

# URECA/AK-INBRE AY 2019-20 Undergraduate Research Award REQUEST FOR PROPOSALS



UAS-URECA and AK-INBRE announce a competition for undergraduate student awards in biomedical and health related research occurring in the fall, spring and summer semesters of 2018-19. Applicants must be registered at the time of application for at least twelve credits at UAS to be eligible.

Announcement Date: August 30, 2019  
Submission Deadline: ongoing  
Awards Announced: approximately 30 days subsequent to acknowledgement date of application  
Funding Period: September 30, 2019 – August 14, 2020

## I. BACKGROUND

The Alaska IDeA Network of Biomedical Research Excellence (INBRE) is supported by a grant from the National Institutes of Health. The primary objective of Alaska INBRE Undergraduate Research Assistantship (URA) initiative is to provide support for projects that will develop research skills in STEM fields in general and the biomedical and health sciences specifically. Mentorship will be provided by UAS full-time faculty. Students funded through this program will gain valuable experience in designing, conducting and reporting biomedical and/or health-related research. The purpose is to train undergraduate students in scientific methods, scientific writing, reporting, and presentation preparation in order to enhance their likelihood of success in STEM fields that support health-related fields.

## II. ELIGIBILITY

- During the academic year of application, applicants must be University of Alaska Southeast students (Juneau, Sitka and Ketchikan campuses) enrolled for at least twelve credits and in good academic standing (min. 2.0 GPA).
- The research project must be associated with a supporting mentor (UAS full-time faculty) who agrees to participate as both project and presentation mentor.
- The research project must be outside of regular catalog class requirements.
- The research project may be used for academic credit through a -398 or -498 course designator as determined by the faculty mentor and department chair; tuition fees must be covered independently.

## III. AMOUNT, DURATION & EXPECTATION OF AWARD:

Undergraduate Research Assistants (URAs) may receive hourly compensation for work on the project; maximum 20 hours per week during fall and spring semesters; maximum 40 hours per week during summer. Note that one semester is 16 weeks. Wages will be provided at the Student Assistant C level at steps 5-15 (depending upon experience). For additional information on this wage range and student employment policies and regulations, please see [http://alaska.edu/files/classification/FY12-Student-Pay-Grid\\_Final\\_5\\_31\\_11.pdf](http://alaska.edu/files/classification/FY12-Student-Pay-Grid_Final_5_31_11.pdf) and <http://www.alaska.edu/bor/policy/09-05.pdf>

URAs may also request up to \$1,000 for supplies in support of any one-semester research project or up to \$2500 for supplies in support of any two-semester plus summer project. The expenditure of these funds will be administered by the departmental administrative assistant after approval by the mentoring faculty.

Awards cannot be used for: (a) personal expenses, (b) tuition, (c) academic expenses like classroom textbooks, or (d) travel unrelated to data collection for the funded project. Travel that supports sample collection or information (i.e. field work) will be supported. See [www.alaska.edu/inbre](http://www.alaska.edu/inbre) for funding opportunities in support of student travel to conferences.

F&A/indirect costs are not allowable under this funding opportunity.

## IV. REQUIREMENTS

- Awardees are required to maintain good academic standing (minimum 2.0 GPA) for the duration of the award. Transcripts must be provided upon application and upon request throughout the duration of the award.
- Awardees must be U.S. citizens or permanent residents of the U.S.

- c. Applicants must have a faculty mentor at their campus and prepare the proposal under the guidance of that mentor. Graduate students and/or technicians working with a faculty mentor at an eligible institution may serve as mentors.
- d. Research progress/results must be reported to Alaska INBRE by May 1, 2020 via the Alaska INBRE reporting database. For Associateship awards extending beyond May 1, 2020 (i.e. into summer 2020), progress/results must be provided to the Alaska INBRE reporting database by September 1, 2020. Awardees of INBRE funding will be required to comply with NIH guidelines and obtain an eRA Commons account via the host institution. The eRA Commons Username/ID is required when reporting to INBRE.
- e. Awardees are required to present their research findings at the URECA Symposium or INBRE Annual Retreat immediately following the end of their funding period. For more information regarding the URECA Program contact representative Kelly Jensen, (907)796-6280 [kmjensen@uas.alaska.edu](mailto:kmjensen@uas.alaska.edu). For more information regarding the INBRE Annual Retreat contact Lisa Hoferkamp, (907) 796 6538, [lahoferkamp@alaska.edu](mailto:lahoferkamp@alaska.edu). Special circumstances may be taken under consideration.
- f. INBRE must be cited as a funding source in any presentation or publication resulting from the funded project. Presentations (oral or poster) and publications must include the following acknowledgement and disclaimer:
 

