Expanded Partnership Program

Student Engagement Fund

Application Instructions

U.S. Bank and the University of California (UC) have partnered to offer a UC-wide Student Engagement Fund. As UC's Commercial Card provider and in recognition of our strategic and long-term partnership, U.S. Bank has committed to providing $125,000 annually to support this unique fund.

This fund's purpose is to offer students an opportunity to work with staff or faculty on projects that will improve UC procure-to-pay (P2P) systems, processes or programs while providing a unique experiential education opportunity. This Fund is focused on supporting innovations to improve UC's payment programs, while driving efficiency and benefit back to UC.

Summary of Project Proposal Requirements

Proposals must be submitted via the **Online Application Form** located on this Student Engagement Fund webpage of the UC Procurement Portal.

Project proposals should describe how the project will benefit your campus P2P programs or UC-wide P2P systems (if applicability goes beyond one campus). Project objectives must describe a direct impact on UC Commercial Card programs (Procurement, Travel or virtual payment credit card products/systems) or interdependent functions in UC's Accounts Payable, Procurement, Travel and/or Strategic Sourcing functions.

Proposals must include a defined project scope and objectives, expected outcome(s), an explanation of current need or gaps today, how the project will provide intern(s) with an opportunity to learn through the project and outline of project resource/time needs.

Who Can Apply

Projects must be proposed by a current UC employee who manages or administers the related department/function that is addressed in the project proposal. If a student or faculty member would like to develop a project, it must be submitted in collaboration with the appropriate UC employee as described above.

All projects must have an Executive Sponsor. This individual must have the authority to approve execution of a proposed project within a given department/function. This is required due to the time commitment that must be invested by a project Proposer (project execution/oversight, internship supervision). Depending on the scope of a project, it will require a significant time commitment from the Proposer (typically a campus card administrator/manager) and may impact normal campus processes and practices. Also, depending on scope, larger initiatives (especially if cross-functional) may need higher-level executive support.

Internship Component

All project proposals require a paid internship component. Projects must include a strong student learning component, which may be supported by a faculty co-sponsorship/student mentorship (faculty co-sponsorship not required). Interns must be accommodated with all appropriate equipment and a workspace to support the project.

If an application is approved for funding, documentation confirming that the associated internship has been approved by the campus Career Center/HR Approver or other authorized governing body must be provided (though not required with the initial application). Funding approval may be withdrawn if the proposed internship is not approved by the campus.

Project Timing

Projects may be proposed for any length of time. Projects are expected to be executed according to the timing listed in their proposal.

Project Funding

Funding requests should be supported with clear descriptions of internship wages and benefits as well as costs of all associated products or services. Within 30-45 days after project approval, funds will be transferred from U.S. Bank directly to the campus. Project Proposers will be responsible for managing costs against the fund and reporting balances to the UCOP Expanded Partnership liaison and/or U.S. Bank as required.

Proposal Evaluation

The U.S. Bank and UC Expanded Partnership team will evaluate all applications and select those that meet all requirements as outlined here and in the Application Form to their satisfaction. Projects will be selected until all funds for a given calendar year are disbursed.

The evaluation team, composed of UC and U.S. Bank leadership, may ask for clarification and further documentation during the proposal evaluation process. Expectations for utilization of funds, alignment with the funds intent, project output, timing and reporting will be scrutinized by the evaluation committee. Accepted projects will be monitored by the UC/U.S. Bank Expanded Partnership team through completion.

Proposal Outline

Your proposal must include the information below (follows **Online Application** format):
- **Project Title**

- **Project Summary** – single sentence describing the proposed project.

- **Project Objectives** (scope) – What problem are you trying to solve? What is the desired outcome? Provide as many examples/scenarios as possible that support the end goal and include attachments, if needed.

- **Project Rationale** (describe all that apply) – provide detailed description of the value to business, including estimated dollar value, if applicable.

    - Revenue generation

    - Cost savings

    - Improved cardholder experience

    - Streamlined administration

    - Risk reduction or regulatory/compliance improvements

    - System improvements or upgrades

    - Other

- **Current process being upgraded** (if applicable)

- **Description of internship learning objectives** – e.g. research, systems design, communication, program development, etc.

- **Description of how internship learning outcomes will be measured** – e.g. creation/execution of a final product, demonstration of learnings, presentation, etc.

- **Faculty co-sponsorship and/or support** (if applicable) – describe how faculty will support or be involved in this project

- **Duration** – start and end dates (exact dates or month/year)

- **Project Tracking and Reporting** – provide a proposed plan for tracking and reporting progress to the UC/U.S. Bank Expanded Partnership team

- **Total Project Funding Requested** – total amount of funding being requested for the duration of the project with detailed explanation of costs

Refer to the Student Engagement Fund Awarded Projects page to read brief descriptions of past successful projects.

Questions?

Please contact:
- U.S. Bank representative: Cheryl Mielnicki
- UC representatives: Sean Parker or Bob Stueber