



Office of Undergraduate Research

Undergraduate Research Conference Travel Award- Mentor Recommendation Form

Dear Colleague,

Thank you for mentoring the research project of a Washington University undergraduate. The advice and direction provided by faculty are crucial to the success of the student's work. It is the mission of the Office of Undergraduate Research (OUR) to support travel to conferences for as many students as possible. Therefore, the comments you provide in your recommendation letter will be critical to the funding decision.

The expectations for students receiving an Undergraduate Research Conference Travel Award include presenting at the conference to which they plan to travel; receiving your permission to publically disclose any and all data, results, techniques, etc.; participating in the Undergraduate Research Symposium at Washington University the semester following receipt of the award; 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.

We hope that you have had a very positive experience working with the student you are recommending 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 recommending this student. We hope that you will be able to attend the next symposium in support of your student's research project.

Respectfully,

Joy Zalis Kiefer, Ph.D.
Director, Office of Undergraduate Research

1. Student's Name: _____

2. Mentor Information:

Name: _____

Department and Campus Box #: _____

Email Address: _____

3. Letter of Recommendation

In addition to this form, please submit a letter of recommendation for the above-mentioned student including details of the research, justification for the award and approval of the proposed budget. **Please state clearly and unequivocally that the student has your permission to publically disclose all data, results, etc. of this work.**

Please submit by email, fax, or mail to:

Attn: Kristin Sobotka

Office of Undergraduate Research

CB 1026

Fax: (314) 935-4384; undergradresearch@wustl.edu