**Student Seed Innovation Grants**

**Mentor Information Document**

**Thank you for considering to serve as a mentor for a student or student team applying for a Student Seed Innovation Grant (SSIG). This document explains the role of the mentor and outlines the general responsibilities a mentor can expect when working with a student/student team.**

All Student Seed Innovation Grant projects must have a project mentor who will help guide the student/student team through the project ideation and implementation process. Mentors will provide guidance, support, and feedback to SSIG recipients to ensure that students make progress toward completion of their projects.

SSIG applicants must discuss the proposed project with their prospective mentor prior to applying for a grant. That discussion must include:

* The project’s guiding questions, objectives, and methodologies.
* The specific steps the student/student team will take to explore their guiding questions and reach the project’s objectives.
* The timeline for project research and implementation.
* The estimated budget for grant-funded expenditures.
* A thorough overview of how the mentor will be involved with the project, including:
	+ How often the student/student team will report project progress to the mentor.
	+ In what format progress reports will be delivered (e.g., video conference, in-person meeting (if possible), emailed documents, etc.).
	+ Preferred method to receive mentor feedback (email, video conference, in-person (if possible), etc.).
	+ How the mentor feedback will be incorporated into the project’s development.

Mentors will provide the following to the student/s they mentor:

* Thoughtful, thorough consideration of the project and implementation steps outlined by the student/student team.
* Feedback on the project’s progress at regular intervals.
* Timely responses to students’ questions.

Before agreeing to work with a student or student team, prospective mentors should assess their ability and willingness to meet with the student/student team to discuss project updates and give feedback on project progress.

If being a mentor to the applicant/s seems a good fit, the mentor must submit a letter of recommendation that includes:

* Acknowledgement that they have received this document, discussed the proposed project with the student/student team and that they have agreed to be the project mentor.
* A brief history of the relationship they have with the applicant/s.
* Why they are interested in being a mentor for the project.
* How their experience/expertise aligns with the project question/objective/goals.
* Why they believe the student/student team is capable of taking on and completing the proposed project.

Letters of recommendation are submitted via SUMMIT. Mentors **will not** be notified to upload the letter of recommendation until the student/student team has completed all the application questions, uploaded the required application documents, and hit the *submit* button. At that point, SUMMIT will send an email requesting the letter of recommendation. Mentors may email letters of recommendation to Kara Carroll, kcarroll@coloradocollege.edu, if preferred.

Applications are due the last Wednesday of Blocks 1, 3, J, 5, and 7. Recipients are notified the second Friday of the following block.

If an SSIG project is chosen for funding, the recipient/s and the mentor will be sent an e-signature commitment agreement based on the information outlined in this document. That agreement will be sent and must be signed by all parties prior to funds being dispersed.

If you have any questions, please contact Kara Carroll at kcarroll@coloradocollege.edu.