



# Hamel Center for Undergraduate Research

## International Research Opportunities Program (IROP) Application Guidelines

IROP grants support nine weeks of summer research at a location outside of the United States. Students may conduct research in any academic discipline taught at UNH. Possible research locations for IROP projects are government agencies, museums, archives, art galleries, archeological and historical sites, research libraries and laboratories, and field sites.

Conduct of research in other countries, especially where there are differences of culture and language, requires careful planning over a considerable period of time and special responsibilities on the part of both the undergraduate applicant and the applicant's faculty mentor. In particular, students must plan ahead to ensure adequate language skill and knowledge of the culture before leaving the U.S.; and, once they are abroad, students must comply with the laws of the host country and serve as a good representative of UNH and the U.S. Please read the following materials carefully and review them with your faculty mentor.

***Students planning to apply for IROP must first consult the International Research Coordinator, Georgeann Murphy ([georgeann.murphy@unh.edu](mailto:georgeann.murphy@unh.edu)) – no later than September 11, 2019.***  
Applications submitted by students who have not met with Dr. Murphy will not be accepted.

### **Eligibility Requirements:**

- Undergraduate at UNH or UNHM
- Enrolled in a UNH baccalaureate degree program
- *Minimum* 3.0 cumulative UNH/UNHM GPA at the time of application  
(Transfer students must have completed at least one full-time semester at UNH or UNHM at the time of application, with a minimum 3.0 GPA earned from UNH/UNHM courses.)
- At least junior status (in third year of full-time college coursework) at time of application, returning to campus for at least one more semester (with a minimum enrollment of eight credits) following the research summer
- Study Away Student Eligibility form approved by your College Dean's office  
(See II. Step #1 below.)
- Demonstration of appropriate foreign language competency and knowledge of the country/culture in which the research will be conducted (see "Cultural and Language Preparation" form online)

### **Average Award:**

- IROP awards support nine weeks of summer research abroad, including research expenses, travel, and room/board. Total awards vary with project needs and cost of living in the research destination. The average of recent awards is \$6000.

### **Application Deadline:**

October 9, 2019 for summer 2020

*Note: 1) Students may not accept both an IROP award and another fellowship award for the same research during the same summer (e.g. NSF, Pfizer, Space Award, or other summer award that awards a set amount of money for a set period of time). If you have any questions, please consult with Hamel Center staff. 2) IROP recipients are not permitted to be enrolled in summer courses during the award period unless they receive prior approval from the Hamel Center director.*

## I. A complete IROP application includes:

- a. **Study Away Student Eligibility Form:** This form must be completed and submitted to your College Dean's office *before* you apply for IROP (see Step #1 below).
- b. **Application Cover Sheet:** Read the application guidelines below, then complete and print the fillable Cover Sheet online.
- c. **Project Proposal:** See Proposal Requirements on pp. 5-7 of these guidelines.  
*Note: The proposal describing your research or creative project is the most important part of your application.*
- d. **Cultural and Language Preparation Form:** Review the questions with your mentor(s), then complete and print the fillable form online.
- e. **Budget:** Review the Budget Form Instructions (attached to the Budget form online), then complete and print the fillable Budget form.
- f. **Letter of Confirmation from Foreign Mentor.** Ask your foreign mentor to write a letter confirming his/her willingness to serve as your mentor at the summer research site.
- g. **UNH Faculty Mentor Recommendation:** A "UNH Faculty Mentor Memo" and "UNH Faculty Mentor Recommendation" form are available online. Print the memo; complete, print, and sign *the top portion* of the recommendation form (fillable online); and deliver both the memo and the form to your faculty mentor to complete. Your mentor is responsible for submitting the completed form and letter of recommendation directly to the Hamel Center for Undergraduate Research, either by hand delivery or electronically to [georgeann.murphy@unh.edu](mailto:georgeann.murphy@unh.edu), by the application deadline.
- h. **UNH Faculty Recommendation:** Complete, print, and sign *the top portion* of the recommendation form (fillable online); and deliver it to a second UNH faculty member to complete. He or she must submit the completed form and letter of recommendation directly to the Hamel Center for Undergraduate Research, either by hand delivery or electronically to [georgeann.murphy@unh.edu](mailto:georgeann.murphy@unh.edu), by the application deadline.

