

SAFE Advisor Emails

When the project locks, SAFE automatically sends this email to the Advisor to prompt them to complete the evaluation on behalf of the student.

Message

Dear

You are receiving this email because one or more students applying for senior thesis research funding through the Princeton Student Activities Funding Engine has listed you as the appropriate faculty member to answer evaluative questions about his/her project.

1. Please go to <https://puwebp.princeton.edu/safe> and login using your Princeton NetId and password.
2. You will see a series of tabs in the upper left corner; for the purpose of this evaluation, click on the EVALUATIONS tab.
3. The EVALUATIONS page will display a table listing the students who have requested that you serve as their STR advisor. Projects under "Projects Needing Review" are ready for your review and evaluation. Projects listed under "Current Advisees" have already been evaluated and will remain there until the end date of the student's project.
4. Click on the "EVALUATE PROJECT" icon in the far right column of each student's row.
5. You will see a copy of the student's completed funding application; please review. Scroll to the bottom and complete a short series of questions about the proposed research.
6. Click SUBMIT RESPONSES or SAVE AND FINISH LATER. We ask that you complete this evaluation within 5 days of this notification.

Please note that students were directed to discuss this project with you prior to submitting their application. If they have not, or, if for some reason you cannot serve in an advisory capacity, please notify the student so they have an opportunity to choose another adviser. Students without the endorsement of an adviser will not be considered for an award.

Many thanks,
Robyn Howard
SAFE Manager for Senior Thesis Research Funding [Office of the Dean
of the College]
thesis@princeton.edu

After 5 days, if the Advisor has not yet completed the evaluation, SAFE will send the reminder email below. SAFE will not remind the Advisor again.

Message

Dear

Your adviser evaluation(s) for senior thesis research proposal(s) are currently incomplete. Please be aware that the review process is coming to an end and students whose proposals do not include an evaluation from both an adviser and the department will not be considered for an award.

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4. Click on the "EVALUATE PROJECT" icon in the far right column of each student's row.

5. You will see a copy of the student's completed funding application; please review. Scroll to the bottom and complete a short series of questions about the proposed research.

6. Click SUBMIT RESPONSES or SAVE AND FINISH LATER. Please complete this evaluation promptly, as students without the endorsement of an adviser will not be considered for an award.

Please note that students were directed to discuss this project with you prior to submitting their application. If they have not, or, if for some reason you cannot serve in an advisory capacity, please notify the student so they have an opportunity to choose another adviser.

Many thanks,
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