

2018 Summer Undergraduate Internship Program

Project Proposal Instructions

PROPOSAL SUBMISSION INSTRUCTIONS: Proposals must be submitted using our online form *not this document*. A detailed outline of the proposal form questions is listed below. ***PLEASE NOTE:*** The online form does not allow you to save a draft to return to later. Because of this, we recommend using the proposal questions provided in this RFP to create a Word document from which you can copy and paste content into the online form once you are ready to submit. This may only be necessary for the narrative sections of your proposal such as, but not limited to, project descriptions, project timelines, and budget justifications. Once you start the form, we suggest also completing it in one sitting to avoid being timed out of the online form.

To access the online form, click [this link](#) or visit: <https://goo.gl/forms/cjA6NRMgNZWSSqzr2>. This link can also be accessed via our [Intern Program website](#).

Proposal Form Questions

Lead Advisor Information

Title:
First Name:
Last Name:
Job Title:
Email address:
Phone number:
Alt. Phone number (cell):
Affiliation:
Street address:
City:
State:
Zip:

CO-Advisor Information (up to 2)

Title:
First Name:
Last Name:
Job Title:
Email address:
Phone number:
Alt. Phone number (cell):
Affiliation:
Street address:
City:
State:
Zip:

PROJECT INFORMATION

What is your project title?

Where will this project be based? *Please list the city and state of the primary project location. This should be the city and state where the student intern will be located.*

Please select the area of interest to which your project *most* relates.

In the subsequent section, you can provide other areas to which your project relates.

1. Soil and water quality management: river, floodplain, and watershed ecology and management
2. Population and community ecology of riverine, floodplain, and upland biota
3. Water quality assessments
4. Economics of river communities and river resources

5. Environmental policy, regulatory, administrative, monitoring, inventory, or nonprofit 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 local watersheds or large river systems
9. Environmental education or communications product such as a completed workshop or event

Will this project be completed entirely within the internship period?

Brief Project Summary (maximum of 1500 characters, including spaces): *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.*

Complete Project Description: *In this section, outline clearly the goals and objectives of your project. Please be as succinct as possible. Limit to 1.5 pages total (single spaced, no less than 11 point font, Times New Roman, standard margins).*

How will this project relate to NGRREC's mission? *Our mission can be found at <http://www.ngrrec.org/About/>.*

Provide a nine-week project timeline or plan. *Interns will begin work with their mentors on Tuesday, May 29 and conclude on July 27. 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. To view program deadlines and deliverables such as poster due dates for the printed proceedings, see the Important Program Deadlines document posted on the Internship Program website (<http://www.ngrrec.org/Internship/>).*

INTERN DETAILS

*This information will help us best match a student with your project. **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 (all 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 the GPA requirement and availability to attend in full the Short Course and Intern Symposium.*
- *Student must apply by the student application deadline.*

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

How will the project benefit the student intern? *This paragraph will be included in the information provided to students during the application period and will also provide the student selection committee with necessary information to match the best student with the right project. For example, if general experience in bird ID or a basic GIS class is helpful, note that. These projects should not require highly specialized skills that cannot be taught during the course of the nine-week internship. Keep in mind that this program is designed for students coming out of their freshman and sophomore years who may not have prior research experience; Techniques and skills training may be required before they are off the ground running with your project.*

In which activities may your intern be involved? (Select all that apply.)

1. fieldwork in various weather conditions (hot, buggy, etc.)
2. physically strenuous activities (carrying heavy gear, operating machinery, etc.)
3. extended periods of lab work
4. extended periods of computer work
5. conducting surveys or interviews with the public or special interest groups
6. using a personal vehicle for field or project related travel
7. none of the above

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

OTHER DETAILS

Are you available to attend the Intern Symposium on July 30 & 31, 2017?

Please note that we do expect all intern advisors to attend both days of the Symposium. Attending only the day your intern presents their oral talk is highly discouraged. We want students to have a full audience of scientific professionals so they can gain experience in presenting beyond their peer group and as young professionals themselves.

If not, please provide the name of the representative attending the Symposium on your behalf.

BUDGET INFORMATION

Remember to reference the budget guidelines for allowable and unallowable items. Factor in shipping and freight costs and other ancillary charges (i.e. hazardous materials fees). L&C is tax exempt, so you do not need to account for taxes on supply purchases. As a tax exempt institution, we cannot reimburse tax expenditures you incur under the Reimbursement Purchasing policy. Do not include the student stipend as part of your budget.

Which purchasing policy will be you following? To see an outline of the two options, please see the Purchasing Policy and Budget Guidelines document posted on the Internship Program website (<http://www.ngrrec.org/Internship/>).

Please enter the requested budget amount (whole dollars only) for the budget categories below:

Supplies & Equipment:

Contractual Services:

Project Related Travel:

Symposium Related Travel:

Please provide a budget justification for each category. Include a list of the supplies to be ordered, travel and lodging needed, etc. Be as detailed as possible and include a list of all anticipated expenditures by budget category. If you are attempting to purchase inventoried items, which are not generally allowable purchased, you must justify those here. You will be notified at a later date if those purchases will be permitted. Travel costs include transportation (\$0.45/ mile if using a personal or agency vehicle; rental car and gas receipts if renting a vehicle), hotel costs, and per diem food (if traveling long distances).

Budgets not to exceed \$1500.

