

## Hamel Center for Undergraduate Research REAP Application Checklist

### Pre-Application

- To be eligible, students must first be nominated for REAP by the instructor of one of their fall semester courses. Instructors should submit a **Fall Semester Course Instructor Nomination** to the Hamel Center **no later than February 23, 2024**.
- Students planning to apply for REAP must meet with the Hamel Center director, Dr. Paul Tsang, before preparing their application ([paul.tsang@unh.edu](mailto:paul.tsang@unh.edu)) – **no later than February 23, 2024**. *Before meeting with Dr. Tsang, students must have a firm commitment from 1) a faculty nominator and 2) a faculty research mentor (which in some cases might be the same person – see REAP Application Guidelines). Applications submitted by students who have not met with Dr. Tsang will not be accepted.*

### Application

Your completed application must contain all of the items listed below. All parts of the application – including the required UNH Faculty Letter of Recommendation – must be submitted by the application deadline. *The student applicant will be responsible for uploading all but the UNH Faculty Recommendation to the online application portal.* \*\*Note: 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.

- Application Intake Form** (to be completed by the student through the online application portal)
- Apprenticeship Proposal** (to be completed by the faculty mentor)
- Budget Form** (to be completed by the faculty mentor – fillable online)
- Project Understanding and Statement of Interest** (to be completed by the student applicant)
- UNH Faculty Recommendation** (student must complete and sign the top portion of the recommendation form before giving it to the UNH faculty recommender; faculty recommender must upload the form and a letter of recommendation to the online portal on the REAP webpage no later than the application deadline)

**Application Deadline: April 1, 2024** for summer 2024.

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