

University Committee on Research and Creative Activity 2011-2012 Faculty Guidelines

The submission deadlines for FULL PROPOSALS are **November 1, 2011** and, depending on available funding, **February 1, 2012**, by **5:00pm**. For MINIGRANTS, the deadline is the **first working day of each month** by **5:00pm**. Please call the Office of Sponsored Programs and Research (402-554-2286) if you do not get confirmation of receipt of your application within two business days. Late submissions will not be considered during the current review cycle.

All proposal materials must be submitted electronically in a single PDF document (including signed cover sheet) to: unosponpro@unomaha.edu.

Please name your file using the following format: UCRCA_your last name_ full-proposal (or minigrant).PDF.

I. Introduction

The purpose of the University Committee on Research and Creative Activity (UCRCA) is to expand the capacity for research and creative activity at UNO. The UCRCA makes funding recommendations to the Associate Vice Chancellor for Research and Creative Activity in as fair and as transparent a way as possible and supports all areas, types and disciplines of research and creative activity by pre- and post- tenured faculty and graduate and undergraduate students at UNO. The Committee is interdisciplinary—members represent each of the colleges and various departments across the campus—and are appointed by the Faculty Senate to serve three-year terms. Funding for UCRCA comes from Facilities and Administrative Costs obtained through external grant and contract funding.

The Committee places special emphasis on recommending for funding faculty projects that lead to external funding or some other significant benefit for the researcher or artist and/or the university; which help the applicant get to the “next level” in their research or creative activity. The Committee also encourages and accepts collaborative proposals with colleagues or students that clearly show how they expand the capacity for research and creative activity at UNO. Collaborative projects must be submitted as a single proposal and should make clear the distinct and different contributions of each investigator to the project and the nature of the scholarly or artistic merit underlying the collaboration.

The Committee does not tend to recommend for funding specific projects for which an applicant has already been successful in obtaining external funding or other significant benefits or projects that appear to merely maintain an applicant’s current research or creative activity agenda.

II. Funding Categories

The Committee considers projects for funding in the categories listed below. Faculty proposals may target a single category or may incorporate some mix of these categories; however, the total

funds requested by an individual investigator during the academic year **may not exceed \$4,500** (except for Assigned Time, which cannot exceed \$5,000 and minigrants, which cannot exceed \$1,000).

1. **Travel.** Travel is supported for research or creative activity purposes but not for travel to conferences or professional meetings. Travel necessary to study materials, to learn new techniques, to collect data, etc., will be considered only when it is an integral part of the research or creative activity proposal. Travel expenses may include transportation and a per diem allotment up to but not to exceed federal per diem rates (according to University guidelines) to be used for food and lodging. Every effort should be made to minimize travel costs.
2. **Assigned Time.** This category provides an applicant with time to pursue research or creative activities (instead of teaching or administrative duties) during the academic year. Funding will be provided to the applicant's department to hire an adjunct faculty member in the amount of \$2,500 for one semester or \$5,000 for two semesters. The applicant's department will be required to file a copy of the resulting Personnel Action Form (PAF) with the Office of Sponsored Programs and Research. The applicant may apply for no more than .50 FTE (up to 6 workload credit hours) assigned time for work on such projects.
3. **Grant-in-Aid.** Grant-in-aid funds are available for research supplies, operating expenses, hourly help, research assistants, library materials, or other necessary expenses to conduct or complete the research or creative activity. If people other than the applicant are to be employed, the applicant must describe their specific duties.
4. **Summer Fellowships.** Summer Fellowships provide faculty with summer salary to pursue research or creative activities. (Requests for travel or grant-in-aid expenses to be used during the summer should be requested separately in the Travel or Grant-in-Aid categories.) The Summer Fellowship stipend will not exceed \$4,500. Recipients may teach no more than one summer course for the summer for which this support is provided. Faculty are limited to two Summer Fellowship awards in a five-year period.
5. **Minigrants.** Minigrants provide small amounts of money (up to \$1,000), and they do so more rapidly than normal UCRCA deadlines permit. Proposals **must justify** the need for immediate funding and provide a rationale as to why the proposal could not be submitted for a regular UCRCA full proposal deadline.

III. **Proposal Guidelines**

All information requested must be supplied in the format specified. Failure to do so will result in disqualification or tabling of an application. Technical assistance in preparing an application for UCRCA funding is available through the Office of Sponsored Programs and Research. Applicants may schedule an appointment with the Office of Sponsored Programs and Research to review examples of funded proposals.

