

2019 Summer Undergraduate Internship Program

Request for Project Proposals

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 2019. 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 allow for the students to complete project training and deliverables within the nine-week timeline.

APPLICATION DEADLINE: Proposals are due via the electronic submission link by Sunday, November 25, 2018, 23:59 CST. Late submissions will not be accepted.

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

PROPOSAL GUIDELINES: Proposals must be submitted online using [this Google form](#). A copy of the proposal form is included at the end of this document and includes details about the information requested, include page or character limit. 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
9. Budget narrative**

***Please make note of character limits and the details that will be published on our website and distributed to students.*

FUNDING: The 2019 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 2019 cycle and will influence the number of projects we are able to support for 2019.

Advisor/Project Funding

Funding for 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 29-30 Symposium, with budget justification. Please see the [budget policies document](#) for more detailed guidelines related to approved budget items and required procedures for submitting 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.

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 (traditional purchasing policy only). **In compliance with L&C's purchasing policies, all expenses must be incurred prior to July 31, 2019.** 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.

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. To see the projects supported by the NGRREC Intern Program for the last six years, please visit our [Intern Program website](#) and view the proceedings for 2013-2018 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. However, please note that a copy of the preliminary poster is included in the printed symposium proceedings which goes to print a week and a half before the symposium. 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 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.ngrrec.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 for the program (not a project) through an online application form. 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. A letter will go out to both students and advisors via email notifying both of the internship match. The letter will include reciprocal contact information and other pertinent Intern Program details so that the student and advisor may at that point contact each other.

Intern Selection & Match

Students apply to the program, *not* for specific project. All student applications are reviewed equally and the review committee matches the interns based on a variety of considerations.

Preferred students will only be considered in cases where the advisor is providing the funding. If you have a student you would like included in the NGRREC Intern Program and matched with your project they will only be considered if the advisor is providing the supporting funds and adheres to the guidelines listed below, *no exceptions*:

- Advisor provides internship funding (project funds and student stipend).
- Advisors must provide Intern Program Coordinator with the name of the preferred student by January 15, 2019.
- 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. Students may also wish to upload a cover letter (optional but encouraged). 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' section of this document for additional detail.

Work Week

Students will report to your site on Tuesday, May 28, 2019. Monday May 27, 2019 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 28 to July 28, 2019. The Intern Symposium will take place on Monday and Tuesday, July 29-30, 2019.

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 their project deliverables. The dates are listed on our [Intern Program website](#) for quick reference throughout the program. Additional purchasing and budgeting deadlines will be provided upon proposal acceptance.

November 25, 2018 – Project Proposal Due: To receive full eligibility you must submit your project proposal by November 20, 23:59 CST via the electronic form.

December 19, 2018 – Proposal Notification: Advisors should be notified by this date of their proposal application status.

December 19, 2018 – Student Applications Open: We anticipate posting the student application link by this time.

January 23, 2019 – Student Applications Due

March 8, 2019 – Student-Advisor Match Made: Students and advisors should be notified of their project/student match by this date.

March 8- May 11, 2019 – Advisor-Intern Phone Call: All advisors should schedule and complete an initial phone call with their assigned student intern with this time.

Early to mid-May (specific date TBD), 2019 – Advisor-Program Coordinator Call: As in the past few years, the Program Coordinator will host a conference call for advisors during the month of May. During this call, the coordinator will go through the purchasing procedures and guidelines and will be a chance for advisors to ask questions about those or other program deliverables.

May 20-24, 2019 – Intern Short Course: All interns are required to participate in a week-long short course and orientation at NGRREC's field station in East Alton, IL. This short course is designed to provide each student with an overview of natural resource issues in order to better frame their summer internship projects within a 'bigger picture' context. Time will also be spent during this week going over necessary HR paperwork, guidelines for reimbursements, and details of their internship assignments. Housing and lunch will be provided by NGRREC during the short course.

May 28, 2019 – Intern's First Day: This will be the first day that the intern will report to their assigned project location.

June 12, 2019 – Student Project Summary Due (by midnight): All interns will prepare a short (less than one page) summary of their summer project. This should be written by the student to gauge student understanding of their summer work and ensure they are clear on the goals and objectives of their project. Advisors should review these before student submission.

