

Faculty Mentor Guidelines

O.U.R. is grateful for mentoring student(s) in undergraduate research and creative activities.

Please see below a few guidelines:

Each faculty mentor must write one supporting letter for each proposal that he or she sponsors, regardless if there is more than one student on the proposal. An O.U.R. grant proposal without a supporting letter will not be reviewed. The letter must be sent via email by the mentor to the Office of Undergraduate Research via email (our@lamar.edu) with the following subject line **"Student's_lastname_firstname_OUR_Year"** (Ex doe_john_OUR_2023), **by the submission deadline.**

This letter should include one statement about *student's ability to carry out the proposed work within the time period of the OUR sponsorship* and another statement about *the mentor's involvement in the project*, including his/her logistic support offered with lab space, computer access, and details about his/her direct supervision. Also, it should indicate that the research project is significant, by showcasing the merit of the project proposed and viability. In addition, the origin of the project's idea (the student, lab work, mentor's idea, class discussion, etc.) should be revealed.

Restrictions in mentoring O.U.R. grant proposals:

*** NO more than three (3) GRANT proposals can be submitted with the same mentor** (even if he or she is co-mentor on OUR grant proposals). The Office of Undergraduate Research will not accept more than three (3) proposals for OUR GRANTS supported by the same mentor and will ask the faculty to select for mentoring only three OUR grant proposals. This includes both proposals in which he or she is the primary mentor and those in which the faculty functions as co-mentor.

*** Only full-time tenure or tenure-track faculty can carry the responsibility to mentor OUR grants.** An instructor or adjunct hired at Lamar University can be co-mentor with a tenure or tenure-track faculty on the same OUR grant proposal.

Mentor's cooperation and advise with the proposal writing is critical. We value and encourage mentor's feedback and guidance with the development of the proposal. It is understood that an undergraduate student needs guidance and help in writing a good and competitive proposal.

However, there should not be any obvious or substantial intrusion from a faculty mentor in the student's proposal writing. *Any OUR grant proposal written in a peer-reviewed professional journal format is not acceptable and they will be rejected without review.*