Spring 2025 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 $3,000 for projects taking place during the Spring 2025 semester. 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 $3,000.
- Applicants are required to identify at least one eligible undergraduate student upon submitting their application.
- 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, consumable supplies, contractual services, and/or registration costs for undergraduate students to attend a virtual conference/workshop or other professional meeting.
- All project work must take place during the Spring 2025 semester between January 13, 2025, and April 27, 2025.
- Funds must be spent by April 27, 2025.
- Applications will open September 30 and close November 3, 2024, at 11:59pm.
- Awardees will be notified via email on December 2, 2024.

Mentor Eligibility

- Faculty, professional and post-doctoral researchers, graduate students, and staff may apply and serve as URSA mentors.
- Applicants may only submit one proposal for each request for proposal (RFP).
- 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.

Student 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 any UAF campus are eligible to apply.
- Students must be registered for at least 3 credits during the Spring 2025 award term.
- Cumulative GPA of 2.3 or better (students on academic 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, INBRE, URISE, etc.) during the same semester. This is to allow the maximum number of students to receive funding during a given term.
- Students are eligible to participate in one URSA project award each academic year: Fall/Spring/Summer Projects, Mentor Awards, Community-Engaged Learning Projects, Student Belonging and Community Projects, OR Climate Change Projects.

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. Mentor Information
   a. Mentor Name
   b. UA Email
   c. UAF-affiliation
      i. If you are a graduate student, who is your advisor?
   d. Mentor's Department

2. Undergraduate Student Information
   a. 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: Student Name, UA ID, and UA Email.
      i. *Note: At least one eligible undergraduate student must be confirmed upon application submission.

3. Project Information
   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 (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.
   d. Please describe how your project contributes to UAF's undergraduate student research/scholarly/creative activity initiative if you were to receive these funds. (500 words)
      i. URSA Mission Statement: "At the University of Alaska Fairbanks, URSA supports, develops, and institutionalizes UAF's diverse and robust programs of undergraduate research and creative scholarship. At all levels, URSA aims to improve skills in critical thinking and communication and to engender a culture of life-long learning among all students, as well as enhance preparation and

education of students who will fill the needs of Alaska's 21st century workforce and society."

   e. 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, the student(s)'s role or participation in the project, and what undergraduate students can expect from you as their mentor.
- ii. Please include information related to any additional mentor figures who may work with students involved in this project.
- iii. References to prior mentoring experience may also be included in this section.

   f. Outcomes & Deliverables (300 words)
- i. How will you determine if this project is successful? Please also include what deliverables you plan to produce as a result of your project, such as a research paper, artwork/portfolio, a presentation, or other tangible outcomes.

   g. 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).

4. Budget Information
   a. Total amount requested:
- i. The funding limit for Spring 2025 is $3,000

   b. Budget Justification (300 words)
- i. Please explain how you intend to use the requested funds.
- ii. *Eligible expenses include undergraduate student fellowship, undergraduate student tuition (up to 4 credits for a course related to the project), travel to a fieldwork location, consumable supplies, or contractual services
- iii. **Ineligible expenses include equipment, hardware or software purchases, personal technology, and personal field gear.
- iv. **Funds may not be used for the mentor.
- v. Please contact the URSA Office if you have any questions about eligible expenses.

   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 Engineering and Mines (CEM)
iii. College of Fisheries and Ocean Sciences (CFOS)
iv. College of Indigenous Studies (CIS)
v. College of Liberal Arts (CLA)
vi. College of Natural Science and Mathematics (CNSM)
vii. Career and Technical College (CTC)
viii. School of Education (SOE)
ix. Geophysical Institute (GI)
x. Institute of Arctic Biology (IAB)
xi. International Arctic Research Center (IARC)
xii. Rural Campuses
xiii. UA Museum of the North

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 all students prior to submitting their application for funding.
   c. Undergraduate student eligibility for funding depends on 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. Students MAY NOT receive funding from URSA and another UAF source (such as BLaST, INBRE, URISE, etc.) during the same semester. Students are eligible for ONE project, travel, and internship award each academic year (Fall – Summer).
   d. If awarded, the applicant(s) 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)).
   e. Applicants understand that supplies and materials purchased for use in a funded URSA project are the property of the indicated academic department at UAF. Personal items are not eligible for purchase using this award.
   f. 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.

6. Notice of Award Reporting
   a. Awarded applicants will be asked to complete the following reporting requirements:
      i. Complete a mid-award blog post/mentor spotlight for the URSA website (Q&A format).

ii. 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." Final products to be submitted via the reflection form include:
1. Two project photos with captions: one photograph of the awarded mentor and student or group conducting research and a photo of choice (action shot, project shot, students and mentor, etc.);
2. Final Deliverable (completed by students): a research paper, artwork, a presentation, or other tangible outcome from your funded project.
iii. All students engaged on Mentor Awards are required to participate in Research Day and Creative Activity Day in April 2025 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 any part of their application will be disqualified from receiving funding for this proposal and may be disqualified from future URSA funding.