Study Abroad Research Grant
Application Guidelines and Budget Instructions

Study Abroad Research Grants are designed to enable students to take advantage of the special sources and resources available at a foreign site. Opportunities at the foreign site might include archives and libraries; museums, art galleries and exhibits; performances; government agencies; non-profit organizations; businesses; experts, scholars or other individuals to be interviewed; laboratory or field research. It is understood that students might not complete their research while abroad but might instead gather information and materials that will later become the foundation for, or incorporated into, a project, thesis, or capstone experience once they return to campus.

Students planning to apply for a Study Abroad Research Grant must first consult the International Research Coordinator, Georgeann Murphy (georgeann.murphy@unh.edu).

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<th>Eligibility Requirements:</th>
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<td>▪ Undergraduate at UNH or UNHM</td>
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<td>▪ Enrolled in a baccalaureate degree program</td>
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<td>▪ Enrolled in a UNH-managed/UNH-approved study abroad program</td>
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<td>▪ Minimum 3.0 cumulative UNH/UNHM GPA at the time of application</td>
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<th>Award amounts:</th>
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<td>▪ Expense Award: $600 maximum, for expenses directly related to the project only (e.g. photocopying, supplies, phone calls, travel to research sites away from the study abroad location, etc.)</td>
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<th>Application Deadline:</th>
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<td>Rolling deadline. Students may apply before they go abroad or may apply once they are at the study abroad site, assuming there is time to complete the proposed research activities before they must leave the site. Applicants are strongly encouraged to submit their applications before the research has begun, to maximize funding support. In special instances, and where the student provides a clear rationale, funds may be awarded retroactively for research that has begun (and is ongoing) at the time of application; but expenses will not be awarded retroactively for research projects already completed in their entirety at the time of application. See Budget Instructions.</td>
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UNH Faculty Mentor: To apply, students must have a UNH faculty mentor who will attest to the value of the student’s plans, validate the student’s preparation for the proposed research, and confirm that the research is feasible and safe. Students should plan to consult with their UNH mentor before the research begins and to maintain regular contact with the UNH mentor during the research period.

Foreign Mentor: The student must also have someone at the foreign site who can offer advice and guidance during the actual research period. This person may be an instructor in the study abroad program, another faculty member at the institution sponsoring the program, or a person with professional expertise related to the student’s project. In some
cases, the UNH Faculty Mentor and the Foreign Mentor may be the same – e.g. if the faculty mentor is a UNH faculty member teaching in the study abroad program. In other cases, with the Hamel Center director’s approval prior to application, it may be possible for the UNH faculty mentor to serve this supervisory role via email contact. Contact the Hamel Center for more information.

All Study Abroad Research Grant application materials can be found at http://unh.edu/undergrad-research/study-abroad-research-grants

I. APPLICATION INSTRUCTIONS:

1. Complete the Application Cover Sheet and Budget Form, carefully following the guidelines below.

2. Give the UNH Faculty Mentor Recommendation Form (available online) to your UNH mentor as soon as possible. Note: You must complete and sign the top portion of the recommendation form before giving it to your mentor. Determine from your mentor whether s/he will give you the recommendation in a sealed envelope (for submission with the application) or if s/he will deliver the letter directly to the Hamel Center (either by hand delivery or electronically to georgeann.murphy@unh.edu). Letters of recommendation should not be sent via campus mail.

3. Make sure you have a firm commitment from a foreign mentor. Before applying, you should identify and communicate with an appropriate foreign mentor at the site where you propose to do your research. You should also discuss the proposed research project with the foreign mentor, to ensure that all aspects of the project (research design, timeframe, budget) are manageable.

   The foreign mentor should provide a letter stating that s/he is willing to supervise your research while abroad, and describing how s/he will assist you in your project. Give the Foreign Mentor Recommendation Form (available online) to your foreign mentor. Note: You must complete and sign the top portion of the recommendation form before giving it to your mentor. This letter may be included with the application or sent directly to georgeann.murphy@unh.edu.

4. Determine if your project will require approval from a University review committee. Certain types of research are subject to federal regulations and University guidelines. For example, 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. If you have questions about how to obtain research approval, talk with your faculty mentor or a Hamel Center staff member. You do not need to submit written evidence of this approval with your Study Abroad Research Grant application; however, if you are granted an award, the Hamel Center must receive confirmation of approval from the appropriate University review committee before dispensing your award money. So, it is in your best interest to begin the approval process before or at the time of your application. For more information, go to: http://unh.edu/undergrad-research/responsible-conduct-research
5. Prepare a description of your proposed project by answering the Project Description questions in Part I and Part II below.

