



UNDERGRADUATE RESEARCH
AND SCHOLARLY ACTIVITY

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2025 URSA Innovative Technology and Education (ITE) Awards Request for Proposal (RFP)

Description:

URSA is accepting applications for Innovative Technology and Education (ITE) funding. Undergraduate students, graduate students, post-doctoral researchers, research staff, faculty and staff requiring technology-related equipment and/or software for student-based instruction and/or research are invited to apply for an URSA Innovative Technology and Education (ITE) Award. This award is for equipment only, no salary or travel may be included in the request. Individuals may only submit one application.

- Maximum funding request is \$5,000.
- Previous URSA ITE award recipients may not receive more than two ITE awards in any three-year period. This policy has been put into place to allow a great number of individuals to receive awards.
- ***IMPORTANT: FUNDS MUST BE SPENT BY JUNE 1, 2025***
- Application deadline is 11:59 pm on March 16, 2025.

Criteria for Selection:

Award selections by the URSA ITE Review Panel will be based on:

1. Written quality of the proposal and purpose of the equipment/software.
2. Direct benefit to the educational experience of students (including the number of students benefiting from the equipment/software).
3. While the subject and results may contribute to an individual faculty member's program of instruction, research or creative scholarship, the use of technology-related equipment/software must involve undergraduate and/or graduate students.
4. Implementation schedule (all equipment/software will be the property of the awardee's department; therefore, the overseeing department must be identified in the proposal).
5. Detailed list of equipment/software with specifications and costs. A copy of the cost estimate including all shipping expenses from the manufacturer/supplier must be provided.
6. Maintenance plan for the equipment/software.
7. If the total cost of the proposed item exceeds the award amount, you must show where you will acquire the remainder of the funding.

1. Name
2. UAF ID
3. UAF Email
4. Please indicate your role at UAF: undergraduate student, graduate student, staff, faculty, postdoctoral researcher
5. Name of department that will maintain the proposed equipment/software
6. Title of proposal
7. Expected number of students who will benefit from the equipment/software
8. Abstract (200 words max): Provide an introduction, including a description of what you are doing, why you are doing it, and how you plan to use the purchase for technology-related, student-based instruction and/or research.
9. Goals (200 words max): Provide a concise listing of your proposed objectives related to instruction, research, and/or creative scholarship.
10. Background and Significance (200 words max): Provide a brief background to describe the justification and significance of the technology-related equipment/software relative to instruction, research, and/or creative scholarship.
11. Anticipated Outcomes (200 words max): Describe the anticipated learning outcome(s): the direct benefit to the educational experience of students (including the anticipated number of students who will benefit from the equipment/software).
12. Implementation and Oversight (200 words max): Outline the implementation schedule of the equipment/software and identify the UAF department responsible for oversight.
13. Maintenance (100 words max): Describe how the equipment/software will be maintained on an ongoing basis.
14. Any other information you would like to share?
15. What is the total amount you are requesting?
16. Budget (200 words max)
 - a. *FUNDS MUST BE SPENT BY JUNE 1, 2025*
 - b. Itemize and total your projected expenses. (\$5,000 max).
 - c. Provide a detailed list of all equipment and/or software with specifications and costs, including any associated shipping and installation fees.
 - d. Note that a copy of the cost estimate from the manufacturer or supplier must be provided (use the upload button).
 - e. Salary and travel may NOT be included.
17. Items over \$5,000 (200 words max):
 - a. Please provide proof/documentation of the source for the remaining funds needed for your purchase.
 - b. For example, if you have requested \$5,000 from URSA for a \$20,000 piece of equipment, you must demonstrate that you can cover the remaining \$15,000 through internal or external means.
 - c. Failure to do so will result in your disqualification from the review process.
18. Upload a pdf of price estimates including shipping
19. Applicant Agreements
 - a. By submitting this electronic application, I certify that this proposal is my original work.
 - b. I agree that equipment and/or software purchased with an ITE award is the property of my academic department at UAF.
 - c. I give permission for my photograph or representations of my work to be used in university publications (electronic or paper) promoting UAF.
 - d. I understand both shipping and installation costs are incorporated as an itemized part of the budget and will not be provided in addition to the awarded budget.

- e. I understand that the funds must be spent no later than June 1, 2025. If I receive funding, I agree to immediately process my request through my college/school fiscal office to ensure you can spend funds prior to the end of the fiscal year.
- f. I understand that I will be required to submit a report by September 21, 2025. This will include the use of the equipment/software within the context of the stated proposal and an itemized account of how the funds were spent. If I fail to submit a report, I will be ineligible for URSA ITE funding for three years and my unit may also be ineligible for 2026 URSA ITE funding.

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.