



## UConn IDEA Grant Letters of Recommendation – Information for Recommenders

UConn IDEA Grant applicants are asked to supply two letters of recommendation. The first letter should be from a member of the UConn community – faculty member, advisor, instructor, or other professional staff member. The second letter may also be from a member of the UConn community or another university, a high school teacher or advisor, a current or former employer or supervisor, or a mentor in the wider community. Applicants also have the option of submitting a third letter of recommendation in support of their proposal.

### Information for recommenders

Each recommender is asked to comment on:

- The length of time you have known the applicant and in what capacity or circumstances
- Your knowledge and familiarity with the project proposed
- Your assessment of the applicant’s motivation, abilities, experience, and/or interests that make him or her well suited for this award and able to complete the project proposed
- Your assessment of how this award might benefit the applicant

Completed letters of recommendation should be emailed by each recommender to [Melissa.berkey@uconn.edu](mailto:Melissa.berkey@uconn.edu) with the subject line: *UConn IDEA Grant Recommendation [Applicant's name]*. Letters of recommendation submitted by students will not be accepted.

#### Recommendations for Group Proposals

Applications for UConn IDEA Grant funding are accepted from individuals and small groups. Group applicants are each required to supply two letters of recommendation.

Recommenders who are writing letters in support of multiple applicants within the same group may write one letter of recommendation that specifically names and addresses the qualifications of each applicant. Letters of recommendation that address the group project but do not mention group members individually will not count towards meeting each applicant’s two letter requirement.

Alternately, recommenders may choose to write separate letters in support of individual group members.

### Submission Deadlines

Letters of recommendation should be received by the application deadlines below:

- Summer Funding: Friday, December 11, 2015
- Academic Year Funding: Monday, March 14, 2016

### Questions

For questions on the UConn IDEA Grant program, please contact Melissa Berkey, UConn IDEA Grants Program Coordinator, at [Melissa.berkey@uconn.edu](mailto:Melissa.berkey@uconn.edu) or 860-486-5189. More information can also be found on the UConn Office of Undergraduate Research website - <http://ugradresearch.uconn.edu/get-research-funding/idea/>.