**All IROP application materials can be found at**

<https://www.unh.edu/undergrad-research/international-research-opportunities-program-irop>

## II. What to do *before* you apply

**Step #1:** Complete the top of the "Study Away Student Eligibility Form" and submit it immediately your College Dean's office. This form must be completed and submitted *before* you apply for IROP. *Note: Students may not participate in IROP projects without receiving approval from their College Dean's Office. Any student sanctioned by the University Student Conduct System for a serious violation of the "University of New Hampshire Student Rights, Rules and Responsibilities" must petition his or her dean's office prior to consideration for participation in IROP.*

**Step #2:** We strongly urge you to take several steps *before* you write your proposal and complete your application. Some homework up front will minimize confusion at deadline time and will increase your chances of success! These steps are:

- a. **Review the materials in these guidelines *and* consult the Hamel Center website ([www.unh.edu/undergrad-research](http://www.unh.edu/undergrad-research)) – even if you've looked at it before.** At the website you will find detailed information about the program and the application process (including application forms), as well as profiles of former participants.

- b. Make sure you are eligible.** To apply, you must be a UNH or UNHM undergraduate enrolled in a baccalaureate degree program, with a *minimum* UNH cumulative GPA of 3.0 at the time of application. You must be at least a junior (in your third year of full-time college coursework) at the time of application, and you must be returning to campus for at least one semester (with a minimum enrollment of eight credits) after completing your summer research. As part of the IROP award, you will also be required to present the results of your research at least twice in the academic year following your summer abroad: 1) at the Hamel Center's annual International Undergraduate Research Symposium (fall semester), and 2) at another appropriate forum for presenting your research within your discipline (on or off campus) during the academic year.

*\*Note: To be eligible, transfer students must have completed at least one full-time semester at UNH at the time of application, with a minimum 3.0 GPA earned from UNH courses.*

- c. Talk with the International Research Coordinator about your proposed research and any questions you may have** – including how to identify a faculty mentor.
- d. Make sure you have a firm commitment from a UNH faculty mentor.** Give the “UNH Faculty Mentor Memo” and the “UNH Faculty Mentor Recommendation” form to your mentor as soon as possible. Both can be found online. (Note: You must complete and sign *the top portion* of the recommendation form before giving it to your mentor.) You should also plan to give your mentor any personal background information you think might be useful toward the recommendation letter (e.g., a resume or list of relevant coursework, jobs, skills or knowledge; educational and career goals). Note: All tenure-track, research, clinical, and extension faculty are eligible to mentor an undergraduate research project funded through the Hamel Center *without prior approval*. Other non-tenure-track faculty may be eligible *with prior approval*. For complete guidelines on faculty mentor eligibility, go to <http://unh.edu/undergrad-research/faculty-mentor-eligibility>
- e. Secure a second letter of recommendation from a UNH faculty member who is not your mentor.** Complete, print, and sign *the top portion* of the UNH Faculty Recommendation form (available online) and give it to your second recommender *as soon as possible*.
- f. Make sure you have a firm commitment from a foreign mentor.** With your UNH faculty mentor, you should identify and communicate with an appropriate foreign mentor at the site where you propose to do your research. You should discuss the proposed research project with the foreign mentor, to ensure that all aspects of the project (research design, time frame, budget, cultural preparation, living arrangements) are manageable. For inclusion with your application, your foreign mentor should write a letter confirming his/her willingness to serve as your mentor for the summer research period abroad. (An email from your foreign mentor, printed for inclusion in your application, will suffice.)
- g. Consult the Hamel Center website for advice on writing an effective proposal** <https://www.unh.edu/undergrad-research/writing-effective-research-proposal>, and allow ample time to complete all application materials. You may also make an appointment with the International Research Coordinator, Georgeann Murphy, who can review your proposal draft to see if it meets requirements for format and style. (*Note: It is your mentor, not a Hamel Center staff member, who can critique your draft with regard to its discipline-specific content.*)

