INSTRUCTIONS for RESEARCH AWARD MENTORS

Thank you for supporting equine veterinary students. As a component of their research award application, each student is required to have support from an AAEP Member research mentor.
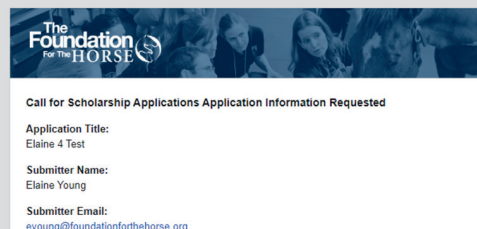
Step One: Applicant Invitation

Applicants will invite their mentor references to contribute to their application for the "recommendations" task only.

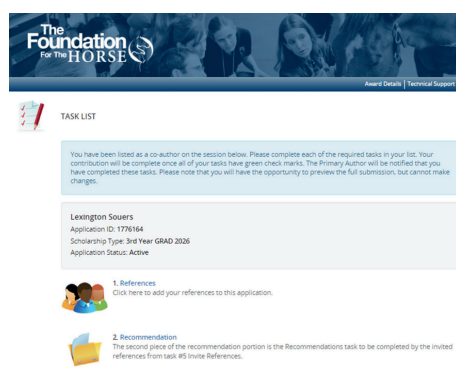The email will come from **noreply@gocadmium.com.** Please check your spam & junk folders.

Step Two: Recommendations

The recommendation is broken into two tasks for references: 1. profile and 2. recommendation

1. Create your Reference Profile

From your email invitation, **Log in** and update your profile information, including basic contact information, professional information and reference type. Reference individuals only need to complete one profile, regardless of how many recommendations they are submitting.

2. Complete the Recommendation task

References will evaluate each invited applicant based on an evaluation and letter of recommendation.

Tip: Draft your letter of reference in Word/Page/Google Docs, then copy & paste it into the box provided in the form.

Applicants are responsible for insuring all tasks, including recommendations from their references, are complete before submitting their application. They can monitor an invited reference's progress and send reminders by resending the invitation. Applicants can only see that a reference has completed their tasks, not the actual entry.

Recommendations are DUE: June 29, 2024
Applications are DUE: June 30, 2024