

## **URSA Internship Award Request for Proposals (RFP)**

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### **Award Description:**

Undergraduate students with confirmed volunteer, unpaid or minimally paid\* internships off-campus are invited to apply for URSA's Internship Award. This award is intended to reduce the financial barriers to internship participation by covering the difference between cost-of-living expenses (e.g., housing, food, transportation) and funds provided by the opportunity.

- The URSA Internship Award will accept applications on a rolling basis as long as funds remain.
  - Opportunities must have a submitted application at least two weeks prior to the start date. Retroactive funding will not be considered.
- The limit for requests for an individual is \$3,000 for a Fall- or Spring-term internship or \$6,000 for a Summer-term internship.
- Students must have a secured opportunity with a proof of offer letter in order to apply for funding.
- Internship funds are reserved exclusively for fellowships (student stipends).
  - Fellowship payments will be disbursed in three equal installments via direct deposit (e.g., a 6-week internship will receive payments during week 2, week 4, and week 6.) Scheduled disbursement dates will be disclosed in the funding paperwork upon awarding.
  - Funding requests for supplies, services, or tuition will not be considered.
- Preference will be given to students with volunteer, unpaid, or minimally paid opportunities. Students with full-time paid internships are eligible to apply (e.g., for positions with high costs of living as documented in the application). Please note, applicants are not eligible for funding beyond living expenses.

### **Applicant Eligibility:**

1. Students of all years and disciplines based on any UAF campus are eligible to apply.
  - a Students that have graduated are not eligible.
  - b UAF Campuses include Bristol Bay, Chukchi, CTC, Troth Yeddha', Interior Alaska, Kuskokwim, Northwest
2. Students must be degree-seeking and registered in:
  - a Fall or Spring Awards: At least 3 credits.
  - b Summer Awards: At least 3 credits in the Summer term for graduating students, or at least 3 credits in the previous Spring semester AND 3 credits in the following Fall semester for continuing students.
3. Cumulative GPA of 2.3 or higher (students on academic probation or warning are not eligible).

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*Naturally Inspiring.*

### **Internship Eligibility:**

1. Internships must be overseen by an organization external to UAF and UAF-affiliated campuses.
  - a. Internships must take place off-campus. Funding will not be approved for UAF-directed or partially-supported positions.
2. Internships must be supervised by a professional staff member within the employer organization.
  - a. The supervisor will be required to verify the internship prior to awarding and will also be asked to complete a midpoint and final student evaluation.
3. Internships must provide supervision, training, and/or exposure to the student's career field of interest.
4. Internships must be unpaid or minimally paid\* based on the student's cost-of-living need.
  - a. *\*Minimally paid internships are those arrangements in which the cost-of-living expenses (e.g., housing, food, and transportation) exceeds the stipend, hourly wage, or other support provided by the opportunity. In these situations, URSA's Internship Award would serve as "gap" funding.*

### **Criteria for Selection:**

- 1) Financial need expressed through the submitted proposal.
- 2) Student learning outcomes and/or the career/academic benefit articulated in the proposal.
- 3) Adequate supervision or training as explained in the proposal.
- 4) Written quality of the proposal.
- 5) Letter of employment from the external organization.

### **URSA Internship Application Questions:**

1. Applicant Information
  - a. Name
  - b. UAF ID
  - c. UAF email
  - d. Current year of study
  - e. Anticipated graduation term
  - f. Degree type
  - g. Major
  - h. GPA
2. Internship Information
  - a. Semester of internship (Fall/Spring/Summer)
  - b. Internship start date
  - c. Internship end date
  - d. Organization
  - e. Internship Title
  - f. Upload a PDF of your proof of offer/position for this opportunity.
    - 1 Proof of offers should include your title, internship dates, expected time commitment (e.g. 40 hr/wk), and any provided support such as wages, housing, travel stipend, per diem etc.
  - g. Describe your internship opportunity. (200 words)
  - h. Describe how your internship will relate to your academic, career, or professional goals. (200 words)
  - i. Internship supervisor/ mentor name
  - j. Internship supervisor/ mentor title and contact information (phone number and email address)

- k. Describe the internship supervisor/mentor's role and/or participation in the project. Please include a schedule of planned meetings and/or training between the student and supervisor/mentor. (200 words)
  - 1 Consider the following: Who will supervise your project? How often will you interact with your supervisor? Is there a planned training plan or structured learning schedule for this opportunity?
3. Financial Need
  - a. Total amount requested.
  - b. Describe the internship opportunity's provided financial support. (500 words)
    - 1 Please address the following: How much financial support is provided? Are there restrictions on the funding provided (e.g., stipend payments versus use for housing or travel only)?
  - c. Have you applied for or received any other funds to support this opportunity? If so, please describe your additional financial support. (200 words)
  - d. Describe any unmet or underfunded cost-of-living needs during your internship related to housing, travel, or day-to-day transportation. Please include a brief description of how you intend to use the requested funds. (500 words).
4. Applicant Agreements:
  - a. Students 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. Applicant(s) understand that they MAY NOT receive project funding from URSA and another source (such as BLaST, INBRE, URISE, IPERT, Alaska Space Grant, EPSCoR, Center ICE etc) during the same semester.
  - c. I will complete an online student reflection form within two weeks of completing my internship. Reflection deadlines will be communicated in the award paperwork. (Reflection forms may be found on the URSA website under "URSA Resources">"Forms.")
  - d. I agree to provide at least two photographs of myself from my internship to URSA via the reflection form by the listed due date.
  - e. I agree to complete a midterm and final URSA Internship evaluation with my internship provider (to be submitted to URSA).
  - f. I give permission for photographs or representations of my work to be used in web or university publications promoting UAF. I agree to complete a UAF model release confirming this upon awarding.

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