Instructions for Faculty Sponsors of Provost's Undergraduate Fellowship Applicants

1. An applicant should be qualified to undertake the proposed project at the time of application. Please do not sponsor a student whom you believe to be unqualified to undertake the proposed project. Upon submission of the student's application you will receive an email with the link for uploading the letter of support.

2. As sponsor, you are the applicant's mentor in the educational experience provided by the PUF project. Consequently, your anticipated supervisory role must be described in your letter of support.

3. The applicant should be the primary author of the proposal. Limit your assistance in the writing process to guidance, advice and some editing.

4. Carefully review the applicant's budget and make sure that requests for funding are fully justified. Equipment items are rarely funded by the Committee unless the applicant can demonstrate that such items are not going to be used in support of the sponsoring faculty member's research projects. PUF funding is to support student research, not faculty research. The Committee expects that applicants will have investigated the potential for sharing equipment/computer software/books commonly found on campus. Requests to purchase new equipment known to be widely used and already commonly found on campus require justification. Requests for computer software or books must be accompanied by a statement indicating the applicant has investigated the availability of the software or books in other units/computer labs/library on campus and has determined that purchase is the only way to complete the project.

5. If human subjects, vertebrate animals, radioactivity, or toxic chemicals are to be used, you must certify that approvals have been obtained. Copies of those approvals **must** be available on request. Please note that your signature on the project cover page certifies that all applicable approvals for the use of any of these items have been obtained or an explanation provided if they have not yet been obtained. Please note that *not* having approvals may disadvantage the student in the review process. No funds will be released for the project, nor should the project begin, until approvals have been obtained.

QUESTIONS

Contact: u r c @ u c d a v i s . e d u

Letters of support must be PDF.
Deadline for uploading letter: Thursday, April 15th, 2021, 11:59 p.m.