

UNIVERSITY COMMITTEE ON RESEARCH

PRINCIPLES AND PROCEDURES

1. OBJECTIVES

The University Committee on Research has the following primary objectives:

1. foster the development of regionally and nationally competitive research and creative activity,
2. to promote application for external funding through startup and seed-money grants, and
3. to encourage a strong and varied research commitment as an inseparable companion to the University's instructional program.

The Committee will accomplish these objectives by

1. recommending research and creative activity proposals for funding,
2. monitoring the effectiveness of the use of these funds, and
3. recommending university research policy to the Graduate Dean.

II. MEMBERSHIP

The University Committee on Research was created upon recommendation of the Faculty Senate in 1978. The University Committee on Research consists of ten Members of the Graduate Faculty and one graduate student. Committee members must be actively involved in research and/or creative activity. Eight Faculty Committee members are selected as follows: one each from the Colleges of Business, Public Affairs and Community Service, Education, Information Science & Technology, and Fine Arts; and one from each of the three divisions of the Colleges of Arts and Sciences. The remaining two Committee members are from the faculty at large. All faculty Committee members are recommended by the Faculty Senate and appointed by the Chancellor. Members serve three-year terms. The graduate student member shall be selected by the Chancellor. The Chair will be selected by members of the Committee each year. A list of current Committee members is available in the Office of Sponsored Programs & Research.

III. ADMINISTRATIVE PROCEDURES

A. The applicant must do the following:

1. Obtain appropriate guidelines and application forms from the Office of Sponsored Programs & Research. For advice on the preparation of proposals

or on Committee policy, applicants should contact the Chair of UCR or the Office of Sponsored Programs & Research.

2. Submit **thirteen (original plus 12) copies** of the proposal with the signatures of the applicant's Department Chairperson/School Director and the Dean of the appropriate undergraduate college.
 3. Ensure that application forms and project proposals are received by the Office of Sponsored Programs & Research before **4:00 p.m.** on the due date. Current proposal deadlines are available in the Office of Sponsored Programs & Research.
 4. Follow University policies regarding financial and administrative accountability. Faculty members are to understand that a signature on the letter of agreement to accept funding constitutes a contract between the project director and the University.
 5. Within one (1) year, submit **one (1) copy** of the Final Report (See IV-B) to the Director of Sponsored Programs & Research, who will maintain the archives of the reports in the Office of Sponsored Programs & Research.
 6. If an applicant has received a UCR grant within the previous five years, a copy of the final report must be on file in the Office of Sponsored Programs & Research.
2. The Associate Vice Chancellor for Research and **Dean for Graduate Studies and Research has the following responsibilities:**
1. To be the administrative officer to whom the Committee reports its recommendations.
 2. To inform the Committee about administrative requirements that affect proposals and related matters.
 3. To inform every applicant of the Committee's recommendations and the Associate Vice Chancellor for Research and Dean for Graduate Studies' decision. The Associate Vice Chancellor for Research and Dean for Graduate Studies will make the final determination of who is funded. The Committee advises the Dean. It does not fund the applicant.
 4. To inform the Chancellor, the Vice Chancellor for Academic Affairs and the appropriate undergraduate dean of successful applications.
 5. To act promptly on the recommendations of the Committee, and to report his/her decisions to the Committee.
3. The Director of Sponsored Programs and Research has the following responsibilities:

1. To develop and maintain, with the aid of the Committee and the Associate Vice Chancellor for Research and Dean for Graduate Studies, an application packet for faculty members applying to the Committee.
2. To provide necessary forms and information to applicants who wish to apply to the University Committee on Research.
3. To counsel applicants regarding the preparation of proposals.
4. To publish deadlines for submission of proposals.
5. To receive, register, and circulate funding proposals to the members of the Committee.
6. To develop a letter of agreement to be signed by the applicant and the Associate Vice Chancellor for Research and Dean for Graduate Studies. This letter will specify the terms of the agreement, the project budget, the beginning and ending dates for expenditure of funds, and a deadline for submission of the Final Report as established by the Committee.
7. To inform faculty members that a signature on the letter constitutes a contract between signator and the University.
8. To inform the Business Office of the amount for which a project is to be funded.
9. To monitor the expenditure of Committee funds.
10. To meet with appropriate people to resolve any budgetary problems and to advise the Associate Vice Chancellor for Research and Dean for Graduate Studies and/or the Committee as appropriate.
11. To be informed about University budgetary procedures and to be prepared to assist the Committee when problems with the budget arise.
12. To keep records and reports on awards made through Committee recommendation.
13. To announce in an appropriate manner successful completion of research projects funded through Committee recommendation.
14. To maintain archives of Final Reports submitted by faculty members.
15. To inform the Chair of the Committee of the Final Reports received.

16. To supply secretarial services through the Offices of Sponsored Programs & Research and Graduate Studies to assist the Committee.

