UAF

**UNDERGRADUATE RESEARCH
AND SCHOLARLY ACTIVITY**

University of Alaska Fairbanks

2025 Fall URSA Student Project Awards
Request for Proposals (RFP)

Description:

Undergraduate students planning to pursue creative projects or conduct research during the Summer 2025 semester are invited to apply for funding.

- Undergraduate students planning to pursue creative projects or conduct research during the Fall 2025 semester are invited to apply for funding.
- The limit for requests is $3,000 for individuals and $6,000 for groups of 2 or more students.
- Eligible Expenses: undergraduate fellowship, tuition (up to 4 credits for a course related to your project), project-related travel, consumable supplies and contractual services.
- Proposed project work must take place between August 25 and December 6, 2025.
- Applications will open April 14, 2025, and will close June 8, 2025 at 11:59 pm.
- Awardees will be notified by email on July 29, 2025.

Eligibility:

- Degree-seeking UAF undergraduate students (working toward an Occupational Endorsement, Certificate, Associate's Degree or Bachelor's Degree) of any year of study, any discipline and from any UAF-affiliated campus are eligible to apply.
- Students must be registered for at least 3 credits during the Fall 2025 award term.
- Cumulative GPA of 2.3 or higher (students on academic probation are not eligible).
- Mentors must be involved in the application process. Applicants must have a confirmed mentor (faculty, research staff, postdoctoral researchers, or graduate students) for their project. (Complete the Mentor Confirmation Form.)
- Applicants may only submit one proposal for each request for proposal (RFP).
- Students MAY NOT receive project funding from URSA and another source during the same semester. This is to allow the maximum number of students to receive funding during a given term.

Naturally Inspiring.

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 "Award Information" 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. Student Name
   b. UA ID
   c. UA Email
   d. Current Year of Study
   e. Degree Type
   f. Major
   g. Anticipated Graduation Date
2. Group Projects
   a. Are you applying as a group for one award?
   b. If yes, please list name, UA ID, UA email, current year of study, degree type, major, anticipated graduation date, and GPA for each member.
3. Mentor Information
   a. Mentor Name
   b. Mentor Email
   c. Mentor's UAF-affiliation
   d. Will you have another mentor for your project?
      i. If yes, please include their name, email, and department.
4. Department related to the proposed award.
5. Please indicate the Fiscal Office to administer the award (ask your mentor if you are not sure)
   a. College of Business and Security Management (CBSM)
   b. College of Fisheries and Ocean Sciences (CFOS)
   c. College of Engineering and Mines (CEM)
   d. College of Indigenous Studies (CIS)
   e. College of Liberal Arts (CLA)
   f. College of Natural Science and Mathematics (CNSM)
   g. Career and Technical College (CTC)
   h. School of Education (SOE)
   i. Geophysical Institute (GI)
   j. International Arctic Research Center (IARC)
   k. Institute of Arctic Biology (IAB)
   l. Rural Campuses
   m. UA Museum of the North (UAMN)
   n. Other

6. Project Details:
    a. Title of Project
    b. Abbreviated Project Description (50 words or less)
        i. This will be used for public announcements if awarded.
    c. Project Description (300 words)
        i. Provide an introduction to your project including a description of what you are doing and why you are doing it.
    d. Project Background (300 words)
        i. Outline the previous research and/or project work that has already taken place to set the foundation for your current project proposal. You may include historical discoveries, references of present literature, and/or descriptions of completed project tasks. You may also include your qualifications, including relevant coursework, research experience, creative activity experience, and any relevant extracurricular activities that may provide a basis for this proposal.
    e. Project Design (300 words)
        i. Summarize the methods, skills, techniques, procedures, and/or protocols you plan to use to achieve your project goals. Please include a description of any UAF equipment or facilities access that will be needed to complete your project.
    f. Deliverables (300 words)
        i. Explain what deliverables you plan to produce as a result of your project, such as a research paper, artwork, a presentation, or other tangible outcomes.
    g. Mentoring Plan (200 words max)
        i. Describe your mentor(s)'s role and/or participation in the project. Please include information related to the frequency and objectives of meetings between yourself and your mentor.
    h. Project Training and Approvals
        i. Some, but not all, projects involve special training and/or approvals. Please check all that apply.
        ii. Research involving human participants, use of vertebrates, use of radiation/lasers/ significant chemical hazards; equipment training needed; no approvals or training needed.
            1. If yes, please provide your appropriate approval number (IACUC, IRB, IBC)
            2. If yes, please describe what training will be needed or indicate when a protocol assurance will be submitted (and by whom).
    i. Project Timeline (PDF Upload)
        i. Proposed project work must take place between August 25, 2025, and December 6, 2025.
        ii. *Only URSA timeline templates will be accepted for review.
        iii. **Timelines should be completed in consultation with your mentor.
7. Budget Information
    a. 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.
    b. A student may not hire another person to assist them.
    c. Funds may not be used for the mentor.
    d. URSA does NOT fund conference/competition travel via project awards.

e. Eligible expenses include undergraduate student fellowship, undergraduate student tuition (up to 4 credits for a course related to the project), project-related travel, consumable project supplies, or contractual services. Equipment, software, subscriptions, and personal gear will not be considered for funding.

f. Total amount requested:
    i. The maximum request for Fall 2025 projects is $3,000 for individuals and $6,000 for groups.

g. Budget Justification (300 words)
    i. Provide a detailed budget that outlines the expected expenses associated with the project.
    ii. Have you applied for and received any other funds for this project?
    iii. If yes, please list your funding source and the time frame for these awarded/proposed funds.

h. Project Budget (File Upload)
    i. *Only URSA budget templates will be accepted. Applications omitting or submitting alternate budgets will not be reviewed.

i. Budget Quotes Document (File Upload)
    i. Please upload a consolidated PDF of the quotes/receipts for planned purchases and/or services requested in your budget.

8. 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. Students MAY NOT receive funding from URSA and another UAF source (such as BLaST, INBRE, URISE, etc.) 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).

d. 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.

e. 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.

9. Notice of Award Reporting
    a. Awarded applicants will be asked to complete the following reporting requirements:
        i. 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." Final products to be submitted via the reflection form include:
            1. Two project photos with captions: one photograph of the awarded student or group conducting research and a photo of choice (action shot, project shot, students and mentor, etc.);
            2. Final Deliverable: a research paper, artwork, a presentation, or other tangible outcome from your funded project.
        ii. All project students are required to participate in Research Day and Creative Activity Day in April 2026 where they will participate via poster entry or otherwise to share their 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 opportunities.