ASSET Initiative Undergraduate Research Internship Program

Request for Proposals

The Arkansas Science & Technology Authority is proud to sponsor the Arkansas ASSET Initiative Undergraduate Research Internship. The purpose of this program is to provide funding that will encourage students to conduct in-depth research projects in the specific fields of study supported by the Arkansas Advancing & Supporting Science, Engineering and Technology (ASSET) Initiative, a National Science Foundation EPSCoR project administered by the Arkansas Science & Technology Authority.

Award Details*

The internship provides a student stipend of up to $2,000

Mentor awards may not exceed $500

Project Materials budget up to $1,000

In-state Travel Budget up to $800

Out-of-State Conference Presentation Travel Budget up to $1,200

Summer Research Institute Registration Fee $500

*Budget Adjustments and Justifications may be submitted to the funder for consideration if the change is deemed appropriate for the needs of the project by the funder, the proposing institution and the faculty mentor.

Award Terms

Spring and Summer

Summer only

Spring only (students who elect this option will still be required to attend the Summer Research Institute in May)

Faculty Mentor Eligibility

Tenured and tenure-track faculty members at all levels, including new faculty, are encouraged to apply. Research Assistant professors and 12-month appointees who have completed a STEM PhD may also sponsor a student researcher; however, the mentor must comply with all rules and regulations of their home institution governing their time and effort.
**Student Eligibility**

At least 30 semester hours credit toward degree at the time of funding

Minimum GPA of 3.0

U.S. citizen or permanent resident alien

Faculty member agreement to serve as mentor

Students from 2-year technical and 4-year liberal arts colleges are eligible to apply for this funding; however, a portion of their internship must be spent in residence with an ASSET research team at one of the following institutions: Arkansas State University, University of Arkansas, University of Arkansas at Little Rock

**Institution Eligibility**

All Arkansas students enrolled in public or private institutions of higher education offering two or more years of college student are eligible to work as interns in this program; however, proposals for funding MUST be submitted by the mentor from the mentor’s institution. (i.e. If a student at Pulaski Technical College applies to work with a faculty member at UALR, the proposal must be submitted by UALR.)

Proposing institutions must provide guidance and assistance to student and faculty research teams to handle the pre-award and post-award administration process. Proposing institutions must work with research teams and partner institutions to facilitate the logistics of research experiences that involve an undergraduate “scholar in residence”.

ASSET Undergraduate Research Internship Awards do NOT require an institutional cash match.

**Summer Research Institute (SRI)**

All 2015 ASSET Undergraduate Research Interns will participate in a Summer Research Institute May 26-31, 2015. Attendance is mandatory. During the institute students will have the opportunity to work one on one with faculty to enhance their knowledge of research best practices, lab techniques, grant writing, graduate school and other useful skills as they consider life after graduation. The $500 budget item for SRI is allocated to pay the cost of the SRI registration and it is expected that the cost of student travel to and from the SRI will be charged to the internship travel budget.

**Additional Information**

These internship awards should be handled in the same manner as the ADHE SURF program and student-faculty teams should consult their Office of Research and Sponsored Programs offices while preparing their proposals ESPECIALLY as regards the preparation of the budget.
This opportunity is for UNDERGRADUATES only. The only exception is that a graduating senior may also apply if they have not yet begun taking their graduate coursework at the start of their summer internship.

Please read the application carefully to ensure they complete all parts of the process. We anticipate that this will be a VERY competitive applicant pool this year so they need to pay attention to detail. Remember that these internships can be served at either the student's home campus or at an ASSET graduate research campus (Arkansas State University, University of Arkansas, University of Arkansas at Little Rock). If a student elects to remain at their home campus, the student will need to show strong evidence having a faculty mentor committed to helping oversee their ASSET-themed research project during the project term. The student MUST spend a minimum of 10 in-person hours working on-campus with an ASSET research lab group at Arkansas State University, University of Arkansas, University of Arkansas at Little Rock or University of Arkansas at Pine Bluff during the internship term. This is to help familiarize undergraduate students with the graduate opportunities available to them in-state if they decide to pursue doctoral studies.

NOTE: Science and Math Education majors are also eligible to apply for research support under this solicitation.

Interviews with Past ASSET Initiative Undergraduate Research Interns can be viewed on our YouTube Channel [http://tinyurl.com/k2fp6wm](http://tinyurl.com/k2fp6wm) as well as on the Arkansas EPSCoR Facebook page [https://www.facebook.com/arkansasepscor](https://www.facebook.com/arkansasepscor).

There will be a WEBINAR for interested faculty and students regarding this request for proposals on Monday, September 29, 2014 at 12 noon. If you plan to attend please fill out the registration link at: [http://tinyurl.com/nsz56se](http://tinyurl.com/nsz56se).
ASSET INITIATIVE SUMMER RESEARCH INTERNSHIP PROGRAM
REQUIRED MATERIALS FOR
APPLICATION SUBMISSION

The internship application must be assembled in the order listed below. Applications may be submitted by postal mail or electronically to the Arkansas Science & Technology Authority by November 7, 2014. Incomplete applications will not be funded. Applications received after November 7, 2014 will not be forwarded for review.

