

2023-2024 Community-Engaged Learning Award Request for Proposals (RFP)

Description:

Undergraduate students, graduate students, researchers, staff and faculty from all UAF-affiliated campuses are invited to apply for an URSA Community-Engaged Learning (CEL) Award of up to \$5,000. This award is an opportunity for undergraduate students to work with a community partner to explore a community need or problem through research or scholarly activity. Awarded proposals will clearly describe a project with a desire to collaborate with a community partner (leader, organization, or population) who is willing to support undergraduate student involvement.

- The funding limit for this RFP is \$5,000
- Applicants may apply as an individual or as a group, but are required to identify at least one eligible undergraduate student upon awarding.
- Funds may be used towards an undergraduate student fellowship, undergraduate student tuition (up to 4 credits for a course related to the project), travel to a fieldwork location, supplies, or services.
- Funds must be spent by June 15, 2024.
- Applications will open July 31, 2023 and close September 10, 2023 at 11:59pm.
- Awardees will be notified via email on October 2nd, 2023.

Student Eligibility:

- Students in any year of study, any discipline and any UAF campus are eligible to apply.
- Students must be degree seeking and taking at least 3 credits during the Fall and Spring semester of the award term.
- Cumulative GPA of 2.3 or better (students on probation are not eligible).
- Students that have graduated are not eligible to participate.
- Students MAY NOT receive funding from URSA and another source (such as BLaST or INBRE) during the same semester. This is to allow the maximum number of students to receive funding during a given term.

Criteria For Selection:

Award selections will be based on:

- 1) Written quality of the proposal and quality of the work plan.
- 2) Intellectual merit and scholarly/creative contribution of the project and its potential outcomes.
- 3) Student learning outcomes articulated in the proposal.
- 4) Adequate involvement of an approved mentor as demonstrated in a mentoring plan.
- 5) Feasibility of completion within the given timeline. Selections will be made by the URSA Review Panel and the URSA Director. Reviewers are from all disciplines - be sure to write for a general audience! Look on the URSA website under "Student Awards" for more details on judging criteria. The online application form will not allow saving. Please complete your application in another document and copy/paste when you are ready to submit.

1. Applicant Information

- a. Name
- b. UA ID
- c. UA Email
- d. Applicant Status (Undergraduate student, graduate student, researcher, staff or faculty)
- e. Please include information for each member participating on this project. Please include the following: Name, UA ID, UA Email, Applicant Status, and Anticipated Graduation Dates of all Undergraduate Students listed.
 - i. *Note: at least one member must be an eligible undergraduate student.
 - ii. *Note: If an undergraduate student submits the application, Mentor(s) listed will be required to complete an "URSA Mentor Confirmation Form" prior to the application deadline to be eligible for review.
- f. Department related to the proposed reward
- g. Please indicate the Fiscal Office to administer the award (ask your mentor if you are not sure)
 - i. College of Business and Security Management (CBSM)
 - ii. College of Engineering and Mines (CEM)
 - iii. College of Fisheries and Ocean Sciences (CFOS)
 - iv. College of Liberal Arts (CLA)
 - v. College of Natural Science and Mathematics (CNSM)
 - vi. College of Rural and Community Development (CRCDD)
 - vii. Career and Technical College (CTC)
 - viii. Geophysical Institute (GI)
 - ix. Institute of Arctic Biology (IAB)
 - x. School of Education (SOE)
 - xi. Rural Campuses
 - xii. UA Museum of the North
 - xiii. Other:

2. Project Information

- a. Title of Project
- b. Project Description (50 words or less)
 - i. This will be used for public announcements if awarded.
- c. Please describe your observation of a problem, tension, or disconnect in the community. Include relevant history or context of the problem or need. (300 words)
- d. What community leader, group, or organization do you propose to work with on this project? Have you confirmed project participation with who you have identified? How do you plan to structure this relationship? (300 words)
- e. Project Goals (200 words)
 - i. What you hope to prove or complete: the project objectives, the creative products to be completed, and/or your research hypothesis.
- f. Project Timeline (File Upload)

- i. *Only URSA timeline templates will be accepted for review.
- ii. **Timelines should be completed in consultation between students and mentors.
- iii. ***All project work must be completed no later than June 30, 2024.

