Request for Proposals

Faculty Mentoring Grants for Summer Undergraduate Research and Creative Works

Undergraduate Research Opportunities Program
Office of the Vice Chancellor for Research

The Undergraduate Research Opportunities Program (UROP) in the Office of the Vice Chancellor for Research (OVCR) is committed to promoting and expanding research and creative work opportunities for undergraduate students across campus. To increase undergraduate student participation in these opportunities during the summer, UROP is awarding $75,000 in Faculty Mentoring Grants. These grants will be awarded to University of Hawai‘i at Mānoa (UHM) faculty who will mentor UHM undergraduate students conducting research and creative work projects in Summer 2019 (see below for application details).

Eligible applicants include tenured/tenure-track faculty at UHM and/or faculty classified by the UHM Graduate Division as Regular or Cooperating Graduate Faculty at any level (1-3). Faculty across all disciplines at UHM may apply for up to $5,000 per undergraduate student mentee for up to 3 mentees. All funds are to be used to directly support the undergraduate student’s project in Summer 2019 (e.g., acceptable expenditures include materials and supplies, travel costs for students, and student wages; non-allowable expenditures include faculty summer salary, and any expenses not directly related to the student’s project).

Successful applicants will demonstrate a clear student recruitment plan and a strong mentorship plan. Preference will be given to applicants whose student mentees will participate in the Summer Undergraduate Research Experience (SURE) program, a cohort-based program that will run from June 3 – August 2, with professional development modules once every ~2 weeks and the SURE Symposium at the East-West Center on August 2, 2019. Preference will also be given to student-mentor teams who are willing to participate in the NSF-supported EvaluateUR program assessment (a three-part assessment survey, followed by a student-mentor discussion on survey scores, at the beginning, middle and end of the summer that both the faculty mentor and undergraduate mentee complete).

The deadline to submit a proposal is April 7, 2019 at 11:59pm. Proposals will be reviewed by a 3-5 member panel of faculty and UROP staff from a variety of disciplines. Applicants will be notified of funding decisions by mid- to late April 2019. Funds will be distributed to successful faculty applicants as a RTRF account.
Instructions

Please use the application template provided in .doc format. Fill the application out completely, and save in .pdf format. Submit inquiries and completed materials to Jessie Chen at jessieqc@hawaii.edu, with a cc: to urop@hawaii.edu.

I. Applicant Information

II. Project Information (1/2 PAGE LIMIT)
   a. Project title
   b. Succinct project description

III. Recruitment and Mentoring Plan (1 PAGE LIMIT)
   a. Undergraduate student(s)’s role and involvement in the project
   b. Number of undergraduate student mentees you intend to support
   c. If you know the student(s) that you will select if funded, include their name, department and email address. Otherwise, describe how you will recruit a student(s)
   d. Frequency of student-mentor meetings or interactions
   e. Describe your physical location during the summer, and whether or not you will be in close working proximity to the student. Will you be on or off campus? Will the student be on or off campus?
   f. State if you are willing to participate in the EvaluateUR program assessment
   g. State if you will have your student mentee(s) participate in the SURE program from June 3 – August 2, 2019, including: (i) professional development modules offered once every 2 weeks; and (ii) the SURE Symposium on August 2.

IV. Project Timeline and Activities (1 PAGE LIMIT)
   a. Describe the project timeline

V. Budget (1 PAGE LIMIT)
   a. Provide a line item budget for use of requested funds (note there will be no IDC on these funds). Where possible, demonstrate leverage of requested UROP funds with other funding (e.g., from your grants, department/college funds, etc.)
   b. Provide a brief budget justification. As part of your budget justification, provide a statement that you agree to the following terms if your student mentee will be paid an hourly wage AND will receive course credit (e.g., 399 or 499 credits): Students may be paid an hourly wage for working on their research or creative work project. Note that students may not be paid for hours spent on the project as part of coursework, except for those hours that exceed the expected 3 hours of coursework per credit (i.e., 1 hour of in-class and 2 hours out-of-class per credit per week).