July 12, 2019 – Abstracts Due (by midnight): All interns will prepare a presentation abstract to be included in the Intern Symposium proceedings.

July 17, 2019 – Initial Poster Due (by midnight): All interns will prepare a scientific poster describing their summer internship and results from their research. This poster is published in our Intern Symposium proceedings. The poster submitted by this date should be complete or as near complete as data analysis will permit at this time.

July 24, 2019 – Final Poster Due (by midnight): L&C Media Services will print posters presented at the poster session during Symposium. If your organization has the funding and capability to print the posters or if you would like to include this cost as part of your Intern Program project budget, you can choose *not* to have L&C print the poster and you can instead print the full size poster yourself, to allow your intern and you a few extra days to finalize the poster. ***However, please note that if you choose this option, a student's final paycheck is contingent upon arriving at the Symposium (July 29) with their printed poster of the size specified in the student assignment guidelines.***

July 29-30, 2019 – Intern Symposium: Interns are required to attend both days of a two-day symposium and give presentations (oral and poster) about their project. The poster and oral presentation are to be reviewed by the advisor prior to submission. *The intern advisor, or a designated representative, is also required to attend the full Symposium.*

Request for Advisor Proposals: Summer 2019

Undergraduate Intern Program

Proposals are due by 23:59 CST on Sunday, November 25, 2019. Late submissions will not be accepted. For questions regarding the RFP or proposal, please contact Intern Program Coordinator, Natalie Marioni at ngrrecintern@lc.edu.

Visit www.ngrrec.org/Internship for the following materials to help you develop your proposal:

- Request for Project Proposals (RFP) document
 - includes a copy of each proposal form questions and details about requested information)
 - includes a list of important program deadlines
- Purchasing Policy Options and Guidelines

PLEASE NOTE: This form does not allow you to save edits and return later to submit. We suggest creating a word document of your responses ahead of time, to ensure that you have a copy of your proposal and to prevent being timed out of the system during submission. While you will not be able to save a copy of your proposal submission, the last question allows you to indicate whether or not you would like for us to provide you with a PDF of your full proposal materials.

* Required

1. Email address *

Please enter information about the internship advisor(s).

The 'lead' advisor is the mentor primarily responsible for supervising this project and intern and to whom most communication will be directed regarding project budgets, proposal clarification, etc. List any 'coadvisors' (up to 3) who will also have a key role in working with your intern. Both the lead advisor and up to 3 coadvisor(s) will be included in all program communication.

LEAD ADVISOR Information

2. Personal Honorific *

Please state how you should be addressed (Dr., Mrs., Mr., etc.).

3. First Name *

4. Last Name *

5. **Job Title ***

6. **Phone number ***

7. **Alt. Phone number (cell)**

8. **Affiliation ***

Please provide the name of your university, college, or organization.

8. **Street address ***

9. **City ***

10. **State ***

11. **Zip ***

12. **Has the lead advisor been an NGRREC intern advisor before? *** *Mark only one oval.*

Yes No

13. **Are there any co-advisors? *** *Mark only one oval. Up to 3 co-advisors may be added*

Yes *Skip to question 14.*

No *Skip to question 40.*

Co-Advisor #1 (of 3 possible) CO-ADVISOR Information

15. Co-advisor (1) Honorific *

Please state how your co-advisor should be addressed (Dr., Mrs., Mr., etc.).

16 Co-advisor (1) First Name *

17 Co-advisor (1) Last Name *

18. Co-advisor (1) Job Title

19. Co-advisor (1) Email address *

20. Co-advisor (1) Phone number *

21. Co-advisor (1) Affiliation *

Please provide the name of the co-advisor's university, college, or organization.

22. Has the co-advisor (1) been an NGRREC intern advisor before? * *Mark only one oval.*

Yes

No

23. Are there any additional co-advisors? * *Mark only one oval.*

Yes *Skip to question 23.*

No *Skip to question 40.*

PROJECT INFORMATION

Please provide information regarding the proposed internship project.

41. Project title *

42. Project location *

Please provide the address where the student would be based most of the time and where the student should establish housing for the summer.