3. Project Budget

a. Reminders:

- i. Be sure the amounts add up to the total amount requested. If a category does not apply to you, put 0 (zero) or N/A.
- ii. A student may not hire another person to assist them.
- iii. Funds may not be used for the mentor.
- iv. URSA does NOT fund conference/competition travel via project awards.
- v. *Only URSA budget templates will be accepted. Applications omitting or submitting alternate budgets will not be reviewed.

b. Upload a completed URSA Budget Form (File Upload)

c. Total Amount Requested

- i. *Maximum request is \$5,000.

d. Budget Justification (300 words)

- i. Please explain how you intend to use the requested funds.
- ii. Have you applied for and received any other funds for this project?
- iii. If yes, please list your funding source and the timeframe for these awarded/proposed funds.

4. Applicant Agreements:

a. Applicant(s) found responsible for plagiarizing any part of their application will be disqualified from receiving funding for this proposal and may be disqualified from future funding opportunities.

b. Undergraduate Student Applicant(s) understand that...

- i. ... eligibility for funding depends on undergraduate student applicant(s) maintaining a GPA of 2.3 or higher, registration in at least 3 credits during the award term (or 3 credits in the Spring before AND the Fall following for summer awards), and the completion of any previous URSA awards.
- ii. ... they MAY NOT receive funding from URSA and another UAF source (such as BLaST or INBRE) during the same semester.

c. All members of an awarded group will be expected to meet with the URSA Coordinator for an agreement meeting within one week of the award notice.

- i. This meeting will be used to finalize funding distributions, discuss mentor and student expectations during the award term, and to complete paperwork.
- ii. Group members will be asked to complete a model release form, to sign any applicable award documents, and to provide a photo for the award announcement (individual or group shots).
- iii. Applicant(s) understand that supplies and materials purchased for use in a funded URSA project are the property of the mentor's academic department at UAF. Personal items are not eligible for purchase using this award.

- iv. Failure to complete the project or to spend all project funds by the end of the award term will require applicants to return all remaining funds to URSA within two weeks of the end of the semester.
5. Notice of Award Reporting
- a. Awarded applicants must complete an online student reflection form by the end of the award period. Reflection forms may be found on the URSA website under ["URSA Resources"> "Forms."](#)
 - b. Final products to be submitted via the reflection form include:
 - i. Two Project Photos with Captions: one photograph of myself or group conducting research, photo of choice (action shot, project shot, students and mentor, etc.)
 - ii. Poster (PDF to be completed by the student (s) involved)
 - iii. Complete One Outreach Requirement:
 - 1. Complete a mid-award blog post/student spotlight for the URSA website (Q&A format)
 - 2. Host an event related to your project (i.e. public presentation; art exhibition; public performance; workshop; tour of project site for prospective students; etc.)
 - 3. Students completing this option will be required to work with the URSA Coordinator for publicizing and documenting the event.
 - 4. Provide 2 photos and updates for URSA's Social Media pages (Facebook/Instagram)
 - 5. Attend an URSA Event as a Student Ambassador (Event examples: URSA open houses, URSA seminars, Tabling Events; etc.)
 - 6. Create an URSA Outreach Video for YouTube
 - 7. Record an URSA PSA/Ad with KSUA (91.5 FM)
 - 8. Other: Must be discussed and agreed upon with the student mentor and the URSA Coordinator.
 - c. Awarded students are required to participate in [Research Day and Creative Activity Day](#) in April 2024 where they will present a poster or display sharing the project outcomes (achieved or anticipated). Failure to participate in Research and Creative Activity Day will impact eligibility for future URSA awards.

Plagiarism Notice: Plagiarism includes, but is not limited to, the use of another's words or ideas as if they were one's own, including but not limited to representing, either with the intent to deceive or by the omission of the true source, part of or an entire work produced by someone other than the student, obtained by purchase or otherwise, as the student's original work or representing the identifiable but altered ideas, data, or writing of another person as if those ideas, data, or writing were the student's original work. This includes cutting and pasting text from one student's application to another, even if you are both applying for funding. Students found responsible for plagiarism in any part of their application will be disqualified from receiving funding for this proposal and may be disqualified from future URSA funding.