Request for Proposals

2020 Faculty Mentoring Grants for Summer Undergraduate Research and Creative Works

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 for the 2020 Faculty Mentoring Grants for Summer Undergraduate Research and Creative Works (Faculty Mentoring Grant). These Faculty Mentoring Grants will be awarded to eligible University of Hawai‘i at Mānoa (UHM) faculty who will mentor UHM undergraduate students conducting research and creative work projects in Summer 2020 (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). Currently ineligible faculty may: (i) partner with an eligible faculty member to submit a joint proposal; the eligible member must submit the proposal, and will receive the grant funds if successful; or, (ii) complete a Faculty Mentor Eligibility Petition; the Faculty Mentor Eligibility Petition must be submitted to UROP at least two weeks prior to the submission of a Faculty Mentoring Grant proposal in order to ensure timely consideration of the Petition.

Faculty across all disciplines at UHM may apply for up to $5,000 per undergraduate student mentee for up to 3 mentees, or a maximum of $15,000 for 3 or more mentees. All funds are to be used to directly support the undergraduate student’s project in Summer 2020 (e.g., acceptable expenditures include materials and supplies, travel costs for students, and student wages; non-allowable expenditures include faculty summer salary, student tuition, and any expenses not directly related to the student’s summer project). Eligible undergraduate mentees include UHM undergraduate students who have not graduated before the end of Summer 2020, and who will not be concurrently funded with UROP Project Funding in Summer 2020. Faculty should work with their unit’s human resources representative on options for hiring undergraduate students with grant funds.

Successful applicants will demonstrate a clear student recruitment plan and a strong mentorship plan. Applicants should clearly describe the proposed student project as well as the

1 Granting of faculty mentor eligibility is not guaranteed. Applicants who choose to petition for eligibility in lieu of partnering with an eligible UHM faculty member and are not ultimately granted eligibility will not be considered for the Faculty Mentoring Grant.

2 Faculty Mentoring Grant funds will not be disbursed to successful applicants until eligibility is granted.
timeline and associated activities. Proposals must include a justified budget clearly demonstrating how funds will be used to directly support the student’s project. The following will not affect proposal scores, but 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 5 – July 31, with professional development modules once every ~2 weeks and the SURE Symposium at the East-West Center on July 31, 2020. In addition, preference will also be given to applicants who demonstrate leveraging other funds.

The deadline to submit a proposal is Monday, March 2, 2020 at 9:00 am. An applicant may submit more than one proposal if mentoring multiple students on different projects. Proposals will be reviewed by a 3-4 member panel of faculty and UROP staff from a variety of disciplines. Applicants will be notified of funding decisions by late-March 2020. Funds will be distributed to successful faculty applicants as a RTRF account, and faculty will have until August 31, 2020 to expend all funds.
Instructions

Please complete and submit applications online in the InfoReady Review Portal. Click “Log In” in the upper-right corner, then click “University of Hawaii Login” to login with your UHM username and password. On the InfoReady homepage, select “2020 Faculty Mentoring Grants for Summer Undergraduate Research and Creative Works.” You must fill out the online application completely, including each section as described below. Failure to adhere to the following requirements will result in disqualification. Submit inquiries to urop@hawaii.edu.

I. Applicant Information

II. Proposal Title

III. Project Description (250 WORD LIMIT)
   a. Succinct project description in layperson terms (i.e., avoid technical jargon)

IV. Recruitment and Mentoring Plan (500 WORD LIMIT)
   a. Undergraduate students’ 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 major. Otherwise, describe how you will recruit students
   d. Frequency of student-mentor meetings or interactions for Summer 2020
   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 will have your student mentees participate in the SURE program from June 5 – July 31, 2020 including: (i) professional development modules offered once every 2 weeks; and (ii) the SURE Symposium on July 31.

V. Project Timeline and Activities (500 WORD LIMIT)
   a. Succinctly describe the project timeline (start and end in Summer 2020).

VI. Budget (250 WORD LIMIT)
   a. Provide a brief budget justification. Include all relevant information, including student wage rates and fringe benefits rates. Upon reaching the Terms and Conditions section of the application, you must check a box agreeing to all items listed, including 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. I acknowledge 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).
   b. Provide a budget for use of requested funds (fill in each field on the budget, including $0 where applicable). Note that there will be no IDC on requested funds. Where possible, demonstrate leverage of requested UROP funds with other funding (e.g., from your grants, department/college funds, etc.). Be sure to enter values accurately (the online application does not calculate the total value).

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3 UROP recommends hiring at the UH student pay scale A2 level rate of $11.65/hour, with a fringe rate estimated by the UH Office of Research Services (ORS) at 0.64%.