Undergraduate Program Enhancement Grants (UPEG)

Request for Proposals, 2017-18

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) 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 proposal via the web-form here. A PDF of the online form is available on the same webpage so that you can preview the process and prepare your responses. The following areas will be covered:

I. Oversight: Who will lead and oversee the implementation of proposed activities (please include names and titles) and how? Include a financial contact within the proposer's department or program who can provide budgetary oversight should the grant be awarded. Appropriate contacts should already have authority over the relevant organizational code.

II. 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 relevant, describe how you are modifying this year’s plans to take account of these results.

III. In which supported area(s) are you requesting funding?

IV. 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.

V. Budget: Include itemized budget and list other funding sources.

Please note that funds may not be used for 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 student experiences and interactions with faculty and with one another over promotional materials, costly entertainments, or individual student project supplies. Equipment is typically not supported, but where it may be appropriate as part of a proposal expenses are carefully reviewed and require substantial cost-sharing with the department. 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 **September 15, 2017**; allocation decisions will be made no later than **October 30**. We anticipate that all available funds will be allocated at this single deadline.

We anticipate high demand for these grants, and therefore do not expect to have sufficient resources to fully fund all worthy proposals. Additionally, increased demand and tighter budgets may result in smaller grants than previously awarded. 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.

For questions, contact Rebecca Katz, Director of Academic Initiatives and Pilot Programs, at [Rebecca.Katz@stanford.edu](mailto:Rebecca.Katz@stanford.edu)