

Faculty Mentor Guidelines

We thank you for mentoring student(s) in undergraduate research and creative activities. Please see below a few guidelines:

Each mentor must write a supporting letter. Any proposal without a supporting letter won't be reviewed. The letter has to be sent by the mentor to antoinette.henry@lamar.edu with the following subject line "**Student's First Name_Last Name-OUR Grant 2018**" by **5 PM, Monday, September 24**. This letter should include a statement about student's ability to carry out the proposed work and the mentor's involvement in the project, including his/her support offered with lab space, computer access, and/or direct supervision.

NO more than three (3) GRANT proposal submissions with the same mentor will be accepted. Although your mentoring duties are not restricted and you may mentor as many students as you wish, the Office of Undergraduate Research will only accept up to three (3) proposal submissions for the OUR GRANTS or SURF with the same mentor. This includes both the proposals in which you are the primary mentor and those in which you function as member of a team of mentors.

Mentor's cooperation with the proposal writing is critical. We value and encourage help with the proposal at all levels. It is understood that undergraduate students need guidance and help writing the proposals. **However, we do not want obvious or substantial intrusion from a faculty mentor in a student's proposal.**

When writing the letter of recommendation for your mentee's grant proposal, please note that the letter should strongly indicate that the research project is significant and gives strong evidence that the student has the qualifications to carry out the project successfully within the time period.

The letter should also include the following:

- Merit of the project proposed and viability.
- Origin of the project's idea (the student, lab work, mentor's recommendation, class discussion, etc.)