

## Undergraduate Summer Internship (USI)

For Summer 2022 ONLY

### PROPOSAL DEADLINE

Thursday, February 10, 2022, 4:00 p.m.

### NOTIFICATION DATE

No later than March 10, 2022

### STATEMENT OF PURPOSE

Undergraduate Summer Internships (USI) are intended to provide support for undergraduate research, scholarship, and creative activity under the guidance of an Ohio University faculty/staff mentor or advisor. We anticipate funding 15 internships.

This one-time only funding mechanism has been approved to provide **additional** summer internship for undergraduates, especially in light of lost opportunities due to the COVID-19 pandemic. Note, it is important that this funding be used to allow **additional** students to participate in research and creative projects. It cannot be used as replacement funding. Mentors with other resources available, e.g., PACE, grants, departmental/college/center/institute funds should not apply for these funds, unless they are specifically requesting funds to enable additional students to participate or if they have funds to cover project costs for students on existing projects but not a stipend.

Proposals are to be submitted by full-time Ohio University faculty and administrative staff (including postdoctoral fellows). An individual may only submit one proposal.

Funds can be used to (1) to pay a stipend to the student and (2) support the direct project costs (e.g., supplies, materials, project-related travel, etc.) for current and ongoing research and creative activity or. Funds will be available for Summer 2022 only and must be used by September 30, 2022.

Awards are limited to \$3,000 (no more than \$500 for direct project costs, with remaining funds e.g., \$2,500-3,000 for stipends) and must be expended as per Ohio University spending policies and guidelines.

***Mentors do not need to identify a specific student for the internship prior to submission. However, students who are identified in the proposal and have financial need, as defined by Pell eligibility, will received priority for funding. If a student is identified and cannot do the internship, the award is not transferrable to another student.***

**NOTE: Faculty and staff are forbidden from asking students about their Pell eligibility due to Student Privacy regulations.**

### ELIGIBILITY

Faculty and administrative staff (including postdoctoral fellows) on all Ohio University campuses are eligible to submit proposals in any field of study.

An individual may only submit one proposal as a principal investigator or co-investigator.

Only those projects that focus primarily on research, scholarship, and creative activity are eligible. The following types of projects are not eligible for USI funding: those related primarily to teaching, personal development, administrative functioning, the advanced degree program of the applicant, curriculum development, or furthering an administrative function of a department, college, or other University unit.

Funds can be used to support matriculated Ohio University undergraduate students in any degree program on all Ohio University campuses. All students must have been enrolled in Spring 2022 and must anticipate enrollment in Summer or Fall 2022. That means that funds cannot be used for undergraduates who will graduate Spring 2022.

All student awardees are required to present their funded project at the Student Research & Creative Activity Expo the following year if they are still on campus.

Students with financial need, as defined by Pell eligibility, will received priority for funding.

**NOTE: Faculty and staff are forbidden from asking students about their Pell eligibility due to Student Privacy regulations.**

#### **REVIEW AND EVALUATION/SELECTION CRITERIA**

Proposals will be reviewed by the Office of the Vice President for Research and Creative Activity in consultation with members of the Council for Research, Scholarship and Creative Activity (CRSCA). Applications will be reviewed for completeness, including compliance and responsiveness.

The list of responsive/compliant applications will then be shared with Financial Aid, which will run the process to select the recipients as follows:

Financial Aid will review the list and determine which applications have identified students who are Pell eligible. All applications with Pell-eligible students will be funded, with the following caveats:

- If more applications are received than can be funded, applications with Pell-eligible students will be selected by a Pell-eligible only lottery.

If funds remain, all remaining proposals will be entered into and selected by a general lottery until funds are exhausted.

## PROPOSAL PREPARATION GUIDELINES

Please review the guidelines before submitting a proposal.

**\*\*Please Note: The committee has the right to return without review any proposals that do not conform to these format requirements.\*\***

***This is one-time only funding for internships occurring during Summer 2022.***

Funds cannot be used to reimburse expenditures prior to account establishment dates.  
Funds must be used by September 30, 2022.

