

Expanded Partnership Program

Student Engagement Fund

Application Instruction

U.S. Bank and the University of California, Office of the President have partnered to offer a UC-wide Student/Faculty Engagement Fund. U.S. Bank, as UC's Commercial Card provider, and in recognition of our strategic partnership which has spanned more than a decade, has committed to providing \$125,000 annually to support this unique fund.

The purpose of this fund is to support UC's core missions of teaching, research and public service by offering students an opportunity to work with faculty and staff on projects that will improve UC's procure-to-pay (P2P) systems, processes or programs while providing a unique experiential education opportunity. This partnership is focused on funding innovative opportunities to improve UC's payment programs, while driving efficiency and benefit back to UC.

Summary of Project Proposal Requirements

Student Engagement Fund proposals must be submitted in writing to U.S. Bank representative, [Cheryl Mielnicki](#).

Project proposals should describe how the project will benefit your campus P2P programs or UC-wide P2P systems (if there is applicability beyond your campus). Project objectives must describe a direct impact on UC Commercial Card programs (procurement, travel or virtual payment credit card products/systems) or interdependent functions in University of California Accounts Payable, Procurement, Travel and/or Strategic Sourcing functions. Proposals must include a defined project scope and objectives, expected outcome(s), an explanation of current need or gaps today, how the project will provide intern(s) with an opportunity to learn through the project and outline of project resource/time needs.

Who Can Apply

Projects must be proposed by a current UC employee who manages or administers the related department/function that is addressed in the project proposal. If a student or faculty member would like to develop a project, it must be submitted in collaboration with the appropriate UC employee as described above.

All projects must have an Executive Sponsor. Due to the time commitment that must be invested by a project Proposer (project execution/oversight, internship supervision), an Executive Sponsor is required for all projects.

This individual must have the authority to approve execution of a proposed project within a given department/function. Depending on the scope of a project, it will require a significant time commitment from the Proposer (typically a campus card administrator/manager), and may impact normal processes and practices at the

campus. Also, depending on scope, larger initiatives (especially if cross-functional) may need higher executive support.

Internship Component

All project proposals require a paid internship component. If an application is approved for funding, documentation confirming that the associated internship has been approved by the campus Career Center or other authorized governing body must be provided (though not required with the initial application). Approval of funding may be withdrawn if the internship proposed is not approved by the campus. Projects must include a strong student learning component, which may be supported by a faculty co-sponsorship/student mentorship (faculty co-sponsorship not required). Interns must be accommodated with all appropriate equipment and a workspace to support the project.

Project Timing

Projects may be proposed for any length of time. Projects are expected to be executed according to the timing listed in their proposal.

Project Funding

Funding requests should be supported with clear descriptions of internship wages and benefits as well as costs of all associated products or services. Within 30-45 days after project approval, funds will be transferred from U.S. Bank directly to the campus. Project Proposers will be responsible for managing costs against the fund and reporting balances to the UCOP Expanded Partnership liaison and/or U.S. Bank as required.

Evaluation of Proposals

U.S. Bank and the University of California Expanded Partnership team will evaluate all applications and select those that meet all requirements set forth above to their satisfaction. Projects will be selected until all funds for a given calendar year are disbursed. The evaluation team, made jointly of UC and U.S. Bank leadership, may ask for clarification and further documentation during the proposal evaluation process. Expectations for utilization of funds, alignment with the funds intent, project output, timing and reporting will be scrutinized by the evaluation committee. Accepted projects will be monitored by the UC/U.S. Bank Expanded Partnership team through completion.

Have questions? Please contact U.S. Bank representative, [Cheryl Mielnicki](#).

Project Proposal Intake Form

Submission Date: _____

Campus: _____

Executive Sponsor (*name/title/department/phone/email*):

Proposer (*name/title/department/phone/email*):

Faculty Co-Proposer (*name/title/department/phone/email*):

If applicable

Project Title: _____

Project Summary (*single sentence describing the proposed project*):

Single sentence describing the proposed project

Fund/Account Code: _____

Internship Information

Is Campus Internship Approval documentation attached? Yes No

Career Center/HR Approver (*name/title/phone/email*):

If applicable

Work schedule/hours: _____

Title code: _____ Hourly pay rate: _____

Working Title: _____

Supervisor (*name/title/department/phone/email*):

Relevant area(s) of study: _____

Brief description of required skills:

Undergraduate or Graduate Level: _____

Names of internship candidates already identified:

Along with the above intake form, you must submit your formal proposal as a separate document (in PDF format). Your proposal must include all of the following information:

- Project Title
- Project Summary – single sentence describing the proposed project
- Project Objectives (scope) – What problem are you trying to solve? What is the desired outcome? Provide as many examples/scenarios as possible that support the end goal, and include attachments if needed.
- Project rationale (describe all that apply) – provide detailed description of the value to business, including estimated dollar value if applicable
 - Revenue generation
 - Cost Savings
 - Improved cardholder experience
 - Streamlined administration
 - Risk reduction, regulatory, or compliance
 - System improvements or upgrades
 - Other
- Current process being addressed (if applicable)
- Description of internship learning objectives – such as: research, systems design, communication development, etc.
- Description of how internship learning outcomes will be measured – such as: creation/execution of an end product, demonstration of learnings, presentation, etc.
- Faculty Co-Sponsor projection function (if applicable) – describe how the faculty partner will support this project
- Project Timeline – including major milestones; start and end dates
- Project Tracking and Reporting – provide a proposed plan for tracking and reporting progress to the UC/U.S. Bank Expanded Partnership team
- Total Project Funding Requested – total amount of funding being requested for the duration of the project with detailed explanation of costs