Please only use the following to complete the form:

- Adobe Acrobat Reader DC
- Adobe Acrobat Pro DC

If needed, download the most recent version of Adobe Reader for free from Adobe's website

Please do not use any other types of app to complete this form, including Apple Preview.

Project Mentor Form

Undergraduate Research Opportunities Program
Office of the Vice Provost for Research & Scholarship
University of Hawai'i at Mānoa

Dear Mentor:

Thank you for supporting undergraduate research/creative work at UHM. Please review your mentee's UROP Project Funding Application prior to completing this form. By submitting this form, you are agreeing to guide your mentee for the duration of the proposed project, if funded. For expectations for mentoring UROP-funded students, best practices in mentoring, and other mentoring resources, please see Mentorship Resources.

Please complete all sections and submit this form by the deadline (5 pm, March 3 in the Spring semester and 5 pm, October 10 in the Fall semester) via the upload function embedded in an email titled "Request to write a reference letter" from support@inforeadyreview.com. Your mentee should have generated this email on your behalf through their Project Funding Application. If you have not received this email, please contact your mentee. If this is a group project, you only need to submit one form for the entire group.

This form is confidential and will only be viewed by UROP, the Undergraduate Research Opportunities Council (UROC), and ad hoc reviewers, if any. Please note that this form is scored and may impact the funding decision. For details on the scoring system, please see the Project Rubric. Thank you for supporting undergraduate research/creative work at UHM.

Section 1. Mentor Information

First Name	
Last Name	
Phone Number	
Official UH Email Address	
UH Homepage Link	
College/School/Unit	
Department	

Select the mentor eligibility criteria that you meet:

1. UHM faculty (I/R/S/B/A/J/M tenured and tenure track faculty)

2. UHM faculty (I/R/J/M non-tenure track faculty)

3. Have submitted and been granted a UROP Mentor Eligibility Petition

4. I am not eligible to mentor a UROP-funded student

Have you previously mentored a student who received UROP funding?   Yes   No

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University of Hawai'i at Mānoa

Project Mentor Form

Section 2. Mentorship Plan

Please provide a mentorship plan. For example: how often you will meet with the applicant; what are your expectations for the student in terms of time commitment; what role will you play in the completion of the student project, including required presentations and reports. (2000 character limit)

Describe available and relevant research/creative work resources you will provide to your undergraduate mentee (e.g., space, equipment, materials and supplies, etc.). (500 character limit)

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If you are in a non-permanent position (e.g., lecturer, temporary APT, affiliate graduate faculty, faculty affiliate, research affiliate, postdoc, etc.), indicate your current UHM appointment end date. If your UHM appointment will be renewed, please also indicate the new appointment period (start and end dates). (500 character limit)

Do you intend to stay in your current position at UHM for the duration of your student's UROP-funded activities? If not, elaborate on how your UROP-funded student would be mentored/supported (e.g., continue to mentor the student remotely, ask a qualified mentor to work with the student, etc.). (500 character limit)

In the event where you are no longer able to serve as a mentor, list a willing "back-up" mentor on record (name, affiliation, title, email) who UROP will reach out to. (500 character limit)

Project Mentor Form

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Section 3. Project/Student Evaluation

Student Project Title:

Student Email (if group, indicate email of the student submitting the Project Application Form): _____ @hawaii.edu

Based on your interactions with the applicant to date, please assess their capacity to carry out the proposed research or creative work. (2000 character limit)

Based on your review of the Project Description and Significance sections, please evaluate the value of the proposed project to UH Mānoa, and the applicable field of study. (2000 character limit)

Project Mentor Form

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Based on your review of the Timetable section, please evaluate the feasibility of the proposed project and any potential challenges the applicant may face. (2000 character limit)

Based on your review of the Applicant's Role section, please evaluate the applicant's role in: 1) writing the project proposal and 2) carrying out the proposed project. (2000 character limit)

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University of Hawaiʻi at Mānoa

Project Mentor Form

Based on your review of the Applicant's Role section, please describe the personal, professional, and/or academic benefit(s) that the applicant might expect to gain from writing the project proposal and carrying out the proposed project. (2000 character limit)

Based on your review of the Itemized Budget and Justification, please comment on the proposed budget. For example, are all items realistic, justified, and reasonable? Is the applicant requesting items that are already available in the department or on campus? Has the applicant made an attempt to minimize costs? (2000 character limit)

Section 4. Additional Information

Select one Responsible Conduct of Research (RCR) training topic most relevant to the proposed project:

Select one safety training/checklist most relevant the proposed project:

Select all research compliance required for the proposed project:

IRB	IBC
IACUC	Diving
	None

Is the student requesting stipend hours that overlaps with hours spent towards satisfying course requirements and/or acquiring course credit? In other words, will the student use any part of the project to satisfy course requirements (any UHM credits), including directed research, undergraduate thesis, capstone, internship, presentation, homework, etc. in the semester of UROP funding disbursement? (Please email urop@hawaii.edu if more than one class applies)

Yes   No

	If yes, please indicate the following:
Number of Credits (0-6)	
Course Title	
Course Alpha	
Course Number	

Please evaluate the overall quality of this proposal on a scale of 0-4.0

Please provide any additional comments that you feel reviewers would need/want to know about the applicant or the project. (500 character limit)

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University of Hawaiʻi at Mānoa

Section 5. Reviewer Recommendation & Acknowledgement

Provide contact information for two UHM faculty who could potentially serve as an objective reviewer for your mentee's project without any conflict of interest

First Name	
Last Name	
Email	
Unit	
Title	

First Name	
Last Name	
Email	
Unit	
Title	

Acknowledgement

I have reviewed my mentee's application and its contents. The mentee's UROP Project Funding Application and all of its contents are the work of the mentee.