IV. POLICIES AND PROCEDURES

1. Research and Creative Activity Funded:

The Committee shall consider proposals by faculty members for research and creative activity within the categories and guidelines listed below. Strong preference will be given to proposals from faculty on tenure or tenure track lines. Each year, members of the Committee will determine the categories of research and creative activity for which it will solicit proposals. This list of funding categories are as follows:

1. \$4,500 Summer Fellowship (may teach one course)
2. Assigned Research Time
3. Equipment
4. Travel
5. Grant-in-Aid
6. Research Grant Preparation Awards
7. Research Fellow Awards
8. Mini-grant Awards
9. Graduate/Undergraduate Student Awards

Awards may incorporate some mix of (a) Summer Fellowships, (b) Assigned Research Time, (c) Equipment, (d) Travel, and (e) Grant-in-Aid.

Current amounts stipulated for the categories of Summer Fellowship, Assigned Research Time, and Research Fellow Award, as well as maximum amounts of Minigrant or Students Awards, are available from the Office of Sponsored Programs and Research. Other categories are variable in award amount, depending upon approved project budget.

Faculty proposals funding categories 1-7 will be evaluated in two applicant categories: **Pre-Tenure** and **Post-Tenure**. The **Pre-Tenure** Awards are specifically designed to help new faculty establish their research and creative activity careers. **Post-Tenure** Awards primarily support tenured faculty efforts to obtain external funding.

2. General Policies

1. Within one (1) year of notification of approval, each recipient must submit to the Director of Sponsored Programs and Research a Final Report of work accomplished during the grant period. If desired, please submit to the Office of Sponsored Programs and Research one copy of any manuscript, publication or other relevant documentation resulting from funded research. The Committee would appreciate updates from the applicant concerning the project.
2. Royalties/patents/copyrights are governed by Regents' Guidelines of the University of Nebraska.
3. Members of the Committee may not submit proposals. Committee members shall act to avoid even the appearance of a conflict of interest. Committee members may read and discuss the technical merits of proposals submitted by departmental and/or program colleagues, but shall not vote on these proposals.
4. The Committee members shall not review proposals prior to their submission to the Committee. All communications concerning proposals prior to submission will be handled by the Chair of the Committee or the Director of Sponsored Programs and Research. No member of the Committee, except the Chair, may discuss the results of evaluation of proposals with the applicant. All deliberations by the Committee are strictly confidential.
5. The Committee will not retroactively fund research projects.
6. The Committee will not provide funds to support faculty research that is part of degree requirements; (e.g., dissertation). Work that represents an extension of doctoral research will be considered.

7. The Committee may choose to support certain aspects or phases of a proposal and not others, and to make grants conditional on the applicant's obtaining supplementary funds elsewhere.
8. The Committee may table a proposal if they feel the proposal is incomplete.
9. The Committee must approve important changes in proposals or budgets.
10. Funds for overhead are not allowed.
11. All research projects utilizing human subjects must conform to the policies and procedures of the University of Nebraska Institutional Review Board for the Protection of Human Subjects.

PLEASE NOTE: All personnel engaged in human subjects research must undergo training in the protection of human subjects. The IRB will not approve an application until all key personnel are trained and certified. This includes both non-exempt and exempt human subjects. The Collaborative IRB Training Initiative (CITI) is a web-based training course available through the SPR web page.

12. All research projects utilizing animal subjects must conform to the policies and procedures of the University of Nebraska Institutional Animal Care and Use Committee.
13. All funded proposals shall in the case of publication or other means of dissemination acknowledge the support of the Committee and give credit to the University of Nebraska at Omaha.
14. All Committee deadlines are final. Late submissions may be withdrawn or held over until the next funding cycle. Late submissions will not be evaluated in the current cycle.

UNIVERSITY COMMITTEE ON RESEARCH

Charge:

This committee shall be responsible for encouraging and stimulating campus-wide research efforts. It shall implement this by determining procedures for the allocation and distribution of available research monies based upon criteria designed by the committee.

The University Committee on Research shall make its recommendations for allocation of research monies to the Associate Vice Chancellor for Research and Dean for Graduate Studies and shall reports its deliberations to the Chancellor. The committee shall select its own chairperson.

Membership:

This committee shall consist of eleven members (one graduate student and ten members of the graduate faculty, eight of whom will be selected in the following manner: one each from the College of Business Administration, Public Affairs and Community Service, Education, Fine Arts and Information Science and Technology; and one faculty member representing each of the three divisions of the College of Arts and Sciences.) Two members will be selected from the faculty at large, but in no case shall any college have a majority of members serving on the committee. The committee members will be selected by the Faculty Senate, except for the graduate student who will be selected by the Chancellor. The Associate Vice Chancellor for Research and Dean for Graduate Studies and the Director for Sponsored Programs and Research shall serve ex-officio, without vote.