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.

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

Presentation Recommendation Form

Dear Recommender/Mentor:

Thank you for supporting undergraduate research/creative work at UHM. Please be sure to review your recommendee's UROP Presentation Funding Application prior to filling out this form. By submitting this form, you are agreeing to guide your recommendee for the duration of the proposed presentation, if funded. For 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, the first of the month the applicant wishes to apply for prior to the event date) via the upload function embedded in an email titled "Request to write a reference letter" from support@infoEadyreview.com. Your mentee should have generated this email on your behalf through their Presentation Funding Application. If you have not received this email, please contact your mentee. If this is a group presentation, 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 Presentation Rubric. Thank you for supporting undergraduate research/creative work at UHM.

Section 1. Recommendation Provider/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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Presentation Recommendation Form

Section 2. Presentation/Student Information

Presentation Title:

Student Email (if group, indicate email of the student submitting the Presentation 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 presentation. (2000 character limit)

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

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Presentation Recommendation Form

Based on your review of the Rationale for Conference/Event/etc. section, please evaluate the appropriateness and quality of the conference/event. (2000 character limit)

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

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University of Hawai'i at Mānoa

Presentation Recommendation 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 presentation proposal and carrying out the proposed presentation. (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? Has the applicant made an attempt to minimize costs? (2000 character limit)

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Presentation Recommendation Form

Section 3. Additional Information

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

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

Select all research compliance required for the proposed presentation:

IRB	Diving
IACUC	None
IBC	

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 presentation. (500 character limit)

Presentation Recommendation Form

Section 4. Reviewer Recommendation & Acknowledgment

Provide contact information for two UHM faculty who could potentially serve as an objective reviewer for your mentee's presentation 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 Presentation Funding Application and all of its contents are the work of the mentee.