Request for Proposals

2022 Faculty Mentoring Grant for Summer Undergraduate Research and Creative Work

The Undergraduate Research Opportunities Program (UROP) in the Office of the Vice Provost for Research and Scholarship (OVPRS) 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 2022 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 2022 (see below for application details). The application period opens February 1 and closes March 1, 2022 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; 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.2

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 only one application per funding cycle. All funds are to be used to directly support the undergraduate student’s project in Summer 2022 (e.g., acceptable expenditures include materials and supplies, travel costs for students3, 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 mentees include UHM undergraduate students who plan to graduate from UHM, but have not graduated before the end of Summer 2022, and who

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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.

3 UROP currently follows the University of Hawai‘i guidelines on travel. Visit the University of Hawai‘i COVID-19 Travel Information webpage to learn more.
will not be concurrently funded with UROP Project Funding in Summer 2022. 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 clear and compelling plans for both student recruitment & mentorship and intended student outcomes & impacts. Applicants should also clearly describe the proposed student project, as well as the timeline and associated activities. In addition, proposals must include a justified budget clearly demonstrating how all funds will be used to directly support the student’s project. Finally, all applicants must include a COVID-19 safety plan describing how the project will adhere to COVID-19 regulations and safety procedures. Applications will be reviewed by a team consisting of UROP staff and Undergraduate Research Opportunities Council (UROC) members, and will be scored based on a Rubric.

Applicants will be notified of funding decisions by mid-April 2022. Funds will be distributed to successful faculty applicants as a RTRF account, and faculty will have until August 31, 2022 to expend all funds.
Instructions

Please complete and submit the 2022 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. Please do not add any figures or images to the text boxes (i.e., the text boxes for Recruitment & Mentoring Plan, Project Description, Project Timeline & Activities, etc.), as they may not display correctly when your application is downloaded. You will have an option to upload one image at the bottom of the online application form. Failure to adhere to the following requirements will result in disqualification. Submit inquiries to urop@hawaii.edu.

I. Applicant Information (i.e., Personal Details)
II. Proposal Title
III. Number of Mentees
   a. Number of undergraduate student mentees you intend to support
IV. Recruitment & Mentoring Plan (500 WORD LIMIT)
   a. Your anticipated role in the student’s project
   b. Expectations for the student(s) in terms of time commitment
   c. Describe how you will recruit students. If you know the student(s) that you will select if funded, include their name, department and major and an explanation of your past and present relationship and why you have selected this student for this project.
   d. Frequency of student-mentor meetings or interactions in Summer 2022
   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(s) be on or off campus?
   f. Outline your mentoring philosophy
V. Student Outcomes & Impacts (400 WORD LIMIT)
   a. Undergraduate student’s role and involvement in the project
   b. Describe the personal, professional, and/or academic benefit(s) that the undergraduate student(s) is expected to gain from participating in the proposed project
VI. Project Description (250 WORD LIMIT)
   a. Succinct project description in layperson terms (i.e., avoid technical jargon) that describes the overall project the student(s) will work on
   b. Optional image upload (see item XI below)
VII. Project Timeline & Activities (500 WORD LIMIT)
   a. Succinctly describe a justified and feasible project timeline (that should start and end in Summer 2022). You may choose to use a table for this as long as it adheres to the 500 word limit.
VIII. Budget & Budget Justification (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 (e.g., A student working 20 hours per week on the project and receiving 2 credits of coursework for that time is ineligible to be paid for 6 of the 20 hours per week).

b. Provide a budget for the requested funds (fill in each field on the budget, including $0 where applicable). Note that there will be no IDC on requested funds.

IX. Supplemental Questions
a. Applicants are required to answer a suite of additional questions that may be used as secondary considerations in funding decisions

X. COVID-19 Safety Plan (300 WORD LIMIT)
a. While UROP continues to facilitate faculty-mentored undergraduate research and creative work during the constantly 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 in anticipation of any COVID-19 safety regulations and restrictions that are or may be in place during Summer 2022. Projects requiring travel, for example, may need Provost or President approval. 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 in the event that you will need to follow COVID-19 guidelines and restrictions. Please note that the COVID-19 Safety Plan will not be factored into the funding selection process, but will be reviewed prior to disbursing funds to successful applicants.

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 may be affected by COVID-19. At a minimum, consider the following:

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4 UROP recommends hiring at the [UH student pay scale](https://manoa.hawaii.edu/hr/pay-scale#undergraduate-research-opportunities) A21 level rate of $11.65/hour, at a minimum, with a fringe rate estimated by the [UH Office of Research Services (ORS)](https://manoa.hawaii.edu/hr/research-services) at 0.75%. 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.
i. Face-to-face interaction: Consider delaying, removing and/or minimizing face-to-face interactions if needed; if absolutely necessary, create a plan to ensure the safety of everyone involved.

ii. Travel: For example, acquire necessary permissions (i.e., Provost approval for in-state travel) as mandated by current UHM travel policy, or consider substituting with another activity (e.g., conduct online research instead of traveling to collect data).

iii. 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.

XI. Image Upload for Project Description (OPTIONAL; JPEG, PNG, PDF, or OTHER IMAGE FILE TYPES ONLY)

a. If necessary for properly communicating the details of your Project Description only, you have an option to upload one image. The upload must contain an image and CANNOT be used to add more text to the Project Description, or any other component of the proposal (i.e., DO NOT use the Image Upload option to upload more text, or to upload a table showing the Project Timeline & Activities, etc. An acceptable upload could be a depiction of a chemical reaction, a design blueprint, a photograph, or a similar, non-text image). You may use text on the image to describe what is depicted. Please note that the image will appear at the end of the application as an attachment.