



Office of Undergraduate Research

Summer Undergraduate Research Award Mentor Nomination

Dear Colleague,

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.** We expect 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.

Faculty may nominate more than one student mentee for a Summer Undergraduate Research Award, however we may not have the funds to fully support more than one researcher and may require some mentor and/or department contribution to the total award. Students who are working full time on a research project for ten weeks or more and who are not traveling will receive an award amount of \$4,000. Students whose research will be completed in less than 10 weeks and who are not traveling may receive an award up to a maximum of \$2500. For research requiring extensive travel and/or fieldwork, the maximum award amount is \$4,000 and is based on the submission of an itemized budget, rather than the length of the proposed study. If your research is related to the Life Sciences in any way, please ask your student if they are aware of the Biology Summer Undergraduate Research Fellowship (BioSURF) program.

The following components form a complete SURA nomination packet:

1. a student information form (**completed by the student**)
2. a brief Research Proposal (this should be prepared **by the student** with your input and final approval)
3. a proposed budget for students whose research necessitates travel (please review and approve this budget)
4. a signed mentor nomination form (on the second page of this document)
5. a letter of nomination. In your letter, please address:
 - the importance of the research experience to the student's development
 - the feasibility of the proposed project within the project period (all proposed research should be completed by the first day of classes in August) and its contribution to the discipline
 - approval of the proposed budget (if applicable)
 - comments related to the student's ability to complete the research
 - any issues related to intellectual property rights and publication you foresee (if applicable).

The expectations for students receiving an Undergraduate Research Award include participating in the undergraduate research symposium in the Fall semester, submission of a 10-page paper 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
 Campus Box 1026; Fax 935-4384; undergradresearch@wustl.edu



Office of Undergraduate Research

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)*. **I will discuss any concerns regarding dissemination of unpublished data and/or results with the student.**

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:

- acknowledge that you will be available to mentor/advise the student throughout the research project
- the importance of the research experience to the student's development
- the feasibility of the proposed project and its contribution to the discipline
- approval of the proposed budget (if applicable)
- comments related to the student's ability to complete the research
- any issues related to intellectual property rights and publication you foresee (if applicable).

We hope that you will be able to attend the next symposium in support of your student's research project. Thank you for supporting the education of our Washington University undergraduates!

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

Undergraduate Research Award Selection Committee

ATTN: Dr. Helen Human

Office of Undergraduate Research

CB 1026

Email: undergradresearch@wustl.edu

Fax: (314) 935-4384

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