

## Undergraduate Program Enhancement Grants (UPEG)

*Request for Proposals, 2011-12*

### Program Overview

UPEGs are designed to provide academic departments and programs with funding that will facilitate students' exposure to the intellectual resources of departments and programs, to build community within a major or program, and to support honors programs. The grants support all students, whether freshmen and sophomores contemplating the major or juniors and seniors already in the major (both honors and non-honors students). Supported areas include:

#### *Major recruiting*

Includes events specifically targeted for students contemplating the major. Generally not supported are promotional materials (e.g. t-shirts, mugs). H&S departments and programs should apply to Susan Weersing ([weersing@stanford.edu](mailto:weersing@stanford.edu)) for H&S major recruiting funding.

#### *Student mentoring and development*

Includes support for faculty mentoring of students who have declared the major; peer advising; and events or materials to explore graduate study and career development.

#### *Community building*

Includes faculty/student gatherings; events to develop intellectual atmosphere and social cohesion, including meals and end-of-year celebrations; and trips to educational events.

#### *Honors support*

Includes events for honors students and their faculty; appointment and training of one or more advanced graduate students to advise honors students on writing, thesis design, disciplinary content, or data analysis; honors workshops and symposia for juniors preparing proposals and for seniors writing theses, including graduate student assistants, course development, supplies, and refreshments; and workshops on oral presentation skills and support for honors thesis presentations.

### Eligibility

Departments and programs offering a major, minor, or honors program are eligible to submit a proposal. Where student interests span multiple degree programs or are otherwise outside of departments (e.g. pre-veterinary students, public service scholars), individual faculty or non-degree programs proposing activities that address these interests may also apply.

### Proposal Guidelines

To apply for a UPEG, please submit a brief proposal. We strongly encourage you to organize your proposal as follows:

- I. **Goals:** What do you hope to achieve? What particular challenges are you trying to address with your proposal? (1 to 2 paragraphs)
- II. **Activities:** What activities are you proposing and how will they enhance your program? Repeated events need only be listed once, and a brief description of each activity will suffice in most cases.
- III. **Reporting:** What achievements can you report from previous years' efforts? Useful information may include participation numbers, summaries of student or faculty evaluations or feedback, etc. If you have received UPEG funding in the past, evaluate your past outcomes and describe how you are modifying this year's plans to take account of these results.
- IV. **Oversight:** Who will lead and oversee the implementation of proposed activities (please include names and titles) and how?
- V. **Budget:** Include itemized budget and list other funding sources.

Please note that funds may not be used for faculty, teaching or administrative salaries, nor may they be used to support co-terminal masters' program activities (i.e., funds can only support undergraduate students on whom no degree has been conferred). Priority will go to activities that directly support student experiences and interactions with faculty and with one another. Promotional materials, costly entertainments, and/or individual student project supplies will most likely not be funded. Peer mentor salaries should be reasonable (typically about \$15/hr) and based on anticipated hours worked.

### **Deadline and Review Process**

The deadline for receipt of proposals is **October 31, 2011**; allocation decisions will be made no later than **November 7th**. We anticipate that all available funds will be allocated at the fall quarter deadline.

The fall deadline does not necessarily correspond to the period in which the activity will take place; for example, you may submit a proposal in October to support an event that will take place during the spring or apply funds retroactively once a grant is given for opening events in September or October.

We anticipate high demand for these grants, and it is unlikely that we will have sufficient resources to fund all worthy proposals. (Departments requesting funds for events that have already occurred, therefore, should have a back-up plan to cover these expenses should a grant not be funded.) In general, departments and programs should make every effort to identify matching or alternate funding sources, including your school dean's office, related institutes or programs, or other internal departmental funds.

Proposals may be submitted via email to Sharon Palmer, Associate Vice Provost, at [sharon.palmer@stanford.edu](mailto:sharon.palmer@stanford.edu), phone 3-4504.

### **New in 2011-12**

- We strongly encourage you to organize your proposal according to new guidelines above.
- Reporting on previous year's activities must be included in proposal.
- Funds may be applied retroactively to September/October events once allocated.
- H&S departments are referred to H&S dean's office for major recruiting funds.