

APPLICATION CHECKLIST
for Summer Undergraduate Research Fellowship (SURF) USA

	Obtain application guidelines from the Hamel Center for Undergraduate Research or online at http://unh.edu/undergrad-research/summer-undergraduate-research-fellowships-surf
	Review with your faculty mentor the procedures, proposal outline, and criteria for review of applications (in the application guidelines).
	For advice on writing an effective proposal , go to http://unh.edu/undergrad-research/writing-effective-urasurf-proposal
	Attend a Hamel Center proposal writing workshop , if possible. Schedule of workshops: http://unh.edu/undergrad-research/proposal-writing-workshops
	Read examples of previously funded proposals at the Hamel Center office.
	Meet with your UNH mentor. Give your mentor a copy of the Faculty Mentor Memo and the Faculty Mentor Recommendation Form, both available online at http://unh.edu/undergrad-research/summer-undergraduate-research-fellowships-surf
	Make arrangements for a second letter of recommendation from a UNH faculty member. The UNH Faculty Recommendation Form is available online.
	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 do I need to read to increase my knowledge of what has already be 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) 6) Make plans for submitting a draft of your proposal to your mentor well before the deadline.
	Write a proposal draft based on the outline and submit it to your faculty mentor for comment.
	Prepare the application cover sheet (fillable online). It is not complete until it is signed by you and your mentor's department chair.
	Prepare your 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.
	Submit 5 complete sets of your application (the original + 4 copies). Attach the UNH faculty mentor recommendation and the second UNH faculty recommendation in sealed envelopes (one original copy of each) to the original application.
	Your application should include: <ul style="list-style-type: none"> • Cover sheet • Project proposal • Budget form • UNH Faculty Recommendations (UNH mentor + second faculty member)
<p>Questions? Hamel Center for Undergraduate Research: (603) 862-4323 http://www.unh.edu/undergrad-research/</p> <p><i>We are moving in Academic Year 2017-18!</i> Call or check our website for our current campus location.</p>	

All SURF application materials can be found at
<http://unh.edu/undergrad-research/summer-undergraduate-research-fellowships-surf>