- h. **Ask your faculty mentor to review your proposal draft.** Be sure to allow sufficient time for your mentor's review and comments before the deadline.
- i. **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 UNH faculty mentor and foreign mentor, or consult the International Research Coordinator. You do not need to submit this approval with your IROP application; however, if you are awarded 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 at the time of your application. For more information, go to: <http://unh.edu/undergrad-research/responsible-conduct-research>
- j. **Complete the application with ample time left for obtaining the signature of the department chairperson on the application cover sheet.**

### III. Submitting your application

- a. **Prepare one (1) complete, original application packet.**

The following five documents must be printed and delivered to the Hamel Center for Undergraduate Research (118 Conant Hall). The packet you submit must contain all of the items in the following order (use a paper clip – *no staples*, please):

  - Application Cover Sheet, with all necessary signatures
  - Project Proposal
  - Cultural and Language Preparation form
  - Budget form
  - Letter of Confirmation from Foreign Mentor (email printout will suffice)
- b. **Submit your application to the Hamel Center by the deadline: October 9, 2019**
- c. **Letters of Recommendation:** Your faculty mentor and second recommender must submit their *recommendation forms* and *letters* directly to the Hamel Center for Undergraduate Research, either by hand or electronically to [georgeann.murphy@unh.edu](mailto:georgeann.murphy@unh.edu). Please make sure they do this by the application deadline.
- d. **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. If your application is successful, you will then be asked to sign a Letter of Intent and will receive further program information, including procedures for receiving your award.

#### IV. IROP Requirements and Expectations (for successful applicants)

In addition to the expectation that you will conduct/complete the research project proposed in your application, the IROP award comes with the following requirements:

- a. **Final Report:** describing your project and your findings (2500 words).
  - b. **Final Evaluation:** to be completed electronically by you and your mentors.
  - c. **Letter(s) of Appreciation:** to be written by you to your sponsoring donor(s).
  - d. **Presentation of Research:** presentation of your research results 1) at the Hamel Center's International Undergraduate Research Symposium (fall), and 2) at a second appropriate forum (on or off campus) during the academic year.
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#### Proposal Requirements

*The project proposal is the most important part of the application.* Using the outline below, answer all of the following questions fully but concisely: be succinct. We strongly suggest your final proposal adhere closely to this outline, including subheadings; please do not, however, reproduce the questions in your proposal. Rather, prepare each section of the project proposal in essay format.

*Students are expected to write the IROP 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.*

#### Proposal Outline

1. **Abstract:** a brief summary of your proposed project, *not to exceed 200 words.*
2. **Project Definition:**
  - What is the general problem, theme, or issue your project will address?
  - What have other scholars, researchers, or creative artists done on this topic? (Include a brief bibliography listing published research related to your topic and/or primary and secondary sources relevant to your project.)
  - What are the specific questions or objectives that your project will try to answer?
  - What methods, procedures, theories, or thought processes will you use to address your research topic and answer the questions you pose?
  - If you plan to perform interviews or surveys, what assumption/hypothesis/general principle will you test? How many participants will you seek, and how will you select them? Please provide sample interview questions.
  - How do you plan to analyze, interpret, or evaluate your findings?
3. **Definition of Applicant's Research Responsibilities:**
  - What exactly is your role during the research period?
  - Do you need prior approval to gain access to your research site and its resources? How and when will you obtain written permission?
  - Have you made sure that your research project will not involve the exporting or importing of any materials (including samples and equipment) restricted by federal regulation? See [www.unh.edu/research/export-controls](http://www.unh.edu/research/export-controls) for further information.
  - Will your research involve any of the following: *human subjects, 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?* If yes, have you sought permission for the research from the appropriate University review committee?



For more information about the necessary approval processes, go to:

<http://unh.edu/undergrad-research/responsible-conduct-research>

- Will you be working as part of a research team while abroad? If so, who are the other members of the team and who directs the team?
- How often and in what ways will you be in touch with your UNH and foreign mentors?

