



Request for Proposals: 2024 Mentoring Grant for Summer Undergraduate Research and Creative Work

Overview

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 in all disciplines across campus. To increase the participation of undergraduate students in these opportunities during the summer, **UROP is awarding up to \$125,000 total for the 2024 Mentoring Grant for Summer Undergraduate Research and Creative Work.** The Mentoring Grant will be awarded to eligible University of Hawai‘i at Mānoa (UHM) mentors of UHM undergraduate students conducting research and creative work projects in Summer 2024 (see below for application details). UROP is particularly interested in funding applications from non-STEM fields and from early-career mentors in any discipline. **The application period opens February 1 and closes March 1, 2024 at 11:59 pm.**

Applicant/Mentor Eligibility

Eligible applicants (i.e., UHM mentors) include (i) UHM faculty (I/R/S/B/A/J/M tenured, tenure-track, and non-tenure track); and (ii) official UHM employees (lecturers, faculty affiliates, APT’s, and postdoctoral fellows and associates) who possess a graduate (M.S., Ph.D., or equivalent) or professional degree (J.D., M.D., or equivalent) and have submitted a successful [Mentor Eligibility Petition](#).

UHM employees who are eligible to submit a Mentor Eligibility Petition¹ must do so at least four weeks prior to the submission of a Mentoring Grant proposal to ensure timely consideration of their materials.²

Funds will be disbursed to successful candidates via an RTRF account, so applicants should check with their college or unit to ensure they are able to manage such accounts. Prospective mentors who are unable to independently manage an RTRF account may make arrangements with a UH employee who can manage an RTRF account. UROP is not responsible for the nature of such arrangements.

¹ Granting of mentor eligibility is not guaranteed. Applicants who choose to petition for eligibility and who are not ultimately granted eligibility will not be considered for the Mentoring Grant.

² Mentoring Grant funds will not be disbursed to successful applicants until eligibility is granted.



Funding Terms (Applicants)

Mentors across all disciplines at UHM may apply for up to \$5,000 for one undergraduate student mentee or a maximum of \$10,000 for two or more mentees. An applicant may submit only one application per funding cycle. All funds are to be used to directly support undergraduate-student projects in Summer 2024. Acceptable expenditures include student wages³ materials and supplies, and travel costs for students. Non-allowable expenditures include mentor salary/overload, student tuition, and any expenses not directly related to the undergraduate student's summer project.

Mentee Eligibility, Obligations, and Hiring

Eligible mentees include UHM undergraduate students who plan to graduate from UHM but who have not graduated before the end of Summer 2024, and who will not be concurrently funded with UROP [Entering Research and Creative Work](#) or [Project](#) funding in Summer 2024. Prior recipients of UROP Entering Research or Creative work or Project funding must have finished all completion requirements by the end of Spring 2024 to be supported with Mentoring Grant funds.

Students supported through the Mentoring Grant must, prior to graduating, give a poster or oral presentation on their summer research/creative work project either (i) at the end-of-summer [Summer Undergraduate Research Experience \(SURE\) Symposium](#) OR (ii) at one of the [Undergraduate Showcase](#) events held at the end of each Fall and Spring semester.

UROP is not responsible for determining the method used to pay student wages, nor is UROP responsible for hiring students. Mentors should work with their unit's human resources representative on identifying options (e.g., [SECE](#)) for hiring undergraduate students with grant funds.

³ UROP requires that students receiving wages from the Mentoring Grant be hired at the [UH student pay scale](#) A14 level rate of \$15.40/hour, with a fringe rate based on their status during the summer (estimated by the [UH Office of Research Services](#) at 0.69% on a regular semester). UROP is not responsible for determining the method used to pay student wages, nor is UROP responsible for hiring students. Mentors should work with their unit's human resources representative on options for hiring undergraduate students with grant funds.



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Undergraduate Research Opportunities Program
Office of the Vice Provost for Research and Scholarship

Application, Evaluation, and Disbursement

Successful applicants will demonstrate a clear and compelling mentorship plan, as well as clearly articulated intentions for student learning outcomes and impacts. Applicants will be asked to provide a summary description of their student project, a clear timeline of proposed activities, and a budget with justification for how all funds will be used to support student research or creative work.

Applications will be reviewed by a team consisting of UROP staff and [Undergraduate Research Opportunities Council](#) (UROC) faculty members, and will be scored according to [these criteria](#). Final funding decisions will be made at UROP's discretion and announced by mid-April 2024.

Funds will be distributed to successful applicants via an RTRF account, and mentors will have until August 31, 2024 to expend all funds.



Instructions

Please complete and submit the online [2024 Mentoring Grant for Summer Undergraduate Research and Creative Work application](#). You must complete the entirety of the application, including each section described below. Failure to include any of the below-listed components or to adhere to any of the guidelines will result in disqualification.

Please do not add any figures or images to the text boxes for narrative sections (Recruitment & Mentoring Plan, Project Description, Project Timeline & Activities, etc.), as they may not display correctly when your application is downloaded by reviewers. You will have the option to upload one image at the bottom of the online application form.

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 recruit and support
- IV. Recruitment & Mentoring Plan (500 WORD LIMIT, 35% of total score)**
 - a. Describe your mentoring philosophy
 - b. Describe your role in the proposed student project
 - c. What are your expectations for the student(s) in terms of time commitment?
 - d. Describe how you will recruit students
 - e. How frequently will you meet and interact with students in Summer 2024?
 - f. Describe your physical location during the summer and whether or not you will be in close working proximity to the student(s). Will you be on or off campus? Will the student(s) be on or off campus?
- V. Student Outcomes & Impacts (400 WORD LIMIT, 35% of total score)**
 - a. Describe the role and involvement you anticipate the student(s) having in the project
 - b. Describe the personal, professional, and/or academic benefit(s) that the undergraduate student(s) is/are expected to gain from participating in the proposed project
- VI. Project Description (250 WORD LIMIT, 10% of total score)**
 - a. Succinctly describe the project in layperson's terms (avoid technical jargon)
 - b. Optional image upload (see item XI below)



- VII. Project Timeline & Activities (500 WORD LIMIT, 10% of total score)**
- Succinctly describe a feasible project timeline, starting and ending in Summer 2024. You may use a table.
- VIII. Budget & Budget Justification (250 WORD LIMIT, 10% of total score)**
- Provide a budget for the requested funds (fill in each field of the budget, including \$0 where applicable). Each applicant may apply for up to \$5,000 for one undergraduate student mentee or a maximum of \$10,000 for two or more mentees. Note that there will be no indirect cost (IDC) on requested funds.
 - Provide a 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 45 hours of coursework per credit. For example, a student working on the project for 20 hours per week for 15 weeks during the summer (300 hours total) AND receiving 2 credits of coursework for that time is ineligible to be paid for 90 of the 300 project hours but can be paid for the remaining 210 hours. For a 20-hour week, the student is ineligible to be paid for 6 of the weekly project hours but can be paid for the remaining 14 hours.*
- IX. Supplemental Questions**
- Applicants are required to answer a suite of additional questions that may be used as secondary considerations in funding decisions.
- X. Image Upload for Project Description (OPTIONAL; IMAGE FILE TYPES ONLY)**
- Applicants may upload one image to properly communicate information related to their **Project Description only**. The upload must contain an image and CANNOT be used to add more text to the Project Description or to any other component of the proposal. 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.

NOTE: UROP recommends that applicants download their proposals prior to submitting to ensure their content (especially tables) is properly and fully rendered.