

Frederick Honors College:
Professional Development & Travel
Award

Faculty Recommendation Form



Instructions for Students:

1. Complete Section 1.
2. Work with your Mentor to complete Section 2.
3. Ask your Mentor to finish Section 3 on their own.

Instructions for Faculty Mentors/Recommenders:

1. Work with the student to complete Section 2.
2. Complete Section 3. You may choose to discuss this section with the student or keep it confidential. FHC will not share it with the student.
3. Upload the completed form via the request link in InfoReady or email it to fhcresearchinfo@groups.pitt.edu.

Additional Information:

- Feel free to add additional spaces as needed to the document.
- For questions, please contact FHC Office of Research Staff:
Abby Chen or Josh Cannon at fhcresearchinfo@groups.pitt.edu.

Section 1: To be completed by the Student

Student's name:

Student's email:

Date(s) of conference or event:

Location of conference or event (City & State/Country):

Conference or event name:

Faculty Mentor's name:

Mentor's email:

Mentor's position & department:

Additional mentors' names, emails, & departments, if applicable:

Section 2: To be completed by the Student with guidance from the Faculty Mentor.

Feel free to add additional spaces as needed to the document.

1. If you are presenting work from a research project, has your mentor reviewed and approved your submission?

2. What are your goals or expected outcomes for participation in the opportunity?
(In 1-2 paragraphs, please describe how you will use the funds and what you hope to learn from the opportunity including how the experience help you beyond opportunities that are available on campus.)

3. What is your proposed budget for the conference or event? Budget items can include conference registration fees, travel expenses (e.g., flight & hotel), poster printing, or other items to support your participation. This budget can be an estimate, but please itemize and explain costs where applicable. *(Note that while budgets can be for any amount, FHC limits awards to \$750 per student per academic year.)*

4. Have you received or do you anticipate receiving funding from your mentor or any additional sources? If yes, please explain.

Section 3: To be completed by the Faculty Mentor. This may be completed in collaboration with the student or confidentially but must be sent directly from the Faculty Mentor.

1. In what context and for how long have you known this student?

