

[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 5 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 2025 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 2025. 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. Proposals must include at least 2 student interns. If there will be other mentors involved beyond the PI please identify all other faculty mentors. Also indicate the role and/or commitment of program/department leadership as well as other program faculty, beyond those specifically serving as mentors. *Please be advised all awarded proposals must confirm specific student participants, for summer 2025, with the Office of the President no later than December 1, 2024.*
- **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. Indicate whether your academic program and/or department has undertaken any formal faculty training on conscious and/or unconscious bias. Please be specific and indicate the type and nature of any such training. Also indicate who participated, specifically what percentage of ladder-rank faculty participated and when (year). This information must be provided for all proposals; if your department has not undertaken such efforts, please indicate that. If your department chair or dean is making a commitment to such training, please provide tangible evidence to the committee.

- **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.).
 - 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? PIs are required to accurately account for work hours and appropriately compensate UC graduate students who serve on the project.
- **Mentoring:** Describe the follow up mentoring plan for summer research interns. Who will share the effort of effective long-term mentoring of the interns? What will their roles be? 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.