



Academic Year Undergraduate Research Award Nomination Packet

Thank you for agreeing to mentor the research project of a Washington University undergraduate. **The supervision, advice and direction provided by faculty are crucial to the success of the student's work.** The Office of Undergraduate Research expects the production of the nomination packet to be a collaborative effort between you and the student, with the student completing the majority of the paperwork. This expectation has also been communicated to the student.

The comments you provide in your nomination letter will be critical to the funding decision. In your letter, please address the following:

- the importance of the research experience to the student's academic progression
- the feasibility of the proposed project (including, how the research plan will accommodate the student's academic year studies)
- the necessity of the proposed research timeline (specifically why the research cannot be or was not conducted during the summer term)
- the proposed study's contribution to the discipline
- comments related to the student's ability to complete the research.
- any issues related to intellectual property rights and publication you foresee (if applicable).

Additional documents to be included in the nomination packet:

- Signed mentor nomination form (see below)
- Student information form (**completed by the student and provided to you**)
- Research Proposal (this should be prepared **by the student** with your input and final approval)
- Second letter of nomination from another WashU faculty member in the field of proposed research

The expectations for students receiving an Undergraduate Research Award during the academic year include participating in the undergraduate research symposium in the semester following receipt of the award, submission of an end-of-award report following completion of their research, and approval from the University's Human Research Protection Office (HRPO) for any research project requiring such review. **Thank you for reviewing these expectations with the student before completing this nomination process.**

We hope that you have a very positive experience working with the student you have nominated for this award, and we look forward to working with you. Please feel free to contact the OUR at undergradresearch@wustl.edu or (314) 935-7494 if you have any questions or concerns. Thank you again for your commitment to undergraduate research and for nominating this student.

Respectfully,

Joy Zalis Kiefer, Ph.D.
Director, Office of Undergraduate Research
Associate Dean, College of Arts & Sciences



Mentor Nomination Form

I hereby nominate the student named below for an Undergraduate Research Award. I have discussed a research opportunity with the Washington University student named, and I have agreed with the student on the proposed subject and approach of the research project. I will be available and provide appropriate and sufficient supervision and resources to the student throughout the proposed period of the research project. Upon request, I will provide a brief evaluation of the student's work at the conclusion of the research project.

The student and I understand that this work will be presented in oral or poster form at an Undergraduate Research Symposium, summarized in the Symposium program, and may be published in the *Washington University Undergraduate Research Digest (WUURD)*.

1. **Student's Name:** _____

2. Mentor Information:

Name: _____

Department and Campus Box #: _____

Email Address: _____

Phone: _____ Fax: _____

Mentor's Signature: _____ Date: _____

3. Letter of Nomination

In addition to this form, please submit a letter of nomination for the above-mentioned student. In your letter, please address:

- the importance of the research experience to the student's academic progression
- the feasibility of the proposed project (including, how the research plan will accommodate the student's academic year studies)
- the necessity of the proposed research timeline (specifically why the research cannot be or was not conducted during the summer term)
- the proposed study's contribution to the discipline
- comments related to the student's ability to complete the research.
- any issues related to intellectual property rights and publication you foresee (if applicable).

All nomination components may be submitted by email, fax, or mail to:

Undergraduate Research Award Selection Committee

Attn: Helen Human

Office of Undergraduate Research

CB 1026

undergradresearch@wustl.edu

Please direct all questions to undergradresearch@wustl.edu or telephone (314) 935-7494.