



UNDERGRADUATE RESEARCH AND SCHOLARLY ACTIVITY

University of Alaska Fairbanks

2023 Fall URSA Student Project Awards Request for Proposals (RFP)

Description:

Undergraduate students planning to pursue creative projects or conduct research during the Fall 2023 Semester are invited to apply for funding.

- The limit for requests for an individual is \$3,000.
- The limit for a group request (2 or more students) is \$6,000.
- Funds may be used for a fellowship, tuition (up to 4 credits for a course related to your project), travel to fieldwork location, and/or supplies and services.
- Funds must be spent by December 22, 2023.
- 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.

The application deadline is Sunday, June 11, 2023 at 11:59 pm. Students will be notified by email on July 28, 2023.

Eligibility:

- 1) Students in any year of study, any discipline and any UAF campus with at least 24 completed UA credits are eligible to apply.
- 2) Students must be degree seeking and taking at least 3 credits during the award term.
- 3) Cumulative GPA of 2.3 or better (students on probation are not eligible).
- 4) Students that have graduated are not eligible.
- 5) Mentors must be involved in the application process. They also need to complete the URSA Mentor Confirmation form by the application deadline.

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.

Naturally Inspiring.

- a) Applicant Information
 - i) Name
 - ii) UA ID
 - iii) UA Email
 - iv) Current Year of Study
 - v) Degree Type
 - vi) Major
 - vii) Anticipated Graduation Date
 - viii) GPA
 - ix) Group Projects
 - x) Are you applying as a group for one award?
 - (1) If yes, please list name, UA ID, UA email, current year of study, degree type, major, anticipated graduation date, and GPA for each member.
- b) Mentor Information
 - i) Mentor Name
 - ii) Mentor Email
 - iii) Department related to the proposed reward
 - iv) Will you have another mentor for your project?
 - (1) If yes, please include their name, email, and department.
 - v) I acknowledge that my Mentor(s) listed will be required to complete an “URSA Mentor Confirmation Form” prior to the application deadline to be eligible for review.
- c) Please indicate the Fiscal Office to administer the award (ask your mentor if you are not sure)
 - i) Career and Technical College (CTC)
 - ii) Career and Technical College (CTC)
 - 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) Institute of Arctic Biology (IAB)
 - viii) Geophysical Institute (GI)
 - ix) School of Education (SOE)
 - x) College of Business and Security Management (CBSM)
 - xi) UA Museum of the North
 - xii) Rural Campus
 - xiii) Other:
- d) Project Details:
 - i) Title of Project
 - ii) Project Description (50 words or less)
 - (1) This will be used for public announcements if awarded.
 - iii) Abstract (300 words)
 - (1) Provide an introduction to your project including a description of what you are doing and why you are doing it.
 - iv) Project Background (300 words)
 - (1) 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.
 - v) Project Goals (200 words)
 - (1) What you hope to prove or complete: the project objectives, the creative products to be completed, and/or your research hypothesis.

- vi) Project Design (300 words)
 - (1) 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.
- vii) Project Timeline (File Upload)
 - (1) *Only URSA timeline templates will be accepted for review.
 - (2) **Timelines should be completed in consultation with your mentor.
- viii) Anticipated Products/Outcomes (300 words)
 - (1) Describe what you hope to accomplish, discover, implement, and/or produce as a result of this project. In short, what are your deliverables?
- ix) Mentoring Plan (200 words max)
 - (1) 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.
- x) Project Training and Approvals
 - (1) Some, but not all, projects involve special training and/or approvals. Please check all that apply.
 - (a) research involving human participants, use of vertebrates, use of radiation/lasers/ significant chemical hazards; equipment training needed; no approvals or training needed.
 - (b) If yes, please provide your appropriate approval number (IACUC, IRB, IBC)
 - (c) If yes, please describe what training will be needed or indicate when a protocol assurance will be submitted (and by whom).
- e) Project Budget (File Upload)
 - i) Reminders:
 - (1) 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.
 - (2) A student may not hire another person to assist them.
 - (3) Funds may not be used for the mentor.
 - (4) Students wishing to PRESENT/COMPETE at an event should apply for funding through URSA's Travel Awards. URSA does NOT fund conference/competition travel via student project awards.
 - (5) *Only URSA budget templates will be accepted. Applications omitting or submitting alternate budgets will not be reviewed.
 - ii) Upload a completed URSA Budget Form
 - iii) Total Amount Requested
 - (1) *Maximum request is \$3,000 for individuals and \$6,000 for groups.
 - iv) Budget Justification (300 words)
 - (1) Please explain how you intend to use the requested funds.
 - v) Have you applied for and received any other funds for this project?
 - (1) If yes, please list your funding source and the timeframe for these awarded/proposed funds.
- f) Applicant Agreements:
 - i) 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.
 - ii) Applicant(s) understand that eligibility for funding depends on 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.
 - iii) Applicant(s) understand that they MAY NOT receive funding from URSA and another source (such as BLaST or INBRE) during the same semester.

- iv) Applicant(s) will be expected to meet with the URSA Coordinator and their Mentor for an agreement meeting within one week of the award notice.
 - (1) This meeting will be used to finalize funding distributions, discuss mentor and student expectations during the award term, and to complete paperwork.
 - (2) Students 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).
- v) 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. Students may not apply for personal items using this award.
- vi) 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.
- g) Notice of Award Reporting
 - i) 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."](#)
 - ii) Final products to be submitted via the reflection form include:
 - (1) Two Project Photos with Captions: one photograph of myself or group conducting research, photo of choice (action shot, project shot, students and mentor, etc.)
 - (2) Poster (PDF)
 - (3) Complete One Outreach Requirement:
 - (a) Complete a mid-award blog post/student spotlight for the URSA website (Q&A format)
 - (b) Host an event related to your project (i.e. public presentation; art exhibition; public performance; workshop; tour of project site for prospective students; etc.)
 - (c) Students completing this option will be required to work with the URSA Coordinator for publicizing and documenting the event.
 - (d) Provide 2 photos and updates for URSA's Social Media pages (Facebook/Instagram)
 - (e) Attend an URSA Event as a Student Ambassador (Event examples: URSA open houses, URSA seminars, Tabling Events; etc.)
 - (f) Create an URSA Outreach Video for YouTube
 - (g) Record an URSA PSA/Ad with KSUA (91.5 FM)
 - (h) Other: Must be discussed and agreed upon with student mentor and the URSA Coordinator.
 - (4) 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 any part of their application will be disqualified from receiving funding for this proposal and may be disqualified from future URSA funding opportunities.