I. **Cover page.** This page includes certification that the institution agrees to assist students in making all travel and lodging arrangements, stipends and materials purchasing required for the completion of the internship, if funded.

II. **Mentor form and mentor’s vita** (2 page maximum for vita, if longer than 2 pages, only first 2 pages will be sent to reviewer). These documents must contain the names of students whom the mentor has supervised during the last five years as well as relevant, representative publications. Inclusion of an extensive publication list is not necessary. New faculty or faculty who has recently become research active should not hesitate to apply.

III. **Student form and/or student’s vita** (2 page maximum for resume, if longer than 2 pages, only first 2 pages will be sent to reviewer). Students must provide the student form, a copy of a current transcript as well as a listing of courses in which they are enrolled for the current semester. The transcript must be an official transcript. If the vita only is used, it must contain all information requested in the student form. Student must be enrolled as a full-time undergraduate student pursuing a science, technology, engineering or mathematics (STEM) major (Science/Math Education majors are also eligible to apply) and have minimum 3.00 cumulative grade point average to apply. Graduating seniors who plan to serve their internship at an ASSET Initiative research center are also eligible to apply for funding.

IV. **One-page summary of the proposed research.** The summary must include student and mentor name, institution, classification, grade point average, area of study, title of project, and summary of project.

V. **Description of the proposed research.** This description should be written by the student (maximum of five pages, double-spaced, if longer than 5 pages, only first 5 pages will be sent to reviewer). Appropriate references should be included, but these do not count as a part of the five pages. The description should specify the student’s actual involvement in the project, including a time schedule for the proposed funding period, i.e., the student will devote X hours each week for X weeks during the spring/summer. Week to week accomplishments should be included. Background for the project should be included, but should constitute no more than 25 percent of the project description. Students MUST spend a minimum of 10 in-person hours working on-campus with an ASSET research lab group at Arkansas State University, University of Arkansas, University of Arkansas at Little Rock or University of Arkansas at Pine Bluff during the internship term.

VI. **Abstract.** Interns are required to submit a one page abstract of the findings of his/her research and an electronic version of their research poster presentation or journal article.
submission at the end of project completion to the Arkansas Science & Technology Authority as follows:

August 31, 2015  Project completion due date

VII. Budget. The budget should include the periods for which the student and mentor will receive support. The project MUST be brought to a point of completion by August 31, 2015. All travel funds must be expended by August 31, 2015. Proposed funds requested by the mentor must be itemized. Funds provided for student travel should be used only by the student to present the results of his/her internship-funded research project at a research conference. Travel funds can also be used for travel to conduct surveys and/or interviews of human subjects, research libraries, and archaeological sites and museums.

No indirect costs are allowed. It is assumed the faculty salary will most likely be paid in the summer. Fringe benefits should be the same as for other faculty. The total budget requested must equal $6,000. Faculty have the right to decline the stipend if there is no prohibition in place at their institution; however, those funds should be rebudgeted to support one of the other areas of the research project. There is no required institutional match for this internship award.

The student’s funds are non-taxable under the Internal Revenue Service’s regulations on scholarships and fellowships.

VIII. Letters of support from the mentor and two additional faculty members (Total of 3 letters).

Included with this application are:
- The Evaluation Criteria that is used by the Committee to determine awards.

Deadline. Completed application and supporting documentation must be postmarked by November 7, 2014. Electronic submission is acceptable and can be directed to Marta.Collier@Arkansas.gov. Completed application packets may also be submitted by Mail to:

Arkansas Science & Technology Authority  
c/o Arkansas ASSET Initiative  
900 West Capitol Ave. Suite 320  
Little Rock, AR 72201

Broadening Participation for Greater Diversity

The Arkansas ASSET Initiative is a National Science Foundation Experimental Project to Stimulate Competitive Research project administered by the Arkansas Science & Technology Authority. The National Science Foundation has a strong commitment to broadening participation (http://www.nsf.gov/od/broadeningparticipation/bp.jsp). Groups underrepresented in materials research include women, underrepresented minorities (African Americans, American Indians including Native Alaskans, Hispanics and Native Pacific Islanders), and persons with disabilities.
Checking the underrepresented groups box(es) on the application is optional and will not exclude the application from being considered for funding.

The ASSET Initiative Summer Research Internship Award will require no institutional match, and will enable the students to be paid for research as well as provide an expanded travel budget in support of their research projects. Please check all boxes that apply to you.