The mentor of an USI award is expected to be an employee of Ohio University for the entire award period.

The following sections **must be double-spaced and use standard size 12-point type** that is clear and legible: Description of Research/Creative Project and Plan for Experiential Learning/Professional Development. Figures, charts, tables, legends, and footnotes in these sections may use a smaller font size and may be single-spaced, but all text and graphics **must** be clear and readily legible. Margins **must** measure one inch (1") or greater on all sides.

Student biographical information and budget and justification may be single-spaced in a legible typeface. Margins should measure one inch (1") or greater on all sides.

The type size, spacing, and margin requirements are intended to provide legible documents of roughly similar length. The use of unusual typefaces defeats the goal the committee hopes to achieve.

Questions concerning the proposal preparation process should be directed to Roxanne Male'-Brune: [male-bru@ohio.edu](mailto:male-bru@ohio.edu).

## PROPOSAL SECTIONS

Pages should be numbered to facilitate the review process.

- |   |                      |
|---|----------------------|
| 1. Cover Page   | use USI form         |
| 2. Description of Research/Creative Project*                | 1 double-spaced page |
| 3. Plan for Experiential Learning/Professional Development* | 1 double-spaced page |
| 4. Budget and Justification*                                | no limit specified   |

Sections marked with an asterisk (\*) should be written in language understandable by an informed layperson to assist in the review.

**\*\*Please note: The committee has the right to return without review any proposals that do not conform to these format requirements.\*\***

### **1. Cover Page** *(Use provided form)*

Prepare a cover page (available at <http://www.ohio.edu/research/funding>). Signatures **must** be obtained by the applicant and are required on the submitted proposal. The cover page **must** be the first page of the proposal. Do not provide any other covers or binders.

Applications by postdoctoral fellows must have additional signoff from the fellow's advisor.

**If needed, applicants may submit cover pages with electronic signatures or multiple cover pages for individual signatures.**

### **2. Description of Research/Creative Project**

This section should be an abstract of the work to be done by the student during Summer 2022. It should address the nature of the project, importance of the outcomes, a brief overview of how it will be done, and the role of the student.

Any citations, if needed, must be included within the one-page limit but can be placed within the one-inch lower margin and be 10-pt font.

To accommodate the varied backgrounds of the reviewers, the **description should be written in language understandable by an informed layperson**. Avoid the use of discipline-based jargon in the abstract.

### **3. Plan for Experiential Learning/Professional Development**

It is the intention of this program to give undergraduate students a meaningful experiential learning experience. Therefore, mentors are strongly encouraged to provide experiences with implementation, analysis and dissemination of the project.

This section should specifically address:

- A mentoring plan, including interactions with the faculty/staff mentor and/or more senior students to learn new techniques and fully engage with the project.
- Intentional interactions with other members of the group, if appropriate.
- A dissemination plan, including but not limited to dissemination to the greater project members or stakeholders; conferences, exhibits, or performances.
- Preparation of the student to meaningfully engage in the project.
  - If the student has already been identified, include a brief statement about the student's abilities and preparation in relationship to the proposed project

While funding is provided for Summer 2022, mentors are encouraged to find mechanisms, where possible (e.g., course credit, PACE or grant funding), to allow students to have longer-term opportunities to continue the project during the following academic year.

### **4. Budget and Justification**

Funds cannot be used to reimburse expenditures prior to account establishment dates and must be used by September 30, 2022.

***Budget expenditures encumbered before account establishment will not be reimbursed.***

This section should include the budget breakdown by line items, total budget request amount, sources of matching funds (if applicable), and budget justification.

Awards are limited to \$3,000 (no more than \$500 for direct project costs, with remaining funds e.g., \$2,500-3,000 for stipends) and must be expended as per Ohio University spending policies and guidelines.

