**2023-2024 Mentor Award**
**Request for Proposals (RFP)**

**Description:**
Faculty, research staff, staff, and graduate students from all UAF-affiliated campuses are invited to apply for an URSA Mentor Award of up to $6,000. This award is an opportunity for mentors to receive funding to engage undergraduate students on their current research and creative projects. Awarded proposals will clearly describe a project with a distinguished mentoring plan for undergraduate students involved.
- The funding limit for this RFP is $6,000
- Applicants 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 2, 2023.

**Mentor Eligibility**
- Faculty, post-doctoral researchers, graduate students, and staff may apply and serve as URSA mentors. Regardless of applicant status, the project must support undergraduate learning.
- Applicants may only receive an URSA Mentor Award two out of every three years. This policy allows for a greater number of students to receive awards with limited URSA funds.
- Applicants may only submit one proposal for each request for proposal (RFP).

**Student Eligibility:**
- Students in any year of study, any discipline and any UAF campus.
- 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:**

Evaluations are made by a minimum of four faculty members on the URSA Faculty Review Board using the scoring criteria detailed below.
Each of the following are evaluated on a scale from 1 (high/exemplary) to 5 (low/insufficient):
- Is the purpose of the proposed expenditure...
  - To support/create a multi-student, repeating, research opportunity for undergraduates
  - To support/create a one-time multiple student research opportunity for undergraduates

- ○ To support one student, one time
  - ○ Not clearly expressed
- The explanation of the significance of the proposed project/travel
- The potential for the proposed project or travel to make a scholarly contribution to an academic discipline
- The potential for the proposed project or travel to effect (bring about) an improvement in higher education at UAF and beyond
- The written quality (mechanics and writing) of the proposal
- The applicant articulates clear goals and/or expected student learning outcomes of the project or travel.
- The applicant, through articulate writing and inclusion of detail, makes a compelling case for funding the project or travel.
- The applicant articulates a clear mentoring plan.
- The applicant proposes an appropriate budget for the proposed project.

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!

1. Applicant Information
   a. Name
   b. UA ID
   c. UA Email
   d. Applicant Status (graduate student, researcher, staff or faculty)
      i. If you are a graduate student, who is your advisor?
   e. Applicant's Department
2. Undergraduate Student Information
   a. Please indicate how many undergraduate students will be involved in your project.
   b. Include the following information for each student participating in your proposed project. Please include the following: Name, UA ID, and UA Email.
      i. *Note: Applications must identify the number of undergraduate students involved upon application.
      ii. **Note: At least one eligible undergraduate student must be secured prior to awarding (Deadline for all students confirmed: December 8, 2023 by 5:00pm).
3. Project Information
   a. Title of Project
   b. Project Description (500 words)
      i. Please provide a detailed explanation of the project with specific reference to the tasks/processes/experiences undergraduate students will be responsible for and/or participating in.
   c. Please describe how you intend to contribute to UAF's undergraduate student research/scholarly/creative activity initiative if you were to receive these funds. (500 words)
   d. Undergraduate Student Mentoring Plan (500 words)
      i. Please describe how your project offers mentorship for undergraduate students, including the following details: how often you expect to meet

with students and what undergraduate students can expect from you as their mentor.
- ii. Please include information related to any additional mentor figures who may be involved in this project in this section.
- iii. References to prior mentoring experience may also be included here
- e. How will you determine if this project is successful? (250 words)
4. Budget Information
- a. Total Request Amount ($6,000 maximum)
  - i. *Note: Funds may not be used for the mentor.
  - ii. Total Fellowship
  - iii. Total Supplies
  - iv. Total Services
  - v. Total Travel
    1. Note: Travel funds exclusively support undergraduate student travel associated with the funded project and towards air fare, lodging, ground transportation, per diem, and registration fees. *Travel to attend a conference is NOT eligible for funding through a Mentor Award. Students wishing to PRESENT, COMPETE, PERFORM at an event must submit a Travel Award application.*
  - vi. Total Tuition
- b. Budget Justification (300 words)
  - i. Please explain how you intend to use the requested funds.
- c. Have you applied for and received any other funds for this project?
  - i. If yes, please list your funding source and the timeframe for these awarded/proposed funds.
- d. 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 Fisheries and Ocean Sciences (CFOS)
  - iii. College of Liberal Arts (CLA)
  - iv. College of Natural Science and Mathematics (CNSM)
  - v. College of Rural and Community Development (CRCD)
  - vi. Career and Technical College (CTC)
  - vii. Geophysical Institute (GI)
  - viii. Institute of Arctic Biology (IAB)
  - ix. School of Education (SOE)
  - x. Rural Campuses
  - xi. UA Museum of the North
  - xii. Other:

5. 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. Applicants must confirm the eligibility of all student participants with the URSA Coordinator prior to receiving funds and no later than December 8, 2023 by 5:00pm.

c. Undergraduate Students listed on this proposal…

    i. … must meet eligibility criteria for funding: 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. … MAY NOT receive funding from URSA and another UAF source (such as BLaST or INBRE) during the same semester.

    iii. …must be confirmed with the URSA Coordinator prior to joining the project.

d. If awarded, the applicant 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. All 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 (a group shot that includes the mentor and student(s)).

    iii. Applicant(s) understand that supplies and materials purchased for use in a funded URSA project are the property of theindicated 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.

e. Awarded funds must be spent by June 15th of the awarded fiscal year.

6. Notice of Award Reporting

a. Awarded applicants must complete an online 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 the 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.

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**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 any part of their application will be disqualified from receiving funding for this proposal and may be disqualified from future URSA funding.