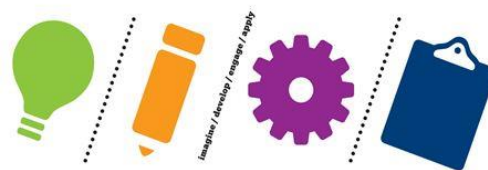# UConn IDEA Grant Letters of Recommendation – Information for Recommenders

**UConn IDEA Grant**
imagine / develop / engage / apply

UConn IDEA Grant applicants are required to supply two letters of recommendation as part of their application.

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

Students will request letters via the online application system ([quest.uconn.edu](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 submitting the recommendation. Please follow the link emailed to you to upload your letter of recommendation.

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, 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.

Recommenders who are not affiliated with UConn can submit letters of recommendation via email to Melissa Berkey at [Melissa.berkey@uconn.edu](Melissa.berkey@uconn.edu).

*Please note: Recommendations are confidential. The student will be able to see if the recommendation has been submitted via the Quest Portal, but they will not be able to view the recommendation.*

## 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, and submit that letter for each of the group members addressed in the letter. Alternately, recommenders may choose to write separate letters in support of the individual group members, addressing the unique qualifications that each individual brings to the group project.

## Submission Deadlines

Submit letters of recommendation by the application deadlines below:
- Summer 2023 Funding: Friday, December 9, 2022
- 2023-24 Academic Year Funding: Friday, March 10, 2023

## Questions

For questions, please contact IDEA Grant program coordinator Melissa Berkey at Melissa.berkey@uconn.edu or 860-486-5189. More information can also be found on the IDEA Grant website - http://ugradresearch.uconn.edu/IDEA.