In preparing a proposal, applicants should realize the committee is interdisciplinary and not all members will have expertise in the applicant's field. **Jargon should be avoided, and technical terms and procedures should be explained in a way that is accessible to an educated lay audience.** For your reference, the Proposal Evaluation Sheet used by the reviewers is available at: <http://www.unomaha.edu/spr/ucr.php>. Please also see the other resources available on the UCRCAs website.

Proposals should be double-spaced with one-inch margins, 12-point font size (Times New Roman recommended), not to exceed **2200 words** for full proposals or **1100 words** for minigrant proposals. This word count includes headings and subheadings, but excludes the proposal cover sheet, abstract, budget and budget justification, references, prior or current support, vita, and appendices. Length limits have been established to make the task of reviewing proposals a manageable one. Applicants must adhere to length limits so no one is unfairly advantaged or disadvantaged in the presentation of their ideas. Please also include page numbers in the bottom center of each page.

Applicants are reminded to spell check, proofread, and carefully review the proposal for correct grammar. Consider making an appointment with the UNO Writing Center for proposal writing assistance (<http://www.unomaha.edu/writingcenter/>).

The following describe the required sections of the proposal and explain the types of information to include in each:

A. Proposal Cover Sheet

The Faculty Proposal Cover Sheet is on the UCRCAs web page at: <http://www.unomaha.edu/spr/ucr.php>. All information on the Cover Sheet must be completed and **signed** by the faculty principal investigator(s), chair(s), and dean(s). Applicants should include the cover sheet as the first page of the proposal, followed by the information below.

B. Description of the Proposed Project

1. **Abstract.** Include an abstract, **not to exceed 100 words**, that summarizes the proposal.
2. **Purpose.** Clearly state the purpose(s) of the project (i.e. the questions/issues/hypotheses/creative activity to be addressed by the project).
3. **Significance/Importance.** The applicant should establish the significance or importance of the proposed project in relation to the field of study or creative area. This should include a brief literature review or explanation of how this project will build on existing theory, practice, or creative areas.
4. **Methodology or Process.** This section should contain a description of the project design and methods or creative process to be used in completing the project. The

applicant needs to provide sufficient detail so reviewers will be able to understand how the project will be conducted. Please consider that the Committee is inter-disciplinary so you need to provide information understandable to an educated lay audience.

PLEASE NOTE: All research projects utilizing human participants must conform to the policies and procedures of the UNMC/UNO Institutional Review Board for the Protection of Human Subjects. All research projects utilizing animal subjects must conform to the policies and procedures of the UNMC/UNO Institutional Animal Care and Use Committee. All research utilizing biohazards must conform to the policies and procedures of the UNMC/UNO Institutional Biosafety Committee. If you're not sure if this pertains to you, contact the Office of Sponsored Programs and Research. Funds will not be released if approval is not obtained.

All personnel engaged in human subjects research (including the student's Advisor) must undergo training in the protection of human subjects. The IRB will not approve an application until all key personnel are trained and certified, including for both non-exempt and exempt human subjects research. Information about the Collaborative IRB Training Initiative (CITI), a web-based training course available through the IRB is available at: http://www.unmc.edu/irb/index.cfm?L1_ID=9&CONREF=10.

On the proposal cover sheet, the applicant should indicate whether human or animal subjects are involved in the proposed research and should note the approval status of the project. UCRCA proposals may be submitted prior to IRB, IACUC or IBC approval, but award funds will not be released until SPR receives a copy of the project's approval letter.

5. **Timetable.** Provide a timetable for completing the work entailed in the project. Note that the UCRCA does not fund projects retroactively and funding must be expended by the end of the fiscal year for which funding is received.
6. **Product(s) and Dissemination Plan.** Describe what the outcome(s) of the project will be and how the results will be shared. The applicant should identify the forum(s) in which products will be shared (e.g., presentations at conferences, articles in refereed journals, juried exhibitions, performances, etc.) and target audiences.
7. **Budget and Justification.** The applicant should include a detailed budget and justification for the requested funding for the project. The budget should indicate the total costs for the project and other sources of funding if applicable. An explanation of each item should be included.