- All budgetary items should be justified as to their relevance to the project. Without sufficient justification, items may be eliminated.
- Travel support for dissemination should be requested separately via the Undergraduate Travel Fund.
- Applicants are reminded that all equipment, reference materials, and supplies purchased with USI funds remain Ohio University property.

**A. Student Wages:** Student hours and pay rates should be justified based on the nature of the work being done. Include the following information in the justification: estimated hourly wage to be paid to the student and the number of hours per week and weeks to be worked during Summer 2022.

Note, on the Cover Page, applicants and chairs/directors are required to certify that funding will be used to allow additional students to participate in research and creative projects and is not being used as replacement funding.

**B. Consumable Supplies:** Provide adequate detail so that a person knowledgeable in the field of the proposed project can assess the request. If the budget item is a common consumable supply generally available in most laboratories, offices, or studios, justify the purchase with USI funds.

**C. Travel:** Travel expenses **must** be broken down into transportation, meals, lodging, and any other categories, and the basis for the figures **must** be provided. Travel support will be provided only for the furtherance of the proposed project, not dissemination.

For domestic travel: Meal expenses and hotel rates will be reimbursed according to the U.S. General Services Administration per diem rates found at [www.gsa.gov/perdiem](http://www.gsa.gov/perdiem)\*.

For international travel: Meal expenses and hotel rates will be reimbursed according to the U.S. Department of State per diem rates found at [http://aoprals.state.gov/content.asp?content\\_id=184&menu\\_id=78](http://aoprals.state.gov/content.asp?content_id=184&menu_id=78).\*

*\*unless the applicant stipulates a lower reimbursement through the Concur system.*

Air travel must be booked using a p-card and the Concur system through Christopherson Business Travel (CBT) per the travel policy. Any travel reimbursements must adhere to travel policy 41.121.

**NEW!** Students who are traveling beyond 100 miles of their Ohio University campus or to another state must register with the Office of Global Opportunities: [Travel Registration | Ohio University](#)

For more support on domestic and international travel, risk ratings for destinations and planning an international experience, students are encouraged to contact the Office of Global Opportunities [global.opportunities@ohio.edu](mailto:global.opportunities@ohio.edu).

**D. Equipment:** All major items of equipment, including computers, to be purchased with USI funds should be listed with the estimated cost of each item and components of each item, as applicable. Because of limited funds available, requests for equipment should be made only after a conscientious search has been conducted to determine whether this equipment is already on campus and available through a loan or share arrangement. The duration of use or percentage of time used, project-based activities supported with the equipment, and inability to secure the equipment through other channels should be addressed. For computers, the specifications and capabilities must be stated and justified. Any equipment purchased with USI funding is Ohio University property.

**E. Other:** Costs for transcription charges, photocopying charges, postage, and the purchase of essential publications and fees paid to participants in the scholarly/creative activity are eligible.

Note, as per University policy, students cannot work more than 28 hours per week.

**F. Total:** Enter total dollar amount requested. The total requested may not exceed to \$3,000 (no more than \$500 for direct project costs, with remaining funds e.g., \$2,500-3,000 for stipends).

## **6. Appended Materials**

No appended materials are allowed.

## **PROPOSAL SUBMISSION**

Submit one **(1) one electronic copy** of the entire proposal (with required signatures) no later than 4:00 p.m. on the deadline date to Roxanne Male'-Brune: [male-bru@ohio.edu](mailto:male-bru@ohio.edu). The proposal should be emailed as an attachment. All proposals **must** be a single file in Adobe Acrobat format (Mac users must include the file extensions .pdf in the file name) and **must** contain the entire proposal.

**SPECIAL INSTRUCTIONS**

If there is anything about your proposal that requires special handling or consideration, it is essential that you contact Male'-Brune: [male-bru@ohio.edu](mailto:male-bru@ohio.edu) for approval prior to submission.

**REPORTING REQUIREMENTS**

All student awardees are required to present their funded project at the Student Research & Creative Activity Expo the following year if they are still on campus.

In addition, all students receiving travel awards are expected to complete a brief Qualtrics Experiential Learning survey.