#### 4. Preparation:

- What in your background prepares you for this project (e.g., previous coursework, research, job experience, etc.)?
- How will you prepare for each aspect of your role prior to departure for the research site (e.g., coursework in research methods or related subject matter, practical experience, etc.)? Will you take an INCO 590 or INCO 790 course for preparation? (Consult with the International Research Coordinator for details.)
- If one of your methods will be interviews and/or surveys, how will you prepare yourself to design and conduct these (e.g., coursework, training by your mentor, etc.)?
- Sketch out a schedule for your project.
  - a) Start with a month-by-month plan listing what you will do and what resources you will use to *prepare* for your project. (The preparation period begins with admission to the program and ends when you depart for your destination. If you or your UNH mentor will not be on campus in the semester prior to your research summer, your proposal must justify and explain your arrangements.)
  - b) Follow your preparation schedule with a week-by-week research plan for your nine weeks abroad. *Note: A successful IROP project will require a substantial amount of time, effort, energy, and focus to complete. Your research plan for your time abroad should anticipate nine (9) weeks of full-time research.*

#### 5. Outcome:

- What will be the final product or result of your research (e.g., a report, research paper, thesis, presentation, production, exhibition, film, etc.)?
- How will this project address the issues raised by your research questions?
- How will this project contribute to your education and enhance your understanding of your particular field?
- What are the wider (social, cultural, intellectual, practical, theoretical) implications of your research?
- If this project is a portion of a more comprehensive research project that you are undertaking, please explain how it fits into the whole.

#### 6. 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) 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 award 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 (with your project title, research site and country, your name and major, your faculty mentor's name and department)
- be typed and double spaced, using Times New Roman 12-point font (black)
- have one-inch margins on all sides (top, bottom, left, right)
- be no more than 2500 words (approximately 10 pages) – this word limit *excludes* the title page, abstract, appendices/attachments, charts and graphs
- include page numbers on all pages following the title and abstract pages
- follow the Proposal Outline carefully, using clear subheadings (as 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 the Faculty Advisory Committee members who review applications 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.*

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### **Criteria for Review of Applications**

Members of the Hamel Center's Faculty Advisory Committee review all applications. Each proposal is read by at least three faculty reviewers, drawn from the appropriate colleges/departments. An application may receive a maximum of 100 points from each reviewer.

| <b>Criteria</b>                                                                                                                                                                                        | <b>Points Possible</b> |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|
| <b>Quality of the Proposal</b>                                                                                                                                                                         |                        |
| ▪ Research question(s) stated clearly                                                                                                                                                                  | 10                     |
| ▪ Proposal demonstrates careful preliminary investigation of project background, including necessary bibliography                                                                                      | 10                     |
| ▪ Feasible plan and clear disciplinary approach to answering research question(s) is presented                                                                                                         | 10                     |
| ▪ Clear rationale for why research should be conducted at proposed site                                                                                                                                | 10                     |
| ▪ Project is safe                                                                                                                                                                                      | 10                     |
| <b>Qualifications of the Applicant</b>                                                                                                                                                                 |                        |
| ▪ Student possesses sufficient background/preparation to conduct the research (sufficient background in the discipline, as well as the emotional and intellectual maturity to conduct research abroad) | 10                     |
| ▪ Student has necessary language skills to conduct the research                                                                                                                                        | 5                      |
| ▪ Plan for cultural preparation is in place                                                                                                                                                            | 5                      |
| <b>Appropriateness of the Budget</b>                                                                                                                                                                   |                        |
| ▪ Budget is reasonable                                                                                                                                                                                 | 10                     |
| <b>Mentor Commitment</b>                                                                                                                                                                               |                        |
| ▪ UNH mentor commitment to student and project is in place and documented                                                                                                                              | 10                     |
| ▪ Foreign mentor is in place and documented                                                                                                                                                            | 10                     |
| <b>TOTAL</b>                                                                                                                                                                                           | <b>100</b>             |

Questions? [Hamel Center for Undergraduate Research](#) • 118 Conant Hall • (603) 862-4323