



# Hamel Center for Undergraduate Research

## Research Experience and Apprenticeship Program (REAP)

### Application Guidelines

What is REAP? REAP is a special program for academically high-performing and highly motivated first-year students. Students selected for REAP will spend 10 weeks in the summer *after their first year* exploring their academic interests and developing their ability to pursue research, scholarly, and creative projects under the supervision of a UNH faculty member. The REAP experience will provide a fast-track for talented students, enabling them to explore topics of interest, to prepare for advanced work in their field, and to develop a close academic and professional relationship with a faculty member.

To be considered for the Hamel Center's REAP program, *students must first be nominated by an instructor of one of their fall semester courses*. Students who are then matched with a faculty mentor may apply to receive a REAP fellowship for their summer research.

What will REAP students do? REAP is an *apprenticeship* experience. Students will spend 10 weeks during the summer working with a faculty mentor. They will explore topics of interest, develop a foundation of knowledge in their field of study, and learn more about the approaches, theories, methodologies, and techniques employed by faculty in their own work. REAP will prepare students for advanced research, scholarly, or creative work, including research opportunities sponsored by the Hamel Center, the senior thesis, and other capstone experiences.

Projects may include: bibliographic research and development; learning research techniques employed in the lab, in the field, and in libraries, museums, and archives; exploring and implementing techniques used in the creative disciplines (art, music, theatre, dance, creative writing); learning how to design a research project and draft a research proposal; assisting the faculty mentor in any tasks directly related to his/her own research.

**COVID-19 UPDATE:** 1) The AY2021-22 REAP application deadline below will be contingent on the University's [mode of operation](#) at the time of application, and also on the University's [phased approach to research activities](#) as determined by the Senior Vice Provost for Research (SVPR). When preparing applications, mentors and students should consult the UNH and Hamel Center websites frequently for any updates or changes. 2) Even if an application is successful, mentors and students should be prepared to modify their projects as needed to adhere to any changing University research policies and procedures during the proposed research period. Any project's ability to go forward will be dependent on the University's guidelines for research at any time during the research period.

*Students planning to apply for REAP must meet with the Hamel Center director, Paul Tsang, before preparing their application ([paul.tsang@unh.edu](mailto:paul.tsang@unh.edu)) – **no later than February 25, 2022**. Students who have not already identified a faculty mentor should plan to meet with Dr. Tsang well in advance of this deadline. Applications submitted by students who have not met with Dr. Tsang will not be accepted.*

#### Eligibility Requirements:

- Full-time undergraduate at UNH
- Must have completed at least one full semester (fall) at the time of application
- Nominated by an instructor of student's fall semester courses based on criteria provided in the Fall Semester Course Instructor Nomination (see the information below)
- One year completed as a full-time student before the summer research
- Minimum UNH GPA of 3.8 at time of application

#### Award amounts:

- Fellowship Stipend: \$3,500
- Expense Award: \$600 maximum

**Nomination Deadline:** February 25, 2022 for summer 2022

**Application Deadline:** March 28, 2022 for summer 2022

All REAP application materials can be found at

<http://unh.edu/undergrad-research/research-experience-and-apprenticeship-program-reap>

## I. Application Process

### a. Fall Semester Course Instructor Nomination:

- Fall semester course instructor asks the student if he/she is interested in being considered for REAP.
- Fall semester course instructor completes the **Fall Semester Course Instructor Nomination** to nominate a student based upon the quality of the student's academic work in a fall semester course. A student who is nominated will have 1) demonstrated outstanding work in class; 2) exhibited a high level of maturity and responsibility in meeting all expectations of the course; and 3) exhibited curiosity and imagination in addressing the topics/themes of the course. Instructors interested in nominating a student may request a nomination form from the Hamel Center director ([paul.tsang@unh.edu](mailto:paul.tsang@unh.edu)), or download the form from the Hamel Center website. Completed nominations should be submitted to the Hamel Center as soon as possible, to facilitate the process of matching students to appropriate faculty mentors. All Fall Semester Course Instructor Nominations must be received by the Hamel Center *in advance* of the completed application (**no later than February 25, 2022**).
- The fall semester course instructor nominating the student may offer to serve as the student's mentor, recommend another faculty member to serve as mentor, or refer the student to the Hamel Center for help in identifying a mentor. For complete guidelines on faculty mentor eligibility, go to <http://unh.edu/undergrad-research/faculty-mentor-eligibility>
- If appropriate, the student prepares a resume and statement of academic interests to assist in matching him/her with a faculty mentor. A sample **Student Resume** form is available online, with other REAP application materials. If the fall semester course instructor nominating the student will not be the REAP project mentor, the student should complete the Student Resume form and bring it to the Hamel Center for assistance in identifying a faculty mentor.
- If a student and mentor agree to work together, they will submit an application to the Hamel Center for Undergraduate Research.

#### ***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 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.

**b. Application:**

*To be completed by the Faculty Mentor (after consultation with the student):*

- **Apprenticeship Proposal:** A description of the project or activities to be undertaken
- **Budget Form:** estimate of project expenses

*To be completed by the Student:*

- **Application Cover Sheet**
- **Project Understanding and Statement of Interest**

Also, see *Letter of Recommendation* below.

