

APPENDIX D: Faculty Mentor's Letter of Recommendation Requirements

Dear Faculty,

Your undergraduate student is applying for an Undergraduate Research Grant program to support their project. We need your assistance in writing a letter of recommendation so that the selection committee is better able to judge the grant package guidelines received. Please ensure that your letter addresses the following:

1. The importance of the research and how it contributes to the student's development and to the discipline or practice
2. The feasibility of the proposed project and timeline presented (evaluation of the project)
3. The maturity of the research project (Exploratory, Developing, or Advanced – Appendix A)
4. The capability of the student in pursuing and completing the research in the time-frame identified (evaluation of the student)
5. Your willingness to provide oversight of the project including meeting with the student regularly during the course of the research project and reviewing their work in preparation for presentation at the Annual Undergraduate Research Symposium
6. The justification of funding as it applies to its impact on this specific project and assurance that no other funding is available or an explanation of current funding for the project. For example, how will the grant support parts/all of the project not covered by any grants available to the faculty mentor?
7. **Requirement – Certification of Research Compliance** is required if the intended research includes methodology involving an area regulated by Federal, State or University laws and policy (including the use of human or animal subjects, diving and boating safety, work carried out in a wet-lab involving the use of chemicals and/or potential blood-borne pathogens).
Note: If this project includes methodology involving an area of compliance listed above, the faculty member must certify in the letter that:
 - a. **Their area(s) of content expertise related to this undergraduate student research project or identify and include a third party faculty to provide the expertise necessary to mentor this student. Please include the name and email address of this faculty expert in your letter;**
 - b. **The student(s) is included in all appropriate compliance protocols and provide protocol number in your letter; and**
 - c. **The student(s) has been properly certified through appropriate EHS training and provide certificates, if applicable.**

Once you have completed your letter, please provide it to your student to include with their online grant application or send it directly to ouri@fau.edu by October 15th for Spring/Summer proposals or March 15th for Summer/Fall proposals. Should these dates fall on a weekend day or holiday, the deadline will become the next business day.

Thanks so much for your mentorship of this student(s) and your efforts towards growing a culture of undergraduate research and inquiry at FAU.

Sincerely,
The *OURI* Team