

Job Aid for Recommenders on SURF Application

Application website: [Cincinnati Children's Summer Research Programs - OAACD](#)

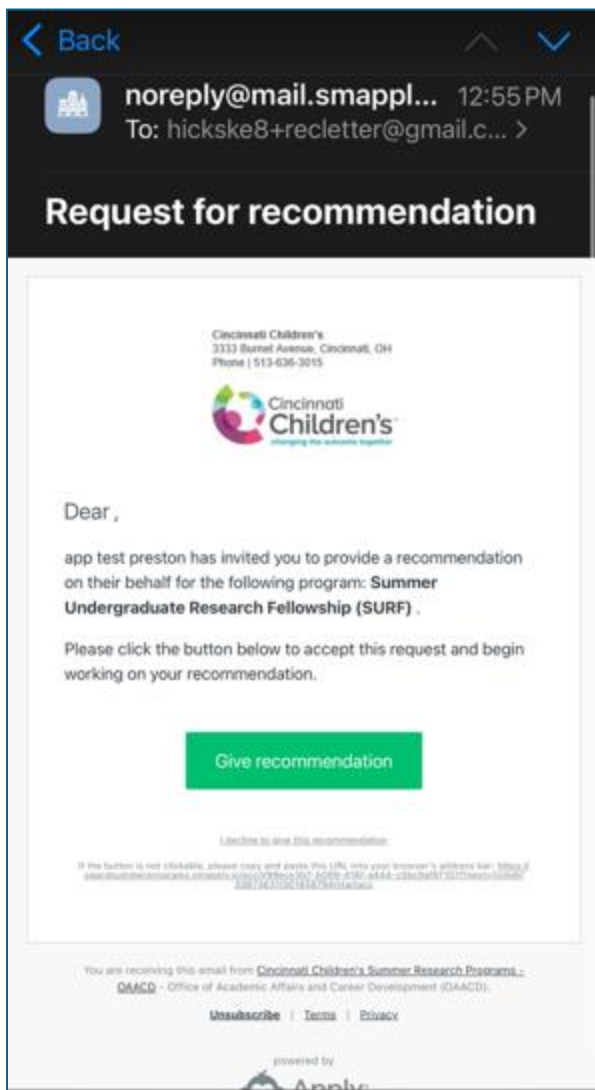
Registering/Logging In

Please confirm with the student the email address they entered for you on their application, this must match the email you log in/register with

1. You can register or log in here: [Cincinnati Children's Summer Research Programs - OAACD](#)

*Please note, if you are registering for the first time to SurveyMonkey Apply, please make sure to use the email address the student entered on their application for you.

2. Or you should have received an email from noreply@mail.smappl.net to your email address (check spam/junk folder please) and you can register or log in directly from that email link.



If you have previously logged into SurveyMonkey Apply you will be asked to log in, you may need to use the forgot password function. If not, you will be asked to register with your first name, last name, email and a password.

After logging in/registering you will see your recommender dashboard showing all recommendations requested of you.

Click green Continue button.

All Recommendations ▾			
	Requestor	Program	
	app test preston hickske8+apptests@gmail.com	Summer Undergraduate Research Fellowship (SURF)	Deadline: Feb 1 2026 CONTINUE

Now you are in the Recommendation Form and you will see information for this student. Please note, students do not see the information you input, just that the form has been completed or not.

You have been asked to provide a recommendation on behalf of:

app test preston
hickske8+apptests@gmail.com

[Preview application](#) [Review Summer Undergraduate Research Fellowship \(...\)](#)

Deadline: Feb 1 2026 05:00 PM (EST)

Accepted!
You have agreed to submit a recommendation [Change decision](#)

[Request a recommendation](#)

[Recommendation Form](#)

You will be asked for your basic contact information and questions about the student. We ask that you complete the question form as it helps us maintain uniformity when reviewing applications and assessing these recommendations.

There is an option to submit a letter of recommendation as well if you would like. Please note, it must be in .pdf or .doc format.

Of all students you have worked with in the past, where would this student fall on a scale of 1-10 (10 being the best)?

1 (lowest)	2	3	4	5	6	7	8	9	10 (highest)	
☐	☐	☐	☐	☐	☐	☐	☐	☐	☒	Clear

Additional comments about the candidate (optional)

Upload a letter of recommendation (optional)

Upload a file

SAVE & CONTINUE EDITING

SUBMIT

Once finished, please click Submit. This must be completed before February 1 at 5:00pm ET in order for the student to submit their application on time. *We are not able to accept late recommendations after the application deadline.*