

SAFE Departmental Representative Emails

SAFE sends the following email to the Departmental Representative to prompt them to approve the project when an advisor submits their senior thesis research project evaluation (or if the advisor fails to respond to the reminder email for 5 days).

Message

TO: Departmental Representative
Cc: Undergraduate Administrator

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

You are receiving this email because one or more students from your department is applying for senior thesis research funding through the Princeton Student Activities Funding Engine.

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 DEPT REVIEW tab.
3. The DEPT REVIEW page will display a table listing students from your department who are requesting senior thesis funding. Projects under "Projects Needing Review" are ready for your review and evaluation. Projects listed under "Current Projects" have already been evaluated and will remain there until the end date of the student's project.
4. Click on the "Review and approve" icon in the far right column of each student's row.
5. You will see a copy of the student's completed funding application, as well as their adviser's evaluation; 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 without the endorsement of both an adviser and a departmental representative will not be considered for an award.

Thank you,
Robyn Howard
SAFE Manager for Senior Thesis Research Funding [Office of the Dean
of the College]
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After 5 days, if the Departmental Representative has not yet approved the project, SAFE will send the reminder email below.

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