43. Please select the one area to which your project most relates. In the subsequent section, you can provide other areas to which your project relates. *

Priority will be given to proposals with on-site, field-based (when appropriate) internships dealing with topics relevant to the aquatic and terrestrial ecosystems of great rivers, specifically the Mississippi River Watershed. *Mark only one oval.*

- 1. Soil and water quality management: river, floodplain and watershed ecology and management
- 2. Population and community ecology of riverine and floodplain biota
- 3. Water quality assessments
- 4. Economics of river communities and river resources
- 5. Environmental policy, regulatory, administrative, monitoring, inventory, or not-for-profit work
- 6. Ecosystem services
- 7. Public attitudes/social issues related to the management of large rivers and their watersheds
- 8. Science, technology, engineering and math (STEM) education programs related to large river systems
- 9. Environmental education or communications product such as a completed workshop or event
- Other: _____

44. Are there any other topics on which your project will focus? * Check all that apply.

- 1. Soil and water quality management: river, floodplain and watershed ecology and management
- 2. Population and community ecology of riverine and floodplain biota
- 3. Water quality assessments
- 4. Economics of river communities and river resources
- 5. Environmental policy, regulatory, administrative, monitoring, inventory, or not-for-profit work
- 6. Ecosystem services
- 7. Public attitudes/social issues related to the management of large rivers and their watersheds
- 8. Science, technology, engineering and math (STEM) education programs related to large river systems
- 9. Environmental education or communications product such as a completed workshop or event
- 10. Other: _____

45. Brief Project Summary *

Summarize your project in one to two paragraphs. This summary will be included online for student applicants to review and determine which projects interest them most.

Max 1500 characters, incl. spaces.

46. Complete Project Description *

Provide a full project description here, outlining clearly the goals and objectives of your project and the intern's part in the project. Please be as succinct as possible but include enough details that the project selection committee can evaluate the fit of this project with NGRREC's mission and internship program goals. **Please limit to 1.5 pages (in Word).**

47. How will this project relate to NGRREC's mission? *

NGRREC's mission statement can be found on the NGRREC website (<http://www.ngrrec.org/About/>).

48 Provide a nine-week project timeline or plan. *

For program deadlines and deliverables such as poster due dates for the printed proceedings, see the 'Important Program Deadlines' section in this RFP. Keep in mind that many students may have limited to no prior research experience or experience in your research area. Projects and associated timelines should be developed accordingly.

49. Will this project be completed entirely within the internship period? *

Interns will begin work with their mentors on Tuesday, May 28 and conclude on July 30. Please keep in mind any necessary training to get your intern up to speed with data collection protocols or species ID and the intern program deliverables throughout the project. *Mark only one oval.*

Yes *Skip to question 50.*

No, this project was initiated prior to or will continue after the student completes the internship. *Skip to question 49.*

Other: _____

ONGOING PROJECT DETAILS

50. You answered "No" to the previous question about this project being completed within the nine-week internship period. Please provide a brief explanation. *

INTERN DETAILS

Please provide information regarding the skills required of your intern. This information will help us best match a student with your project.

51. In what ways will the student benefit from participating in this project? * This description may be provided to the student.

52 Provide a detailed outline of what the student's duties and responsibilities will be. *

This paragraph will be included in the information provided to students during the application period. This outline will also provide the selection committee with the necessary information to match the best student with the right project. For example, if general bird ID experience is helpful, note that. Keep in mind that this program is designed for students coming out of their freshman and sophomore years and techniques and skills training may be required before they're off the ground running.

53. In which activities may your intern be involved? *

In which activities may your intern be involved? This information will be included in the project summaries posted on the website for students during the application period. Select all that may apply. *Check all that apply.*

- fieldwork in various weather conditions (hot, buggy, etc.)
- physically strenuous activities (carrying heavy gear, operating machinery, etc.)
- extended periods of lab work
- extended periods sitting for computer work
- conducting surveys or interviews with the public or special interest groups
- using a personal vehicle for field or project related travel
- using a personal computer for project related work
- none of the above
- Other: _____

54. Please list any skills necessary for your student to have prior to starting your internship. For example, maybe one semester of GIS or an organic chemistry course or basic bird ID skills would be helpful. However, but requesting that a student has specific Midwestern macroinvertebrate ID will make it much more difficult to find a suitable match. This helps us match the right student with the right project. *

55 Do you have housing through your organization that would be available to an out of town intern? *

Note that advisors with projects that can either provide housing (whether or not paid for by the student) or can assist the Intern Program committee in finding suitable housing in your project location will be given higher priority than those who are unwilling to assist in identifying potential local housing for the student. *Mark only one oval.*

- Yes *Skip to question 55.*
- No, but I would be willing to assist the Intern Program committee in identifying potential summer housing. *Skip to question 58.*
- No and I would be unable to assist the Intern Program committee in identifying potential summer housing. *Skip to question 58.*

Student Housing - Option Provided

56. What is the approximate monthly cost incurred by the student?

57. Please provide other details about this housing. *

For example, which utilities are included, are the accommodations shared with other students, etc.

