Hamel Center for Undergraduate Research
University of New Hampshire
IROP Application Checklist

BEFORE APPLYING

- Submit “Study Away Student Eligibility Form” to your College Dean’s Office.
- Locate on the Hamel Center for Undergraduate Research website the “Memo to Faculty Mentors” and “Faculty Mentor Recommendation Form.” Print out these materials, complete the top portion of the recommendation form, and deliver both memo and form to your faculty mentor.
- Locate on the website the “Faculty Recommendation Form”; print out the form, fill in the top portion, and deliver it to a second faculty member to complete.
- Request a statement from your foreign mentor confirming her/his commitment to overseeing your project at your research site.

Your COMPLETED APPLICATION PACKET

The following 5 items must be printed and delivered to Georgeann Murphy at the Hamel Center for Undergraduate Research (118 Conant Hall). The packet you deliver must contain all of the items in the order set forth below:

1. Cover sheet (fillable form)
2. Proposal narrative (in Word)
3. Cultural and language preparation (fillable form and narrative in Word)
4. Budget (fillable form)
5. Foreign mentor statement (confirmation of his/her willingness to participate; a simple e-mail printout will suffice)

The following 2 items must be delivered by faculty directly to the Hamel Center for Undergraduate Research office, either by hand or electronically to georgeann.murphy@unh.edu:

1. Letter of recommendation from UNH faculty mentor (form plus narrative)
2. Letter of recommendation from additional faculty member (form plus narrative)

www.unh.edu/undergrad-research