



**To: FACULTY MENTOR/SURF USA**  
**From: Paul Tsang, Director**  
**Re: Role and responsibilities of mentors**

Thank you for your support of undergraduate research here at UNH. As you begin serving as a faculty mentor, I urge you to visit our website (<http://unh.edu/undergrad-research>) and to contact us with questions or concerns as soon as they arise. I have listed below some basic information that may be useful as you start out, especially if you have not served as a mentor before.

The SURF USA UNH Faculty Mentor Recommendation form is available online: <http://www.unh.edu/undergrad-research/summer-undergraduate-research-fellowships-surf>  
It is the student applicant's responsibility to complete and sign *the top portion* of the form before giving it to you. You will then be responsible for completing the bottom half of the form, attaching a letter of recommendation, and returning it to the student in a sealed envelope for submission as part of the student's SURF USA application.

**Mentor Eligibility:**

- All tenure-track faculty members at UNH and UNHM are eligible, as well as non-tenure-track research, clinical, and extension faculty.
- Non-tenure-track lecturers, adjuncts, affiliate and visiting faculty may become mentors with the prior approval of the Hamel Center director and the appropriate department chair.
- Faculty members at other institutions, and individuals who are not faculty members but have expertise appropriate to the proposed research project, may become mentors with the prior approval of the Hamel Center director and the student's UNH faculty mentor.
- For complete mentor eligibility guidelines, go to <http://unh.edu/undergrad-research/faculty-mentor-eligibility>

**Additional Notes about Mentor Eligibility and Availability:**

- Eligibility for all mentors also assumes the mentor's *availability* to work with the student researcher throughout the entire undergraduate research process – i.e. availability not only during the actual research period, but also *before* the research begins (to assist with project design and proposal writing) and *after* the research has been completed (to assist with analysis of final results and presentation of research). Faculty mentors whose availability may be compromised (e.g., by sabbatical leave, extensive travel/absence, a new job/position or relocation) should contact the Hamel Center director before the application deadline in order to determine eligibility.
- For summer undergraduate research programs, we strongly encourage faculty members to mentor *no more than two* student projects per summer (REAP, SURF, IROP, and/or summer Undergraduate Research Awards *combined*), to ensure that individual students receive sufficient guidance and supervision for their research. For faculty mentors who believe they have a strong rationale for mentoring more than two student projects per summer, please contact the Hamel Center director before the application deadline.

## **Mentor Responsibilities:**

- Explore possible research topics that reflect the student's interests and preparation.
- Identify the knowledge, experience, and skills the student needs to complete the project.
- Help your student define and focus the project, including the development of a timetable to assure that the project can be managed within the time frame allotted.
- Help your student determine if his/her project will require approval from a University review committee. Any projects involving interviews, surveys or questionnaires – i.e. all having to do with *human subjects* – must receive approval from UNH's Institutional Review Board (IRB) before the research begins. Similarly, research involving *vertebrate animals, infectious agents, DEA controlled substances, lasers, x-rays, hazardous chemicals, radioactive materials, carcinogenic material, recombinant or synthetic nucleic acid molecules, NMR/superconducting magnets, and/or patents and copyrights* must receive approval from the appropriate University review committee before the research begins. (In some cases, the faculty mentor may already have obtained approval for the research.) The Hamel Center must receive confirmation of research approval before dispensing award money. For more information about the research approval process, go to: <http://unh.edu/undergrad-research/responsible-conduct-research>
- Discuss with the student the details of how the proposed research, scholarly, or creative project will be carried out and the features of a good project proposal. Attached is a description of proposal requirements and suggested format and style, as well as the criteria used by the Hamel Center's Faculty Advisory Board in evaluating student proposals.
- Review and critique the student's proposal. While it is the responsibility of the student to write the proposal in its entirety, it is important that the mentor go over the proposal in time for modifications to be made before submission. Keep in mind that the proposal should be understandable by faculty review committee members who are not from the specific field of study represented by the proposal.
- If the student is conducting research away from UNH, discuss and identify the resources that will be available at the location of the research, including specific individuals to whom the student can turn for guidance.
- After reviewing the proposal and evaluation criteria, complete the Faculty Mentor Recommendation Form and recommendation letter in time for submission by the application deadline. Your recommendation form and letter must be submitted in a separate, sealed and signed envelope attached to the student's application. (Note: The student applicant must complete and sign *the top portion* of the form before submitting it to you.)
- Develop a time frame and a system of communication with the student during the project period that will allow for an appropriate balance of mentor guidance and student independence.
- Complete the Faculty Mentor Evaluation at the end of the research period. (The evaluation survey will be provided to you electronically.)
- Assist the student in identifying appropriate forums in which to share his/her experience and research. Students who are awarded a Summer Undergraduate Research Fellowship (SURF) are required to present their work. While many choose to participate in UNH's Undergraduate Research Conference, other conferences or departmental forums are also appropriate.

