UConn Co-op Legacy Fellowship – Change Grant Information for Recommenders/Project Mentors

Change Grant applicants are required to secure a project mentor prior to applying. It is the student's responsibility to identify a mentor, discuss their project proposal, and secure their willingness to complete the online recommendation form and mentorship agreement by their target submission date.

As part of the application process, we ask project mentors to complete an online recommendation form and mentorship agreement. Project mentors will be asked to address the following questions in the online recommendation:

- Describe the 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.
- Please outline your familiarity with and knowledge of the proposed research project, service initiative, creative endeavor, or social innovation, and the potential impact of the project.
- Please provide an assessment of the student's qualifications and preparation to engage in the proposed project.
- How do you anticipate the student(s) will benefit from completing this project and/or receiving a Change Grant?
- Are there areas of the project that need further development? Do you have any reservations about the proposed project?
- If the project requires research approvals (IRB, IACUC), are you able to provide the student(s) with support and assistance with securing approval?

Please note: **The online recommendation form and mentorship agreement is confidential**; your answers will not be shared with applicants.

Submission Process and Deadlines

Students will initiate the recommendation request via the online application system (quest.uconn.edu). Once initiated by the student, project mentors will receive an email from the "**UConn Quest Portal**" (email address is noreply@smapply.io) with instructions for completing the recommendation form. Please follow the link emailed to you to complete the online recommendation form and project mentorship agreement.

If the student has initiated the recommendation request, but you cannot locate the email, you can still complete 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 request on your dashboard.

The Change Grant application will open on August 29, 2022. Applications will be reviewed monthly starting in October 2022 and continuing through the final submission deadline.

2022-23 Submission Deadlines:

- September 30, 2022, 11:59pm
- October 31, 2022, 11:59pm
- November 30, 2022, 11:59pm
    - Please note, there will be no review in January; applications submitted December 1, 2022 through January 31, 2023 will be reviewed in February 2023.
- January 31, 2023, 11:59pm
- February 28, 2023, 11:59pm

Complete applications, including the online recommendation form from the project mentor, must be submitted by 11:59pm on the last day of the month in order to be considered for review in following month. For example, in order for the application to be reviewed in October 2022, the complete application will need to be submitted no later than 11:59pm on September 30, 2022.

For questions please contact Melissa Berkey at melissa.berkey@uconn.edu.