# Advice to Mentors

Grant Documents

- When a student requests the forms for a grant, they will receive a Google folder with a Document and Spreadsheet file. The student should share the folder with you and any co-authors. If you don't have access, you should ask your student(s) to share the folder with you. Note: you will need to log into Google Drive with your UWL email credentials to gain access.
- The proposal needs to be completed in the files provided. Do **not** upload new narrative or cover page documents. These can be missed, and data can be lost if the files need to be converted into the required format.

Letters of Recommendation and Transcripts - uploading

- Letters of recommendation and transcripts can be uploaded into this form by converting them into jpeg files and using the insert option in Google Docs.
- If you do not want your student(s) to see your letter of recommendation, you may email them to urc@uwlax.edu. Please reference the student name(s) and the folder number in the email. It will be added after the folder is unshared with you and the student(s). See below for common mistakes related to the content of letters of recommendation.
- If multiple students are working on a project and they want to keep their transcripts confidential, they may email them to urc@uwlax.edu. Please have them reference their folder number. We will add them after the folder is unshared with you and the other student(s).

Deadline and Submission

- After the grant deadline the folders are unshared with the students and mentors and shared with the URC committee for review. Grants are due at 11:59 pm on the deadline.

Common mistakes – proposals and letters of recommendation

- Please look through our **common mistakes list**.  The URC committee is made up of 9 faculty and 2 students in all disciplines.  Please help your student write their proposal to a general audience, avoid the use of jargon, and clearly explain their methods and how they will analyze results.
- When you **write your letter of recommendation** please be clear on how your student's project will be independent from other previous or current projects you are working on.  It is fine for students to work on smaller components of a larger project that ties in with your scholarship, but the reviewers will want to see that the students have some independence in their work.

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