.
	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 outline and submit it to your faculty mentor for feedback. Allow ample time for revisions, edits, and proofreading before the application deadline.
	Prepare the SURF Budget Form (fillable online) in consultation with your mentor.
	Revise and refine your proposal. 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.
	Complete the online application intake form and upload your PROPOSAL and BUDGET FORM (if requesting expense funds) through the online application portal. Follow required naming instructions for your files.
	A complete SURF 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. Budget Form (if requesting expense funds) 4. UNH Faculty Mentor Recommendation (to be submitted by the mentor online) 5. 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 SURF USA application materials can be found on the Hamel Center website:
<https://www.unh.edu/undergrad-research/programs/summer-undergraduate-research-fellowships-surf>