### COVER PAGE

- [ ] African-American
- [ ] American Indian
- [ ] Native Alaskan
- [ ] Hispanic/Latino
- [ ] Native Pacific Islander
- [ ] Person with Disabilities
- [ ] Female
- [ ] 1st Generation College

1. Name of Student ____________________________________________________________

2. Eligibility of Student _____ U.S. Citizen _____ Permanent Resident Alien

3. Name of Faculty Mentor ______________________________________________________

4. Name of Applicant’s Institution ______________________________________________

5. Permanent Mailing Address and Telephone Number for:
   - Student
   - Mentor
   ______________________________________
   ______________________________________
   ________________________ ________________
   ________________________ ________________
   (____)__________________________ (____)__________________________

6. Email address __________________ Email address _____________________________

7. Title of Project _____________________________________________________________

8. Academic Department _______________________________________________________

9. Degree Sought _____________________________________________________________

10. Budget (Complete Budget Justification Form & attach to application)
    
    **Budget Categories** | **Enter amount below**
    ------------------------|------------------------
    Student Stipend *(cannot exceed $2,000)* | 
    Mentor Cost *(cannot exceed $500)* | 
    Student In-State Travel Cost *(cannot exceed $800)* | 
    Student Out-of-State Cost *(cannot exceed $1,200)* | 
    Materials Cost *(cannot exceed $1,000)* | 
    Summer Research Institute Registration Fee *(Required)* | $500.00
    **Total Project Costs (cannot exceed $6,000)** | 

    *Signatures of authorizing official and mentor denote that these individuals understand the guidelines for this program.*

11. Mentor Signature __________________________ Authorizing Institutional Official __________________________
    Dept __________________________ Title __________________________
    Date __________________________ Date __________________________

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MENTOR FORM

1. Name: ____________________________________________________

2. Department: _______________________________________________

3. Institution: ________________________________________________

4. Please include a brief statement of research/scholarly interests. If not included in the attached vita, please list recent pertinent publications or other scholarly accomplishments. New faculty and faculty recently beginning involvement in research are urged to apply. Such faculty should describe the reasons for wanting to be involved in research. (Use additional paper if necessary.)

5. List the undergraduate students with project titles you have directed in research or other scholarly activity during the last five years. (Use additional paper if necessary.)
STUDENT FORM

1. Name: _______________________________________________________

2. Education:
   a. Institution: ________________________________________________

   b. Program of Study\Degree: ___________________________________
      (interest area, e.g., biology, chemistry, mathematics, physics, engineering, etc.)

   c. Expected Graduation Date: _________________________________
      (If 2-year student applicant, indicate graduation date from 2-year institution;
      if 4-year student applicant, indicate graduation date from 4-year institution.

   d. Classification: ____________________________________________
      (Sophomore, Junior, Senior)

   e. Grade Point Average (GPA): _________________________________
      (minimum 3.00 GPA required for application submission)

   f. Hours Completed: _________________________________________

   g. Enrolled full-time: Yes____  No____

   h. Scholarships, Endowments, Fellowships, etc.: ___________________

3. Please provide any additional information that qualifies you for support
   by this program.  List your educational career goals.  (Use additional paper if
   necessary.)
**Budget Form**

Attach the appropriate budget form here. See Excel form attachment.
Selection Committee Evaluation Criteria  
*Reference Purposes Only*

**Student’s Name**  
Classification: Sophomore, Junior, Senior (circle one)

**Institution** _______________  **Department** _______________

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<thead>
<tr>
<th>Grading Criteria</th>
<th>Possible Points</th>
<th>Points Awarded</th>
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<tbody>
<tr>
<td>Student’s performance and accomplishments (G.P.A., activities, community service, etc.).</td>
<td>10</td>
<td></td>
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<tr>
<td>Appropriateness of courses completed for proposed research.</td>
<td>5</td>
<td></td>
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<tr>
<td>Mentor/Reference Letters of Support</td>
<td>10</td>
<td></td>
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<td>Does the application meet all of the requirements stated in the request for proposals and application?</td>
<td>10</td>
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<td>Does mentor have prior supervision of undergraduate researchers? New faculty should receive special consideration, as well as those recently beginning involvement in research.</td>
<td>10</td>
<td></td>
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<tr>
<td>Appropriateness of proposed mentor’s previous experience for the proposed project.</td>
<td>5</td>
<td></td>
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<tr>
<td>Research/scholarly activity/productivity by the mentor.</td>
<td>10</td>
<td></td>
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<tr>
<td>The proposed research project. *</td>
<td>40</td>
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<tr>
<td><strong>TOTAL POINTS AWARDED</strong></td>
<td></td>
<td>100</td>
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*Criteria for the awarding of points vary with the area of the endeavor. Criteria may include:  
✓ Feasibility of the project, i.e., is the project reasonable for the proposed student with the available facilities?  
✓ Is the proposed research/scholarly activity of value to the field of study?  
✓ Is the project of sufficient difficulty to challenge the student?  
✓ Will the project teach the student skills that are transferable to other research endeavors/scholarly activities?  
✓ List other criteria you deem appropriate below:  
✓ Is there some justifiable reason to give this proposal consideration for any additional points? If so, state the reason. For example, the candidate is from a group underrepresented in the area of endeavor. List below:*

**Note:** The student must have 30 semester credit hours completed when support starts, i.e. the student may apply before 30 semester credit hours are completed, but 30 semester credit hours must be completed when funding starts.