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## GUIDELINES FOR PREPARING RESEARCH PROPOSALS

### **Proposal Requirements:**

The project proposal is the most important part of the application. *To prepare a competitive proposal, students should follow the Proposal Outline carefully and adhere closely to the formatting guidelines.* Ideally, all SURF USA applicants should use the Proposal Outline as a guide in organizing their proposal, using the subheadings indicated below. However, since research varies among the sciences, social sciences, humanities, and performing/fine arts, students may adapt the outline to their project and field of study when appropriate.

Students are expected to write the SURF proposal themselves, in its entirety. Of course, students should consult with their mentor before writing the proposal and ask their mentor to critique it once they have written a draft. Even with mentor input, however, the final proposal should reflect the students' own work. *\*\*Students should allow sufficient time for revision.*

Here is the outline that is distributed to student applicants:

### ***Proposal Outline***

**1. Abstract:** a brief summary of your proposed project, *not to exceed 200 words.*

### **2. Project History and Definition**

- general problem, theme, or issue to be addressed
- historical or theoretical context
- most relevant previous research, artistry or work on this topic by other scholars, researchers, or artists
- project's specific question, hypothesis, or objective

### **3. Approach/Methodology**

- methods, procedures, theories, or lines of thinking and/or creating you will use to address your research topic *and why*
- materials and sources you will need to study in order to pursue your project
- *how* you will analyze, interpret, and/or evaluate your findings (i.e., the material you study, the data you collect, or your creative experience)
- how and why your mode of analysis will enable you to accomplish your objectives and/or answer your research question(s)
- foreseeable challenges, obstacles, or difficulties – and how you are prepared to address them

### **4. Significance/Meaning/Implications**

- contribution of your project to the problem and your field
- wider implications of your research or artistry (e.g., social, cultural, intellectual, creative, practical, theoretical)
- if this project is a portion of a more comprehensive research project that you are undertaking, include an explanation of how it fits into the whole

### **5. Personal Outcome**

- contribution of the project to your educational goals, including how this project will enhance your understanding of your particular field
- contribution of the project to your long-term career goals
- tangible product(s) of your project (e.g., report, paper, thesis, presentation, production, exhibition, film, etc.)

## 6. Location

- principal location of project work
- other research or artistic sites and source locations to which you will travel
- if you will travel to an off-campus research site, describe specific resources and/or contacts at the site that will be instrumental to the project and to accomplishing your objectives
- if you need prior approval to gain access to your research site and its sources, describe *how* and *when* you will obtain written permission

## 7. My Role/Preparation/Experience

- your preparation and qualifications to undertake the project (e.g., coursework, jobs, extracurricular experiences; other research, training, or performance experience)
- your plans (if any) for further preparing yourself before undertaking the project
- if a group project, the role of *each* student on the project
- role of your faculty mentor and others (graduate students/technicians/collaborators)

