

Instructions for faculty sponsors of Provost's Undergraduate Fellowship applicants

Faculty sponsors play a central role in the success of Provost's Undergraduate Fellowship (PUF) projects. The student applicant should be academically prepared to carry out the proposed work at the time of application. If you believe a student is not qualified to complete the proposed project, we advise against sponsoring the application.

After the student submits their application, you will receive an email with a secure link to upload your letter of support. The letter must be submitted as a PDF.

Your role as a mentor

As the faculty sponsor, you are expected to:

- Provide mentorship throughout the duration of the project
- Clearly describe your intended supervisory role in the letter of support
- Limit your involvement in writing the proposal to offering advice, feedback and light editing

The student must be the primary author of the proposal.

Reviewing the budget

Please review the student's proposed budget before submission. Fellowship funds are meant to support **student research only**, not ongoing faculty research. The following considerations apply:

- **Funding may not exceed \$1,500**
- **Salaries are not allowed**
- Equipment requests are rarely funded and must be fully justified
- Common lab supplies are expected to be provided by your lab
- Requests for software or books must include a clear statement that campus resources have been checked and are unavailable
- Travel is permitted only if essential to the proposed research. Travel to conferences is not supported through this program.

For equipment and materials commonly available on campus, students must justify why purchase is necessary. Equipment purchased with PUF funds must remain with your department or the PUF program for future use.

Compliance and approvals

If the project involves any of the following, appropriate approvals must be in place before funding is disbursed:

- Human subjects
- Vertebrate animals
- Radioactive materials
- Toxic chemicals

You are responsible for ensuring that any required campus approvals (e.g., IRB, IACUC) have been obtained or are in progress. Your letter should mention the status of these approvals, and you should be prepared to provide documentation upon request.

Projects cannot begin, and funds will not be released, until required approvals are secured. Lack of clarity or missing information in this area may affect the student's chances during review.

Questions?

Contact the Undergraduate Research Center at urc@ucdavis.edu.