



**Research Sponsor Information Sheet for**  
**SURF Rose Hills Experience Applicants**  
**Summer 2017 deadline:**  
**March 1, 2017**

Student name \_\_\_\_\_ email or phone \_\_\_\_\_

**I. Mentor obligations for sponsoring of SURF Rose Hills Experience (faculty or scientist - initiated) research**

Students applying for **SURF Rose Hills Experience** (current sophomores and juniors at UCB) are proposing to work on faculty-initiated / or research scientist initiated research over the summer. The research sponsor commits to guiding the student for the summer; the student's deliverable is a research poster for the SURF conference at the end of the summer. We encourage research sponsors to attend and participate in (as moderators, discussants, poster judges, etc.) the SURF conference, to be held August 17<sup>th</sup> and 18<sup>th</sup>, 2017. Because the student seeks to support your research, it is typical for researchers to support the student in developing their application.

**II. Instructions for the recommendation letter (due March 1, 2017)**

When this student applies to SURF Rose Hills Experience for the coming summer, his/her application will generate an email request to you from our online application platform. Please watch for this email, which contains a link for submission of your evaluation. You will be able to upload your letter as an attachment; the on-line application system will confirm receipt of the letter.

We ask your frank cooperation in helping us to assure that funding goes to students who are best prepared to make use of these eight weeks. Please review the research proposal that the student has given you and write a letter evaluating the merit of this student's proposed research experience for Summer 2017. Please address these points:

- Describe the particular skills and qualities this student will bring (and, if applicable, has brought) to your project, in particular the student's work habits and problem-solving abilities.
- Tell us how the student would benefit educationally from the proposed summer work.
- Indicate how this student would advance your project in the coming summer.
  - Does the student have a specific, accessible project?
  - Does s/he have the resources and knowledge to work effectively on it?
  - Can the project outlined be realistically completed in the 8 weeks funded by SURF?
- Address the guidance the student will receive from you and others in your lab

### **III. Regarding project changes after student selection for the program**

The SURF reviewers assume the research plan presented in the SURF proposal is a representation in good faith of the work the student will conduct in exchange for the SURF fellowship. Although of course unexpected circumstances may, and often do, force researchers to deviate from their original plans, we will require an explanation and justification from the sponsor for any substantial changes, not initiated by the SURF fellow, in the nature of the approved SURF project. Unwarranted or intentional changes will impact the sponsor's future prospects of acquiring funding from the Office of Undergraduate Research. In the case of student-initiated changes to the project, we will require sponsor approval for these. We thank you for your regard for the integrity of the SURF application and review process.

Thank you for your support of undergraduate researchers.

Questions? Contact Sean Burns at 642-3795, [burns@berkeley.edu](mailto:burns@berkeley.edu), 2416 Dwinelle Hall