6. Ask both your UNH and foreign mentors to review a draft of your Project Description, especially your proposal. Be sure to allow sufficient time for your mentors’ review and comments before submitting your application.

7. Complete the application with ample time left for obtaining the signature of the department chairperson on the application cover sheet. Students who are already abroad at the time of application should request the mentor’s department chair to submit an email of approval directly to the Hamel Center: georgeann.murphy@unh.edu.

8. Submit one complete application packet to the Hamel Center for Undergraduate Research. Collate the application materials in the following order:
   - Application Cover Sheet
   - Project Description (Parts I and II): See guidelines below.
   - Budget Form: See Budget Instructions. (Remember to keep receipts for all research expenses, for submission upon your return to UNH.)
   - The faculty mentor and foreign mentor letters may be submitted with the application (one original copy each, in a signed, sealed envelope), or submitted directly to the Hamel Center (either by hand delivery or electronically to georgeann.murphy@unh.edu). Letters of recommendation should not be sent via campus mail.

   Students who are already abroad at the time of application may submit one complete application by fax, email, or postal mail. Contact the Hamel Center for further instructions.

II. PROJECT DESCRIPTION:

   Part I: Foreign Research Site

   On a separate page (typed, double spaced), please answer the following questions about your foreign research site.

   1. Foreign Language Preparation:
      a. What is the language of the country/countries of your proposed research?
      b. What language will be necessary to conduct your research? What level of fluency will you need? (For example, will you conduct interviews in this language? Read texts? Have conversations with other researchers? Will you require a translator?)
      c. Briefly describe your background/preparation in this language. Include both informal training (e.g. previous travel/residency in this country), and formal training (e.g. the number of years you studied the language in high school; the college-level courses you have taken in the language to date).

   2. Foreign Mentor:
      a. Provide the following information for the person who will supervise your research while you are abroad:
         - Name
         - Title and institutional affiliation
         - Mailing address and email address
         - Phone number and fax number (if available)
      b. What are his/her areas of expertise or professional background?
      c. In what ways will your foreign mentor assist and guide you in your research?
      d. Name any other contacts at your research site(s) who will help you conduct your research.
3. Research Approval: Do you need prior approval/permission to gain access to your proposed research site(s) and the resources available there? If so, how and when will you obtain written approval/permission?

**Part II: Proposal**

*The proposal should follow the outline below and address the issues and questions noted. Please limit your proposal to four or fewer pages (double spaced).*

1. **Project Topic:**
   - What is the general problem, theme, or issue your project will address?
   - What have other scholars, researchers, or artists done on this topic (i.e. what is the most relevant previous research)?
   - What is the specific question, hypothesis, or objective that your project will try to answer?

2. **Project Location(s):**
   - What will be the specific location(s) for your research? Provide the name of the city/cities and country, as well as the name(s) of the specific site(s): e.g. library, museum, laboratory, organization, etc.
   - Why is it necessary or advantageous for you to carry out this work while abroad – and at the specific research site(s) proposed – instead of at UNH?

3. **Project Activities:**
   - Describe the activities you propose to carry out while abroad and how they will enable you to address your proposed topic or to answer the question(s) you pose above.
   - Be as specific and concrete as possible regarding data/information to be collected and from what sources (e.g., specific library or museum collections to be reviewed; individuals to be interviewed and questions to be asked of them; exhibits or performances to be attended).
   - Also, indicate the time commitment (hours/days/weeks) you anticipate for each of these activities. (If you like, you may produce a timetable showing the commitment of hours/days/weeks for each research activity.)
   - If you have already begun your research abroad, include a description of any research activities you’ve already begun and/or completed toward your project, what you’ve learned, and how this contributes to your research question.

