

UConn Co-op Legacy Fellowship - Change Grant



Information for Project Mentors/Recommenders

UConn Co-op Legacy Fellowship – Change Grant applicants are required to secure a project mentor from the University community (faculty or professional staff) prior to applying. As part of the application process, we ask project mentors to complete an online form acknowledging the mentorship arrangement and upload a letter of recommendation in support of the project by the application deadline.

It is the student’s responsibility to contact potential mentors to discuss their project proposal, and secure their willingness to complete and submit a letter of recommendation by the deadline.

Project mentors are asked to address the following items, as applicable, in the letter of recommendation:

- Length of time and in what context(s) you have known the student(s). For group projects, please address your relationship with each group member.
- Your knowledge of and familiarity with the proposed research project, service initiative, creative endeavor, or social innovation.
- Your assessment of the student’s qualifications and preparation to engage in the proposed project.
- Your assessment of how this award and completing this project might benefit the student(s) and/or have broader social impact.

Submission Process and Deadlines

Students will request letters of recommendation via the Quest online application system – <https://quest.uconn.edu>. Once initiated by the student, recommenders will receive an email from the “UConn Quest Portal” (email address is noreply@smapply.io) with instructions for completing the online project mentorship agreement and submitting the recommendation letter.

If the student has initiated the letter request, but you cannot locate the email, you can still submit your recommendation via the Quest Portal. Go to the main Quest Portal page – <https://quest.uconn.edu> – and click “Log In” in the top right, select “UConn Single Sign-on” and log in with your netID and password. You should then see the recommendation task to complete on your Dashboard.

Questions

For questions on the UConn Co-op Legacy Fellowship – Change Grant, please contact Melissa Berkey at (860) 486-5189 or Melissa.berkey@uconn.edu. More information can also be found on the Change Grant website - <http://ugradresearch.uconn.edu/change>.