## 8. Timetable

- time allotted to each portion of your project (e.g., week by week, or stage by stage), with as much detail as possible
- brief explanation of research activities and timetable for your *entire* project, if the UROP-funded portion is part of a larger project (e.g., senior thesis)

## 9. Appendices

### a. Statement of Previous Hamel Center-Funded Research (if applicable)

Students who have previously received Hamel Center funds (e.g. REAP, Undergraduate Research Award, SURF USA, SURF Abroad, IROP) must submit with their application a “Statement of Previous Support.” This statement (no more than one page, double spaced *per award*) should include the following information about previously funded research: 1) Hamel Center grant received, 2) Project Title, 3) Faculty Mentor, 4) project start/end dates, 5) a brief description of how the *current* proposed research extends and/or differs from research previously funded by the Hamel Center, including how the results of that former research might inform the research now being proposed (if applicable).

### b. Attachments

- illustrations, diagrams, or video/audio recordings as necessary
- one- to two-page bibliography of primary and secondary sources that you will use toward this project (e.g., books, journal articles, films, interviews, media sources, master classes). *Note: Be sure that all sources which you consulted in preparing the proposal are cited in the proposal text and listed in the bibliography. Format the in-text citations and bibliography according to the style guidelines for your discipline.*
- surveys, questionnaires, and interview questions, if these are part of your research

## ***Proposal Format and Style***

*The proposal should:*

- include a title page
- be typed and double spaced, using Times New Roman 12-point font (black)  
*Note: You may single-space your Timetable.*
- have one-inch margins on all sides (top, bottom, left, right)

- be no more than eight (8) pages long (this length *excludes* the title page, abstract, and appendices/attachments)
- include page numbers, on all pages following the title/abstract page(s)
- follow the Proposal Outline carefully, using clear subheadings (above) for each section
- include definitions of words specific to your field or research, if faculty members outside your field are not likely to be familiar with them. *Note: In general, you should keep in mind that Faculty Review Committee members represent a range of disciplines, so your proposal should be written in a way that can be understood by an educated reader who is not necessarily a specialist in your field.*

### **Proposal Writing Workshops:**

Applicants are encouraged to attend a proposal writing workshop before the application deadline. The workshop presenter will go over the required elements of the proposal and will be available to answer any questions. Information regarding proposal writing workshops is available at <http://unh.edu/undergrad-research/proposal-writing-workshops> or the Hamel Center office.

### **Criteria for Evaluation of Applications:**

The Hamel Center's Faculty Advisory Board reviews all applications. Each proposal is read by at least three reviewers drawn from one of the following two general areas of study: 1) departments in COLSA and CEPS, and 2) departments in COLA, CHHS, and Paul College. An application may receive a maximum of 25 points from each reviewer.

#### **1. *Quality of the Proposal:* 12 points**

- Is the proposal well written, well defined, convincing?
- Is it complete? Are all parts clearly explained in accordance with the proposal outline?
- Is it manageable and appropriate for the time frame?

#### **2. *Qualifications of the Applicant:* 5 points**

- Are the qualifications, preparation, and experience of the student adequate for carrying out the project?

#### **3. *Appropriateness of the Budget:* 2 points**

- Is the budget itemized?
- Is it clear why the items are necessary to the project?

#### **4. *Faculty Mentor Recommendation:* 6 points**

- Past or present experience supervising the student in coursework, research, or independent work.
- Preparation of the student to undertake the project in the time period allowed.
- Significance of the project and its potential educational value for the student.
- Relationships between the student's project and the faculty mentor's own research, scholarly, or creative work or areas of expertise.

### **Notification:**

All applicants and their faculty mentors will be notified of the review committee's decision *in writing* within approximately six weeks of the application deadline.

**Questions? Hamel Center for Undergraduate Research: (603) 862-4323**  
<http://www.unh.edu/undergrad-research/>

***We are moving in Academic Year 2017-18!***

**Call or check our website for our current campus location.**