**The Office of Undergraduate Research at Weber State University**

(revised October 2023)

**Mentor guidelines for reviewing undergraduate research proposals.**

Thank you for mentoring a student researcher. We know that this is a significant time commitment that really pays off for students. Students get the experience of working one-on-one with a faculty member and a unique experience as a Weber State student.

The grant process is very competitive. The Undergraduate Research Committee wanted to provide a guideline that will help in the success of your student(s) being funded. Your role is to review, comment, and edit. The URC Representative’s role is to ensure that all components of the proposal are completed. **All errors and omissions of a proposal are the responsibility of the student.**

Below are the key steps in the grant process:

1. Reviewing, commenting, and editing the student’s proposal. It is the student’s responsibility to incorporate comments and recommendations.
2. Reviewing the budget and ensuring that the requests are reasonable
3. Completing a faculty recommendation form (attached)

Reviewing, commenting, and editing

Please carefully review the description of the student’s project and think about the following in your review.

The purpose should be stated almost immediately. This is helpful to the Undergraduate Research Committee (URC) that is made of faculty from diverse disciplines

The description should be written clearly. The use of technical language is acceptable, but should be written in such a way that an URC representative would be able to have a basic understanding without needing a degree in the field.

3 academic references (or appropriate type of references based on the discipline cited) have been cited (with the references provided in Appendix B). Popular press references can be used, but should not be counted in the 3 reference requirement.

The student accurately identified their responsibility and role in the project

Budget

Please look over the items in the budget and the justification provided for each budgeted item. The URC committee will be evaluating the quality of the justification and supporting materials of the budget.

Faculty Recommendation

Part of the application includes a faculty recommendation form. Please complete the form and send it to [our@weber.edu](mailto:our@weber.edu). The form is included on the next page.

**FACULTY RECOMMENDATION FORM**

**Instructions (please remove instructions before submitting):**

Please make additional copies of this page for additional student researchers. A form must be completed for lead student researcher. Please complete the header above and answer all 8 questions (do not attach separate letter). If the project involves the use of human subjects or protected animals, be sure the student secures IRB or ACUC approval before beginning experimentation. If the project receives funding, it is your responsibility to work closely with the student, monitor the ongoing progress of the project and budget, and evaluate the project’s results. Failure to do so will jeopardize funding for this project and any future projects.

|  |
| --- |
| 1. How long and in what capacity have your known the student? |
| 1. Is the project part of a course? If so, has the course received the CRE (Course-Based Research) designation for courses with intensive research experiences for students? If not, please describe how the project is beyond the nature and scope of activities normally taken for the course? For information about receiving a CRE designation for your course, please email our@weber.edu. |
| 1. Describe your role |
| 1. Comment on the justification and appropriateness of the project budget, including the necessity of a stipend (research scholarship), if one is requested |

**Continued on the next page**

|  |  |  |  |
| --- | --- | --- | --- |
| 1. On a scale of 0-100, how significant is the project to the student’s education. Please enter a number between 0 and 100. |  | | |
| 0  (not significant) | 50  (moderately significant) | 100  (very significant) |
| 1. Identify the ability of the student to successfully complete this project (think in terms of scope and time frame. Please enter a number between 0 and 100. |  | | |
| 0  (no confidence) | 50  (moderately confident) | 100  (complete confidence) |
| 1. Please indicate your role in the project. Please enter a number between 0 and 100. |  | | |
| 0  (no role) | 50  (moderate oversight) | 100  (complete oversight) |
| 1. Please include anything else that you think will be helpful to the committee in evaluating the proposal. | | | |