58. Please provide the contact information for this housing option (the person the student should contact to set up their summer housing). *

Budget

59. Are you requesting any project funding from the program (up to \$1,500)? * Mark only one oval.

- Yes
- No Skip to question 65.

BUDGET INFORMATION

Provide the following information regarding your proposed project budget.

Please refer to the Purchasing Policy and Budget Guidelines posted on the Internship Program website (<http://www.ngrrrec.org/Internship/>) for specifics on allowable purchases and the purchasing guidelines. NOTE: Do not include the intern stipend in your budget total.

Total budget request not to exceed \$1,500 and should not include taggable items (computers, tablets, etc.). For questions about allowable budget items, please contact Intern Program Coordinator, Natalie Marioni (ngrrrecintern@lc.edu).

60. Which purchasing policy will you be following? * Mark only one oval.

- Reimbursement Policy (advisors who have the ability to get reimbursed for their purchases)
- Traditional Policy (L&C/ NGRREC and other advisors who DO NOT have the ability to get reimbursed for their purchases)

61. Total budget requested. *

Budget Request Breakdown

Please include the whole dollar amount for funds requested for your project in each of the following categories and provide the budget justification after each category.

62. Supplies & Equipment Cost *

Inventoried or tagged equipment (tablets, computers, printers, etc.) are not permitted. Use whole dollar amounts and do not include dollar (\$) symbol.

63. Contractual Services Cost *

These would be services to hire an outside lab or organization to complete analyses, rental equipment, etc. for the purpose of your project. Use whole dollar amounts and do not include dollar (\$) symbol.

64. Travel Costs *

Budget requested for you and/ or your intern travel to field locations, stay in hotels while visiting remote field locations, etc. You can request a portion of your budget to go towards reimbursing you (and your co-advisor) for travel costs to attend the required two day Intern Symposium. Use whole dollar amounts and do not include dollar (\$) symbol. NOTE: L&C reimburses mileage at a rate of \$0.45/ mi., regardless of your institutional rate.

65. Please provide budget justification. Make sure to include each of the categories for which you are requesting funds to support your project. *

SYMPOSIUM ATTENDANCE

66. Are you available to attend the required Intern Symposium on July 29 & 30, 2019? *

Please note the intern advisor (or co-advisor) is required to attend the two-day symposium. If you are not able to attend, you must provide the name of the person attending in your place. *Mark only one oval.*

- Yes, both days. *Skip to question 67.*
- Yes, but only the day my intern will present. *Skip to question 67.*
- No, but a co-advisor will attend. *Skip to question 67.*
- No. I will list the name of the person attending in my place in the next question. *Skip to question 66.*

SYMPOSIUM REPRESENTATIVE

67. Please provide the name of the representative attending the July 29 & 30 Intern Symposium on your behalf.

FINAL PROPOSAL QUESTIONS

68. How did you learn about the Intern Program call for proposals? *

69. Did you find this proposal form easy to complete? * *Mark only one oval.*

- Yes
- Somewhat
- No

70. Feel free to comment further.

71. Would you like a PDF printout of your full proposal materials emailed to you? * *Mark only one oval.*

- Yes
- No

You must select the "submit" button below to complete your proposal submission.

Please make sure that you have reviewed all content before submitting your proposal. Once submitted, you will not have the ability to edit your proposal. You will receive an automatic email confirmation once you submit.

If you have any questions about this form or the intern program, please contact Intern Program Coordinator, Natalie Marioni at ngrrecintern@lc.edu.

72. If you have any questions or would like to provide other project details not included in the above sections, please do so below before submitting your proposal.

A copy of your responses will be emailed to the address you provided

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