



# ASPBB

*Cultivating a better future  
through plant biology research.*

## 2012 Summer Undergraduate Research Fellowship (SURF)

### LETTER OF RECOMMENDATION

#### Information for SURF Letter of Recommendation Writers

Thank you for agreeing to write a letter of recommendation for [APPLICANT NAME HERE]. This student is applying for the [American Society of Plant Biologists](http://www.aspb.org) 2012 Summer Undergraduate Research Fellowship (SURF). SURF fellowships assist promising undergraduate students so they can conduct meaningful research in plant biology early in their college careers. Ideally, students should pursue their SURF-funded research the summer following their second year of undergraduate study. Exceptionally well-prepared first- and third-year students who provide evidence of a strong commitment to plant biology also will be considered. Students must conduct their SURF research with a mentor who is an ASPB member. All students (including those following non-traditional calendars or in the Southern Hemisphere) must apply with the expectation that they will complete their SURF research for presentation at the ASPB 2013 annual meeting held July 20-24 in Providence, Rhode Island. Full SURF program information is available at <http://www.aspb.org/SURF>.

Only one letter of recommendation can be submitted for each student, and SURF will not accept a letter from the applicant's research mentor. As such, you are in a unique position to provide insight about the applicant to the reviewers. The letter of recommendation should be written by a qualified college or university faculty member who knows the applicant's performance well but is not the mentor for the SURF project (mentors will also prepare a separate part of the application). The SURF review committee strongly prefers that the mentor and recommender do not come from the same laboratory; the goal is to avoid any conflict of interest in the recommendation process. The recommender is not required to be a member of ASPB.

The Letter of Recommendation should address the applicant's preparation for the project, likelihood to carry out the project successfully, and potential to succeed in a career in plant biology. Please include statements indicating how the recommendation is based on the letter writer's direct knowledge of the applicant's performance.

Letters of Recommendation must include a heading with all of the following elements:

SURF Applicant's Name  
SURF Applicant's Institution

#### Letter of Recommendation Writer's Contact Info

Name  
Title  
Institution  
Preferred email and/or phone #

Submit the letter to Katie Engen by no later than 11:59 p.m. (ET) February 24, 2012. Letters must be time-stamped or postmarked by this deadline. Late letters may disqualify the applicant. Submission options are:

Email electronic (**PDF**) versions to Katie Engen, [katie@aspb.org](mailto:katie@aspb.org).

Send a hardcopy version to: American Society of Plant Biologists  
15501 Monona Drive  
Rockville, MD 20855  
Attn: Katie Engen/SURF

Fax a hardcopy version to Katie's attention. The number is 301-279-2996.

Katie will upload letters to the proper application files prior to the official review process.

Questions? Please email Katie.