**c. Letter of Recommendation:**

To complete the application, the student applicant needs at least one Fall Semester Course Instructor Nomination (as described above) and one UNH Faculty Recommendation. The Letter of Recommendation should come from a UNH faculty member with whom the student has had coursework or other supervised academic experience (e.g. work in a lab, in a studio, etc.). There are various ways in which this requirement may be fulfilled:

IF...	THEN, the student applicant needs...
<ul style="list-style-type: none"> <li>• Fall semester course instructor nominating the student is also the Faculty Mentor.</li> </ul>	<ol style="list-style-type: none"> <li>1. Fall Semester Course Instructor Nomination from Mentor.</li> <li>2. Letter of Recommendation from a second UNH faculty member who knows the student/has had the student in class or other supervised academic setting.</li> </ol>
<ul style="list-style-type: none"> <li>• Fall semester course instructor nominating the student is not the Faculty Mentor.</li> <li>• Faculty Mentor knows the student/has had the student in class or other supervised academic setting.</li> </ul>	<ol style="list-style-type: none"> <li>1. Fall Semester Course Instructor Nomination from fall semester course instructor.</li> <li>2. Letter of Recommendation from Faculty Mentor.</li> </ol>
<ul style="list-style-type: none"> <li>• Fall semester course instructor nominating the student is not the Faculty Mentor.</li> <li>• Faculty Mentor does not know the student/has not had the student in class or other supervised academic setting.</li> </ul>	<ol style="list-style-type: none"> <li>1. Fall Semester Course Instructor Nomination from fall semester course instructor.</li> <li>2. Letter of Recommendation from a second UNH faculty member who knows the student/has had the student in class or other supervised academic setting.</li> </ol>

As noted above, all Fall Semester Course Instructor Nominations must be received by the Hamel Center *in advance* of the completed application (no later than February 25, 2022). UNH Faculty Letters of Recommendation must be submitted with the application, as described below.

***Students: Remember to complete and sign the top portion of the UNH Faculty Recommendation form before giving it to your faculty recommender.***

**II. Submitting your application**

**a. Be sure to submit your application as described here:**

**One complete application packet**, with the UNH Faculty Recommendation (completed, signed form + letter) in a sealed envelope paper-clipped to the top of the application.

- *Please note that all parts of the application – including the Faculty Letter of Recommendation – should be submitted at the same time, not separately.*
- The Fall Semester Course Instructor Nomination, submitted at least one month before the application due date, does not need to be submitted a second time with the application.

- b. Collate the application packet in the following order** (use paper clips for all documents – *no staples, please*):
- Application Cover Sheet, with all necessary signatures
  - Apprenticeship Proposal (including cover sheet)
  - Budget Form
  - Project Understanding and Statement of Interest (including cover sheet)
- c. Submit your complete application to the Hamel Center by the deadline: March 28, 2022**

### **III. Application Review**

Each application is reviewed by at least three UNH faculty members drawn from a range of disciplines and colleges. An application may receive a maximum of 30 points from each reviewer. Applications will be evaluated using the following criteria:

**1. *Quality of the Apprenticeship Proposal: 10 points***

- Is the proposed project well defined, with clear learning objectives and potential educational value for the student?
- Is the proposal complete and detailed? Are all parts clearly explained in accordance with the proposal outline?
- Does the project timetable provide sufficient details of activities to be carried out by the student apprentice?
- Is there a detailed and clearly articulated mentoring plan?
- Is the project manageable and appropriate for the REAP time frame (i.e., anticipating 10 weeks of full-time research/apprenticeship)?

**2. *Quality of the Student's Project Understanding and Statement of Interest: 12 points***

- Are the student's answers well developed and written clearly?
- Does the student demonstrate a sound understanding of the proposed REAP project and what the research activities will entail?
- Is the student prepared for engaging in the REAP experience?
- Does the student exhibit enthusiasm for the REAP experience?
- Does the student articulate a clear relationship between the REAP project and his/her academic goals?

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

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

**4. *Faculty Recommendation and Fall Semester Course Instructor Nomination: 6 points***

- Does the student demonstrate good potential for planning and carrying out the proposed research activities in the time period allowed?
- Does the student have both academic abilities and personal qualities that will enable him/her to undertake a successful summer research apprenticeship?

### **IV. Notification**

All student applicants and their faculty mentors will be notified of the review committee's decision *in writing* by April 15. If the application is successful, the student and mentor will be asked to sign a Letter of Intent and will receive further program information, including procedures for receiving the stipend and expense award.

## V. REAP Requirements and Expectations (for successful applicants)

In addition to the expectation that the student-mentor team will conduct/complete the research project proposed in the application, the REAP award comes with the following requirements:

- a. **Final Report:** to be completed by the student, describing the project and findings (~2000 words).
- b. **Final Evaluation:** to be completed electronically by both the student and faculty mentor.
- c. **Letter of Appreciation:** to be written by the student to the sponsoring donor(s).

**Presentation of Research:** REAP students are encouraged (though not required) to present the results of their research in an appropriate forum (e.g., to a class, to department majors and/or faculty, at an on- or off-campus conference). REAP students are also encouraged to consider publishing a research brief, commentary, or article in *Inquiry*, UNH's online undergraduate research journal ([www.unh.edu/inquiryjournal](http://www.unh.edu/inquiryjournal)), and/or to contribute to the Hamel Center's Undergraduate Research Blog.

*Questions?* [undergrad.research@unh.edu](mailto:undergrad.research@unh.edu)  
Hamel Center for Undergraduate Research  
118 Conant Hall • (603) 862-4323