This request is generated automatically via Qualtrics email trigger when a SURF applicant submits her application and comes from surf@smith.edu and the reply to email is set to surf@smith.edu.

Subject: 2016 SURF - Recommendation Request- Applicant Last Name, First Name

Dear Faculty Member,

Student First and Last Name has applied to Smith SURF for the summer of 2016. The full text of the student’s application appears below.

Please reply to this email, with the answers to the four questions below by Friday February 26, 2016 to recommend this student for the 2016 Smith SURF program.

1. I have reviewed the applicant’s research proposal (text appears below). YES or NO.
   If no, please explain why:

2. I have agreed to serve as advisor for the applicant, providing academic guidance to maximize the applicant’s research experience, and reviewing the applicant’s research abstract summarizing results before the August 26, 2016 deadline. YES or NO.

3. Please indicate if the applicant's research may use or involve any of the following: (indicate with YES after all that may apply):
   - Class IIIb or IV lasers
   - Hazardous chemicals (e.g. ethanol, acetone, dilute or concentrated acids/bases)
   - Radioactive materials
   - Animals or animal tissues, here or elsewhere
   - Biosafety Level II scope
   - Human subjects research

4. I have multiple students applying to my lab and multiple positions to offer. I rank this applicant as _____ overall.
   If you have multiple students applying to your lab and would like to rank them all at once, you can send one email to surf@smith.edu with your rankings.

We'll also follow up with each faculty member to make sure they have the complete list of applicants to their lab before any allocations are made.

On behalf of the SURF program,
Margaret Lamb and Heather McQueen
Smith SURF
surf@smith.edu
413-585-3950
Application text starts here