PLEASE NOTE: Because of its focus on increasing capacity for research and creative activity at UNO, the Committee expects that applicants will

consider other already-available resources on campus before submitting an application to UCRCA. For example, if seeking funds for technology-related materials such as laptops, video cameras or software, the applicant should first check with the department, college, library or Associate Vice Chancellor for Technology before making a request to UCRCA to see if these materials are already available or can be funded through technology fees or some other source. **Please indicate in your budget justification that you have researched these opportunities before requesting funds from UCRCA.**

All funds need to be expended during the fiscal year for which funds are requested (the fiscal year ends June 30), unless approval is obtained in advance from Sponsored Programs and Research. The UCRCA does not provide retroactive funding or funds to support faculty research or creative activity that is part of degree requirements (e.g., dissertation). Funds for overhead are also not allowed.

If applying for funding for this project from other sources in addition to UCRCA, the applicant should indicate the timing for these and plans if s/he receives funding that amounts to more than the proposed costs of the project.

8. **Bibliography.** Include a brief list of references, if applicable.

C. How the Project Builds Capacity

In this section, the applicant should:

1. Describe how they and/or the university will expand capacity for research and/or creative activity by receiving this funding. This may include the potential for external funding or some other significant benefit for the researcher, and/or artist and/or the university.
2. For any benefits described, indicate how UCRCA funding will help the applicant get to the “next level” in their research or creative activity.
3. Show clearly how this project fits within the applicant’s overall research or creative activity agenda for the next several years.

If the potential benefits of UCRCA funding may lead to external funding, the applicant should describe how the proposed project relates to future proposals for external funding. For example, perhaps the current proposal is for a pilot study or demonstration project that will strengthen a future proposal; perhaps the project currently proposed could lead to publications or performances that will demonstrate the applicant's ability to conduct research or creative activity in the area for which external funding will be requested; or perhaps the currently proposed project will address a key question that must be resolved before an externally-funded proposal can be written.

The applicant should also identify specific sources for external funds (e.g., federal agencies, private foundations, corporate foundations, etc.) and a realistic timeline for developing and submitting proposals. Be as specific as possible and include all potential funding opportunities. (Consulting activities are not appropriate.) The applicant should show evidence of analyzing the possible sources and identifying those that appear to be most promising. If the applicant has made preliminary contact with any of the sources, this should be noted as well. Finally, applicants should provide their personal/professional evaluation (including the rationale) of the likelihood of receiving funding.

If describing other significant benefit(s) for the researcher, artist and/or the university, the applicant should include information regarding the importance of the UCRCA funding for increasing their and or the university's capacity for research or creative activity, such as: professional development, opportunities for institutional recognition, increased departmental or college resources, benefits to students, or anticipated publications or creative works.

D. Prior and Current Support

Provide a complete listing of previously funded and current (the last 5 years) internal and external sources of research support, including UCRCA awards. Individually list funding sources, amounts, durations of support, and project titles. For UCRCA awards also include category of funding and a description of the product(s) that resulted from the funding. Describe the relationship, if any, of the current proposal to previously funded project(s).

E. Abbreviated Vita

Provide pertinent background information including the following: (a) name; (b) academic rank; (c) educational background (include date when highest degree was awarded); (d) professional experience; (e) complete recent and relevant citation information on publications most pertinent to this project. The abbreviated vita may be single spaced, but should not exceed two pages in length.

F. Appendices (if applicable)

Appendices are ordinarily not necessary; however, applicants may want to append a book contract or reviews/ratings from a funding agency, photos, sketches or lay-outs, etc. If collaborative work is being proposed or special access to sources is needed, a letter of support is recommended to be included.

PLEASE NOTE: If the proposal is being resubmitted to UCRCA after being declined for funding, the applicant should include comments regarding how the proposal addressed concerns of the Committee in its revision.

IV. Final Report and Post-Award Presentation

Within one (1) year of notification of approval, each recipient must submit to the Office of Sponsored Programs and Research at unosponpro@unomaha.edu one electronic copy in PDF format of a Final Report of work accomplished during the grant period (see UCRCA Final Report form at: <http://www.unomaha.edu/spr/ucr.php>). A copy of any manuscript, publication, or other relevant documentation resulting from funded research should be submitted as well. The Committee encourages updates from the applicant concerning the project. **The Committee will not consider proposals from applicants with outstanding final reports for previous UCRCA awards.**

UCRCA awardees may be asked to participate in a poster session or alternative UCRCA-determined presentation after the end of the funding period.

The chair of UCRCA or their designee will provide feedback to applicants whose proposals were not recommended for funding.