



## Request for Proposals

### 2021 Faculty Mentoring Grant for Summer Undergraduate Research and Creative Work

#### 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 up to \$75,000 for the 2021 Faculty Mentoring Grant for Summer Undergraduate Research and Creative Work (Faculty Mentoring Grant)**. The Faculty Mentoring Grant 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 2021** (see below for application details). The application period opens **February 1 and closes March 1, 2021 at 11:59 pm**.

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](#)<sup>1</sup>; 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.<sup>2</sup>

**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.** An applicant may submit more than one proposal if mentoring multiple students on different projects (subject to the same aforementioned funding conditions). All funds are to be used to directly support the undergraduate student's project in Summer 2021 (e.g., acceptable expenditures include materials and supplies, travel costs for students<sup>3</sup>, and student wages; non-allowable expenditures include faculty summer salary, student tuition, and any expenses not directly related

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<sup>1</sup> 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.

<sup>2</sup> Faculty Mentoring Grant funds will not be disbursed to successful applicants until eligibility is granted.

<sup>3</sup> UROP currently follows the University of Hawai'i guidelines on travel, and therefore is not sponsoring out-of-state travel. Visit the [University of Hawai'i COVID-19 Travel Information webpage](#) to learn more.



to the student's summer project). Eligible undergraduate mentees include UHM undergraduate students who have not graduated before the end of Summer 2021, and who will not be concurrently funded with [UROP Project Funding](#) in Summer 2021. UROP is not responsible for determining the method used to pay student wages, nor is UROP responsible for hiring students. 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 timeline and associated activities. Proposals must include a justified budget clearly demonstrating how all funds will be used to directly support the student's project. All applicants must also include a COVID-19 safety plan describing how the project will adhere to COVID-19 regulations and safety procedures. (This COVID-19 safety plan is required, but will not be scored). 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 – July 30, with professional development modules once every ~2 weeks and the SURE Symposium on July 30, 2021. In addition, preference will also be given to applicants who demonstrate leveraging other funds. Applications will be reviewed by UROP staff members, Undergraduate Research Opportunities Council (UROC) members, and/or ad hoc faculty reviewers, and will be scored based on a [Rubric](#).

Applicants will be notified of funding decisions by mid-April 2021. Funds will be distributed to successful faculty applicants as a RTRF account, and faculty will have until August 31, 2021 to expend all funds.



## **Instructions**

Please complete and submit the [2021 UROP Faculty Mentoring Grant for Undergraduate Research and Creative Work application](#) online. You must fill out the online application completely, including each section as described below. As part of your application, you have an option to upload one image. Please note that the image will appear at the end of the application. Use this designated file upload option to include an image; Please do not add any figures or images to the text boxes (i.e., the text boxes for Project Description, Recruitment and Mentoring Plan, Project Timeline and Activities, etc.). Failure to adhere to the following requirements will result in disqualification. Submit inquiries to [urop@hawaii.edu](mailto: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. Your role in the student's project
  - c. Expectations for the student in terms of time commitment
  - d. Number of undergraduate student mentees you intend to support
  - e. 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.
  - f. Frequency of student-mentor meetings or interactions for Summer 2021
  - g. 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?
  - h. State if you will have your student mentees participate in the SURE program from June 3 – July 30, 2021 including: (i) professional development modules offered once every 2 weeks; and (ii) the SURE Symposium on July 30
- V. Project Timeline and Activities (500 WORD LIMIT)**
  - a. Succinctly describe a justified and feasible project timeline (start and end in Summer 2021)
- VI. Budget (250 WORD LIMIT)**
  - a. Provide a brief budget justification. Include all relevant information, including student wage rates and fringe benefits rates.<sup>4</sup> 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

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<sup>4</sup> UROP recommends hiring at the [UH student pay scale](#) A21 level rate of \$11.65/hour, with a fringe rate estimated by the [UH Office of Research Services \(ORS\)](#) at 0.48%. UROP is not responsible for determining the method used to pay student wages, nor is UROP responsible for hiring students. Faculty should work with their unit's human resources representative on options for hiring undergraduate students with grant funds.



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 (e.g., a student working 20 hours per week on the project and receiving 2 credits of coursework for it is ineligible to be paid for 6 of the 20 hours).*

- 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).

VII. **COVID-19 Safety Plan<sup>5</sup> (300 WORD LIMIT)**

- a. While UROP continues to facilitate faculty-mentored undergraduate research and creative work during the rapidly evolving COVID-19 situation, we need to first ensure the safety of the funding recipients, undergraduate student mentees, others who are involved in your project, and the general UHM and public communities during this challenging time. Therefore, **UROP is requiring all Faculty Mentoring Grant applicants to consider how to facilitate projects under the assumption that COVID-19 safety regulations and restrictions will be in place during Summer 2021.** Projects requiring travel out-of-state, for example, may not be possible due to UHM travel restrictions. Other projects may be delayed due to laboratory or other facility closures. While the impact of COVID-19 will vary from project to project, **your project should be designed to move forward this summer under the assumption that you will need to follow COVID-19 guidelines and restrictions.**
- b. Carefully review your proposed research/creative work activities using the guidelines below, as well as [University, State, and Federal guidelines](#). Please evaluate all facets of your project that are affected by COVID-19. At a minimum, consider the following:
  - i. Face-to-face interaction: Consider delaying, removing and/or minimizing face-to-face interactions; if absolutely necessary create a plan to ensure the safety of everyone involved.
  - ii. Travel: Consider substituting with another activity (e.g., conduct online research instead of traveling to collect data).
  - iii. Facilities: As needed, consider conducting online instead of in-person activities that require physical access to facilities. For necessary in-person activities, consider alternate facilities (e.g., other laboratories, online library archives, other accessible field work sites) that allow you access to comparable resources in the event of closures.

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<sup>5</sup> The COVID-19 Safety Plan section is required, but will not be scored.