INSTRUCTIONS FOR FACULTY MENTORS

1. In your letter of endorsement, please provide us with your assessment of the following:
   - The student’s ability to undertake the project
   - The significance and potential impact of the proposed project
   - The relevance of the project to the applicant’s academic goals
   - The appropriateness of the budget request
   In addition, your anticipated supervisory role must be described in your letter of endorsement.

2. The student applicant should be the primary author of the application including the project description. Limit your assistance in the writing process to guidance, advice and some editing.

3. After the student applicant has submitted his/her application you will receive an automatic email from OrgSync requesting to review of student’s application. By approving student’s application you agree that you will ensure that the student will complete the work on the proposed project for the duration of the fellowship (if awarded) and that the proposed research work will be performed in compliance with institutional policies, procedures, and requirements.

4. Please review the applicant’s budget and make sure that requests for funding are fully justified. The SRI program can cover up to $700 of the research expenses for the proposed project. In the case when the expenses for the proposed project exceed $700 the applicant must provide the list of sources used to fund the remaining expenses for the project. Equipment items are rarely funded by the SRI Program unless the applicant can demonstrate that such items are not going to be used in support of only the faculty mentor's research. 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 on campus and has determined that purchase is the only way to complete the project.

5. Your department chair will also receive an automatic email from OrgSync requesting approval of the student’s application. By approving student’s application your department accepts the responsibility of managing the funds approved for the project expenses if the proposed project is awarded.

STUDENT RESEARCH INITIATIVE PROGRAM
BOISE STATE UNIVERSITY