March 15, 2020

Mike Knisley  
College of Engineering  
Academic Advising  
224 Bolz Hall  
knisley.33@osu.edu

RE: Nomination of **XXX** for the 202X College of Engineering

Dear Members of the Selection Committee,

It is my pleasure to strongly endorse *Student Name* for the 202X *Scholarship Program.* The information below describes his/her qualifications, the scope and context of the project, and a mentoring/management plan. This letter also confirms that *Student Name* and myself will comply with program requirements including a public defense and submission of thesis to Knowledge Bank.

**INTERACTIONS WITH THE CANDIDATE**

**Brief overview of the student’s academic and research qualifications and achievements.**

**Please also include how you got to know the student.**

**SCOPE AND CONTEXT OF THE PROJECT**

**Paragraph describing the project and relationship with mentor’s research.**

**Scientific merit of the project. Context of the research in the context of university, state, and federal research Priorities.**

**MENTORING AND MANAGEMENT PLAN**

**Summary of mentoring and advising plan.**

**Development of an individualized research plan.**

**Meetings and Progress Update Schedule.**

**Professional development**.

**SUMMARY**

Brief overview and any pertinent information that doesn’t fit above.

Sincerely,