4. **Project Purpose:**
   - Explain how your research abroad fits into your overall educational goals and larger research plans. For example:
     - Will the research be preliminary work for a subsequent honors thesis, future research, or another project? If so, explain how it fits into the larger/more comprehensive project.
     - Will the research be a foundation for graduate school or for your professional career? Explain.
     - If the proposed work comprises a self-contained project, indicate its potential educational, personal, and/or professional value to you.
5. **Background/Preparation:**
   Briefly describe your background and preparation to undertake these research activities abroad. For example:
   - coursework, including study abroad coursework
   - previous study or research on the general topic and on the country/culture
   - training in research methods/approaches necessary to the project

### III. BUDGET FORM INSTRUCTIONS

In consultation with your Faculty Mentor, determine as accurately as you can your estimated research expenses. List each item and its exact cost per unit, and *briefly note its importance to your project.* Identify the most critical items in your budget. You may request up to a maximum of $600, so it is important that you work with your mentor(s) to prioritize your expenses. Expense awards only cover costs directly related to the completion of your research activities. They do not cover the cost of copying a thesis or research paper, or costs associated with presenting research, such as research posters.

Note: The Hamel Center may not be able to fund all your research expenses. It is understood that the budget represents your best estimate of the costs. To maximize funding support, you are strongly encouraged to submit your application *before* the research has begun. In special instances, and where the student provides a clear rationale, funds may be awarded retroactively for research that has begun (and is ongoing) at the time of application – as long as you’ve kept all expense receipts. If you are granted an award, you will need to submit these receipts to the Hamel Center upon your return to UNH. You may **not**, however, seek retroactive expenses “after the fact” for research that has already been completed in its entirety. Your application must be received either before research has begun or while research is still in progress.

- **Supplies:** These include, but are not limited to: note-taking supplies (e.g. paper, notebooks, pens, pencils), art supplies, supplies for lab or field work (e.g. chemicals, lab animals, etc.). You should provide the exact cost of each item. You may do this by talking to your UNH or foreign mentor, looking through supply catalogs, or shopping around.

- **Travel Expenses:** The Hamel Center does not cover the cost of travel to and from your study abroad program or the cost of meals. Travel expenses may include travel to research sites once you are at the location of your study abroad program. These might include travel to libraries, archives, museums, labs, exhibits, performances, or to conduct field research or interviews. If you are required to stay overnight at the research site, you may include the cost of lodging.

- **Other Expenses:** This category refers to any expenses in the following areas—photocopies, phone calls, postage, special fees for access to research sites, or services rendered—along with any expenses that might not be covered within the other categories. Most of these items should be calculated by the number needed for your research project and the exact cost for each. For example, 100 photocopies multiplied by 10 cents per page will give you the total amount of $10 needed by you. (Keep in mind that photocopying of rare documents or manuscripts can be especially expensive.) For services rendered, you should contact the person or site where the work will be done for an estimate of the cost.
• **Permanent Equipment:** While the Hamel Center is willing to provide support for permanent equipment necessary to your research project, we may request that your home department share the cost of such equipment. Non-expendable items purchased with Study Abroad Research Grant funds (e.g., books, computer software, music recordings/sheet music, electronics, mechanical equipment) are University property and must be returned to the University once the project is complete. Note: Equipment expenses may not include digital voice recorders or similar recording equipment, but the Hamel Center does have a small number of digital voice recorders available for loan during the research period. If you will require such equipment for your research, please note this on your budget form under “Contributions from Other Sources.”

Final Note: The online Budget Form was created as a table in Microsoft Word, so you should be able to manipulate it to fit your needs. You may enter information on the form electronically, save it, and return to it later for completion. Also, if you need more space, you may add rows to the form or attach a separate document to the form that follows the same format. To add rows using Word 2007 or 2010: With the cursor in an existing row, go to “Table Tools” in the menu, click on “Layout,” then select “insert above” or “insert below” under “Rows & Columns.”

IV. CRITERIA FOR REVIEW OF APPLICATIONS:
A. sufficient knowledge of resources and contacts at the research site
B. evidence of adequate qualifications, preparation, and experience for project
C. clarity of research question, objectives, and purpose
D. manageability of project in the time period allowed
E. manageability of project in light of possible cultural/language barriers
F. emotional and intellectual maturity of student
G. ability of the student to be a good representative of the U.S. abroad

V. NOTIFICATION:
All applicants and their faculty mentors will be notified in writing within two weeks.

VI. FINAL REQUIREMENTS OF AWARD RECIPIENTS:
In addition to the expectation that you will conduct/complete the research project proposed in your application, the Study Abroad Research Grant comes with the following requirements:

a. **Final Report:** describing your project and your findings (1000-1500 words).
b. **Final Evaluation:** to be completed electronically by you, your faculty mentor, and your foreign mentor.
c. **Letter of Appreciation:** to be written and sent by you to your sponsoring donor.

**Presentation of Research:** Study Abroad Research Grant recipients are strongly 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).

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.