

APPLICATION CHECKLIST
Undergraduate Research Award (URA)

	Obtain application guidelines from Hamel Center for Undergraduate Research or online at http://unh.edu/undergrad-research/undergraduate-research-awards-ura
	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 https://www.unh.edu/undergrad-research/writing-effective-research-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 mentor. Give your mentor a copy of the UNH Faculty Mentor Memo and the UNH Faculty Mentor Recommendation Form, both available online at http://unh.edu/undergrad-research/undergraduate-research-awards-ura
	Review proposal requirements. Discuss with your mentor the proposal outline as it pertains to your topic.
	<p>Talk to your mentor about the following questions:</p> <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 one (1) complete application packet. Attach the faculty mentor recommendation <i>in a sealed envelope</i> to the original application.
	<p>Your application should include:</p> <ul style="list-style-type: none"> • Cover sheet • Project proposal • Budget form • UNH Faculty Mentor recommendation
<p>Questions? Hamel Center for Undergraduate Research 118 Conant Hall • (603) 862-4323 undergrad.research@unh.edu</p>	

All URA application materials can be found at
<http://unh.edu/undergrad-research/undergraduate-research-awards-ura>