"Research reported in this publication was supported by an Institutional Development Award (IDeA) from the National Institute of General Medical Sciences of the National Institutes of Health under grant number P20GM103395. The content is solely the responsibility of the authors and does not necessarily reflect the official views of the NIH."
- g. All safety training, any compliance committee approvals, such as Institutional Review Board or Institutional Animal Care and Use Committee, required of the undergraduate student or proposed project by your University of Alaska campus must be completed before any work can begin.

Failure to comply with award conditions will render students ineligible to apply for any future INBRE funding.

## V. APPLICATION

A complete application consists of a SINGLE Adobe pdf document (i.e. all application materials are presented as one .pdf document), which includes the following:

1. A brief letter of introduction that includes the title and topic of your project, a brief self-description and your educational goals including your area of study
2. A completed application (the application follows this funding description)
3. An electronic copy of your UAS transcript (unofficial is acceptable)
4. A signed letter of support from your faculty mentor

This SINGLE pdf document containing all four of the items listed above should be sent electronically to Lisa Hoferkamp at [lahoferkamp@alaska.edu](mailto:lahoferkamp@alaska.edu). An email acknowledgement of receipt will be sent within 24 hours (excluding Saturday and Sunday). If this acknowledgement is not received, it is the applicant's responsibility to follow up to ensure receipt of the application.

**PDF FORMAT REQUIRED:** Applicants should prepare the application using a word processing program and then **convert the files** to a single PDF document before submission. Save and submit this file with a file name of 50 characters or less that includes the applicant's first initial, last name and INBRE19\_20 URA (e.g. J Doe INBRE19\_20 URA.pdf).

For questions regarding the URECA/INBRE URA, contact Lisa Hoferkamp, Department of Natural Science, University of Alaska Southeast, (907)796-6538; [lahoferkamp@alaska.edu](mailto:lahoferkamp@alaska.edu)

## VI. REVIEW PROCEDURES

Proposals will be reviewed and rated by INBRE/URECA representatives and awards approved by the UA-INBRE4 PI. Applications will be evaluated with regard to 1) general relevance of the research to the overall objectives of Alaska INBRE, see [www.alaska.edu/inbre](http://www.alaska.edu/inbre), and 2) overall scientific merit of the project, i.e. clarity of hypothesis, how the objectives support the hypothesis, feasibility of methods, consistency between methodology and expected outcome(s), reference to supporting literature, 3) the applicant's academic standing, 4) grammar and 5) letter of support from mentor. The high scoring proposals will be forwarded to the INBRE Management Advisory Committee for approval. Announcement of assistantships will be made approximately 30 days subsequent to the acknowledged receipt date of application.



## RESEARCH PLAN

Please describe the intended research of proposed assistantship and what activities you will be doing (you should collaborate with your mentor in this response). Please include the following: Title, Hypothesis, Project Objectives, Methods, Expected Outcomes and References (1500 words maximum – references not included)

## Proposed Budget (direct costs only)

Please provide the hours for work carried out in the fall and spring semesters (max: 20 h/week) separately from hours occurring during the summer. **Please work with your mentor to correctly construct your budget request.** Note: Depending on the funding period, up to \$1500 is available for purchase of supplies and services.

BUDGET ITEM - <i>description</i>	AMOUNT
Fall 2019 WAGES: _____ hours at \$ _____ / hour <i>May not exceed 320 hours</i>	Total F19 wages:
Spring 2020 WAGES: : _____ hours at \$ _____ / hour <i>May not exceed 320 hours</i>	Total Sp20 wages:
Summer 20 WAGES: _____ hours at \$ _____ / hour <i>May not exceed 560 hours</i>	Total Su20 wages:
Summer 20 benefits (= Su18 WAGES x 0.095)	Total Su20 benefits:
SUPPLIES/SERVICES (list all):	TOTAL Supply funds:
	<b>TOTAL AMOUNT REQUESTED:</b>

## SIGNATURE

I certify that I fully understand the questions on this form and that information given in this application is true and correct.

Student Signature

Date

Mentor Signature

Date