

Request for Project Proposals: 2018 Summer Undergraduate Internship Program

PURPOSE: The National Great Rivers Research & Education Center (NGRRECSM) at Lewis and Clark Community College (L&C) seeks project proposals to support undergraduate interns for the summer of 2018. This RFP is intended to solicit proposals from individuals who wish to receive an NGRREC funded intern to support the efforts of the host institution.

PLEASE NOTE: One intern per project. Projects should be suitable for students entering their sophomore and junior years, some with limited to no research experience, and be able to complete project training and deliverables within the nine-week timeline.

APPLICATION DEADLINE: Proposals are due via electronic submission by Monday, November 20, 2017, 17:00 CST. Late submissions will not be accepted.

CONTACT INFORMATION: For questions regarding this RFP, please contact Intern Program Coordinator, Natalie Marioni at ngrrecintern@lc.edu or (618) 468-2783.

PROPOSAL GUIDELINES: Proposals must be submitted online using [this form](#). Instructions for submitting your proposal can be found in the [Project Proposal Instructions](#) document. Each proposal must include the following components:

1. Brief project summary
2. Full project description
3. Contributions to specific area of interest
4. How the project is related to NGRREC's mission (noted on the NGRRECSM website)
5. A detailed outline of duties and responsibilities for the proposed intern
6. A nine-week project timeline or plan
7. How the project will be of benefit to the student
8. Budget request

FUNDING: The 2018 Intern Program is contingent upon available funding. Due to changes in funding, we hope to support at least 10 projects through this RFP, but note that funding is still pending for the 2018 cycle and will influence the number of projects we are able to support for 2018.

Advisor/Project Funding

Funding for miscellaneous project expenses is available up to \$1,500 for non-inventoried equipment, materials, supplies, contractual services, project-related travel (for the student and advisor), and advisor travel to the July 30-31 Symposium, with budget justification. Please see the budget policies document for more detailed guidelines related to approved budget items and required procedures for submitting supply purchase requests.

Intern Funding

Students will receive a stipend for their full participation in the Intern Program. Student stipend funds are not part of the \$1,500 advisor/ project budget and should not be reported in your proposal.

AREAS OF INTEREST: Priority will be given to proposals for on-site and field-based internships dealing with topics relevant to the aquatic and terrestrial ecosystems of great rivers, specifically the confluence area of the Illinois and Missouri rivers with the Mississippi. To see the projects supported by the NGRREC Intern Program for the last three years, please visit our [Intern Program website](#) and view the proceedings for 2014-2017 internship years.

In your proposal, you will be required to state which of the following priority area(s) your project relates:

- Soil and water quality management: river, floodplain, and watershed ecology and management
- Population and community ecology of riverine, floodplain, and upland biota
- Water quality assessments
- Economics of river communities and river resources
- Environmental policy, regulatory, administrative, monitoring, inventory, or nonprofit work
- Ecosystem services
- Public attitudes/social issues related to the management of large rivers and their watersheds
- Science, technology, engineering and math (STEM) education programs related to local watersheds or large river systems
- Environmental education or communications product such as a completed workshop or event

ADVISOR RESPONSIBILITIES: Proposed internships must provide a meaningful learning experience for the student and be well managed by the advisor. These projects are intended to provide *entry level students* with experience and exposure to projects that will encourage a profession related to science. The advisor submitting the proposal agrees to be responsible for the design of the nine-week project, to be available for instruction, supervision, and mentoring of the intern, and review of intern deliverables. Program deliverables include a project summary and abstract, poster, and oral presentation, the latter two of which will be delivered at a two-day Intern Symposium at the conclusion of the program. The advisor submitting the proposal also agrees to attend the two-day Intern Symposium, as this event is a key component of your intern's learning experience.

If someone other than the person submitting the proposal is assigned as the primary contact to work with the intern, this individual must be identified within the proposal. If for any reason, the lead advisor becomes unavailable to mentor the intern and a decision is made to assign another advisor from within his/her organization to the intern, NGRREC must be notified of this change immediately. NGRREC reserves the right to approve the designated appointee.

INTERN SELECTION PROCESS: After advisor projects have been selected, a list of available projects (including project title, host organization, internship location, project summary, and student responsibilities) will be posted on the NGRREC intern website (www.ngrrrec.org/internship). A student application announcement will be widely distributed throughout the US. Additionally, advisors are encouraged to announce the program to students within their respective institutions or affiliated with their organizations. Students submit applications to NGRREC through the L&C human resources application site. Applications of eligible students are assessed by an NGRREC review committee who then match student skills and interest with available projects before making a final approval of a student's acceptance to the program. Once students have verbally confirmed acceptance of the internship, a letter will go out to both students and advisors including reciprocal contact information and other pertinent Intern Program details.

Preferred Intern

We are no longer accepting preferred intern suggestions for projects we are supporting through funding. If you have a student you would like included in the NGRREC Intern Program, you must adhere to the following guidelines, *no exceptions*:

- Advisor provides internship funding (project funds and student stipend).
- Advisor must include their intention to provide project and student funding in their project

proposal.

- Advisors must provide Intern Program Coordinator with the name of the preferred student via email by January 15, 2018.
- Student must meet all NGRREC student selection criteria, including GPA requirement, availability to attend in full the Short Course and Intern Symposium, and intern selection review.
- Student must apply by the application deadline.

For additional information about preferred students, please contact Intern Program Coordinator at ngrrecintern@lc.edu.

Student Requirements

Students must be enrolled at an undergraduate or junior/ community college or university, have a minimum of 3.25 GPA, and must complete an online application form including: a biographical sketch, college transcript (unofficial permitted), and résumé. Preference will be given to students in their sophomore and junior years at the time of application.

PROJECT TIMELINE: Please plan for the proposed project to be completed within the nine week timeframe of the internship. While there may be some exceptions to this, such as interns working on ongoing projects, it is important that there be a clear focus and component on which the student will be working to ensure they have clear deliverables for *their piece* of your larger project. This experience is designed to provide selected interns with a complete experience, from understanding the project development and design to participation in the data collection, analysis, and evaluation. If the intern project includes a workshop, program, product, or event, the deliverable (i.e. workshop or product) will need to be *completed* within the timeframe of the internship so that the results of that deliverable are presented at the concluding symposium. Please keep in mind the intern program deadlines as you develop your project proposal. See the [Important Deadlines](#) document for additional detail.

Work Week

Students will report to your site on Tuesday, May 29, 2018. Monday May 28, 2018 is an NGRREC-L&C holiday in observance of Memorial Day. The internship is expected to be a fulltime internship (40 hours per week) from May 29 to July 28, 2018.

IMPORTANT DEADLINES: Advisors should be aware of the advisor and student deadlines to plan project timelines and ensure your ability to assist your intern with meeting these due dates. The dates and details of these deadlines can be accessed in the [Important Program Deadlines document](#).

BUDGETS AND PURCHASING: Please see the [Purchasing Policy and Budget Guidelines](#) document for full details, including the two purchasing policy options, how your project funds can be used and the fiscal closeout period, during which supplies cannot be ordered. In compliance with L&C's purchasing policies, all expenses must be incurred prior to August 2, 2018. Purchase of non-intern related and inventoried equipment, such as computers, and printers is discouraged and must be approved prior to acceptance of the intern project. If you plan to purchase inventoried equipment, please note this in your proposal.