

## [UC-HBCU Project Plan Narrative—Summer Research Internship Support Grant]

**[Be sure to fill out the document header (above, double click on it).**

Be sure to delete the instructions in the final copy (text between brackets).

*The minimum font size is 11 point. The minimum margin size is 1/2 inch (not counting formatted header or footer). There is no required font style, but Times New Roman or Arial are recommended. **Maximum length for the narrative is 4 pages.***

Note: When you have completed the Project Plan narrative on this template (offline), it must be converted to a Portable Document Format (PDF) file (with filename ending in “.pdf”). proposalCENTRAL does not perform pdf conversions.

Respond to each of the following items to complete your Project Plan narrative. Please retain the subheadings below to format the narrative. For presentation, we recommend formatting the subheadings in bold type.]

- **Students & Mentors:** Indicate the number of student interns to be mentored in 2018 and number of weeks for the internship. List the HBCUs you expect to recruit student interns from. Explain the approach or process to identify and select student(s) intern to be mentored in the summer of 2018. This process/plan is at the discretion of UC faculty and HBCU partners. Selected interns must be enrolled students in good standing at an HBCU. Project plan must include the number of students to be mentored through the project and if determined the intended general research area. If there will be other mentors involved beyond the PI please identify all other faculty mentors. *Please be advised all awarded proposals must confirm specific student participants, for summer 2018, with the Office of the President no later than December 1, 2017.*

If the PI intends to target student interns who will be undergraduates not only for summer 2018, but also for subsequent summers the PI should indicate her/his desire to target such students and note any interest in potentially mentoring the same student the following summer(s). Such interest should be noted in the Project Plan. Upon completion of a successful summer, the PI may request that the summer research internship grant be renewed for another summer. The grant is only renewable to support the same student intern until that student receives a baccalaureate degree from her/his home institution.

- **Activities:** Describe all planned co-academic, skill building, and social or networking support activities outside of the planned research experience. Providing a general week by week schedule summary will be helpful.
- **Departmental History:** Explain departmental history and efforts on behalf of outreach and enrollment of underrepresented groups, particularly African Americans. PIs should also discuss their qualifications, knowledge and demonstrated commitment relevant to leading project efforts.
- **Logistics:** Clearly indicate how co-academic programming, program logistics and support activities will be handled (such as travel and housing arrangements for the student interns as well as disbursing stipend payments, etc.).

Applicant's Name: Last, First MI

Applicant Institution:

-Who is responsible for budget administration, record keeping, reporting, coordination of financial expenses and other administrative duties associated with hosting students?

-Will there be a graduate student or post-doctoral fellow assisting with the mentoring or providing other support to the student interns?

- **Mentoring:** Describe the follow up mentoring plan for summer research interns. Are there plans to stay engaged with summer interns after their summer research experience has ended? How will mentoring continue?
- **Evaluation:** Explain the proposed methods and metrics to be used to evaluate and assess the effectiveness of the summer research experience.