

# Office of Research and Creative Activity

## Student Conference Travel Fund (SCTF)

### 2023-2024 Guidelines

*This program was previously known as the University Committee on Research and Creative Activity (UCRCA) student fund.*

Submission deadlines for **all student travel proposals** are the **first working day of each month by 11:59 pm (Central Time)** September 1, 2023 through July 1, 2024.

*Acceptance of proposals is subject to change, depending on the availability of funds. Late submissions will not be considered.*

#### I. Introduction

The Office of Research and Creative Activity considers proposals from **graduate** students and **undergraduate** students who plan to present or perform at professional meetings. (Graduate students can also request travel funding for professional meetings through the [Graduate Studies](#) office). All students currently enrolled in a UNO degree-granting program are eligible to apply.

Students wishing to request funds for research or creative activity materials and supplies can do so through either the Fund for Undergraduate Scholarly Experiences (FUSE) or Graduate Research and Creative Activity (GRACA.): <http://www.unomaha.edu/office-of-research-and-creative-activity/students>

The SCTF will award a maximum of **\$500** per student per proposal. A student may submit up to two proposals per academic year, with the understanding that priority will be given to students without previous SCTF (UCRCA) funding. ORCA **will not fund** retroactive conference travel or activities or projects not directly related to the student's program of study at UNO.

Funding decisions are typically announced within 30 working days of the deadline date, but this is not an absolute notification date. ORCA will provide feedback to applicants whose proposals are not recommended for funding.

#### II. Proposal Guidelines

All information requested must be supplied in the format specified. **Failure to follow all guidelines will result in disqualification of the application and the return of the proposal without review.** Requests for funding should follow the guidelines below for travel to professional meetings. In preparing a proposal, applicants should consider that the reviewers may not have expertise in the applicant's field. All applicants are expected to write their own proposals and conform to the Academic Integrity guidelines (<http://www.unomaha.edu/student->

[life/student-conduct-and-community-standards/policies/academic-integrity.php](http://www.unomaha.edu/writingcenter/)). **Jargon should be avoided, and technical terms and procedures should be explained in a way that is accessible to an educated lay audience.**

The project and funding request should be described in **1500 words or less** (see table). Proposals should be **double-spaced** with **one-inch margins** and a **font size of 12 points** (Times New Roman recommended). Proposals exceeding the word limits may be returned to the applicant without further review by the committee. 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/>).

**FOR TRAVEL TO PROFESSIONAL MEETINGS (ALL STUDENTS)**

Section	Required?	Instructions	Included in word limit?
All section headings and sub-headings	No		Yes
Abstract	Yes	Include an abstract that summarizes the proposal.	500 word limit, not included in 1500 word limit.
Description of Meeting/Event and Role	Yes	Describe the conference or other event (e.g., the name of the conference or event; whether it is an annual meeting or one-time event, regional or national meeting, etc.) that you will attend; the location and dates of the meeting; and the role you will play in the presentation or performance. Please also address how attending this meeting or event will enhance your educational and/or professional development.	Yes
Acceptance letter/Email	Yes	Funding is available for all UNO students accepted to present or perform, not for those merely attending the meeting. <b>Acceptance letter/email must be included with application proposal.</b>	No
Budget	Yes	Include a detailed budget for the requested funding. Budget should indicate the full costs for the project and other sources of funding, if applicable.	No

Budget Justification	Yes	Provide a detailed justification for the requested funding. The Committee expects that applicants will consider other already-available resources on campus before submitting an application to ORCA. First check with your advisor, department, or college to see if travel funds are available. <b>Please indicate in your budget justification that you have researched these opportunities before requesting funds from ORCA.</b> If applying for funding for travel from other sources in addition to ORCA, the applicant should indicate the plan for managing any overlap in funding from all sources	No
Bibliography	Yes		No
List of Prior and Current Support	Yes	Provide a complete listing of previously funded (the last 2 years) and current internal and external sources of research support, including UCRCA/SCTF, GRACA, FUSE and other internal awards. Individually list source of funding, amounts, durations of support, and project titles. For internal awards from UNO, include a description of the relationship, if any, of the current proposal to funded project(s). Students must be in good standing with all other internal funding sources.	No
Appendices	No	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. <b>PLEASE NOTE: If the proposal is being resubmitted after being declined for funding, the applicant must attach comments regarding how the proposal addressed concerns of the feedback in its revision.</b>	No

### III. Submission Instructions

All proposals must be submitted electronically in a single PDF document via NuRamp.

Please name your file using the following format: SCTF2023\_Your last name\_ Student).PDF.

Visit the online application site (NuRamp): <https://nuramp.nebraska.edu/>, where students will submit their applications and upload their proposals.

The following steps will help students and mentors navigate the application site:

- **Under Main Menu tab, find “Internal Competitions”**
- **Click on “Proposals and Awards”**
- **Click on “Create New Application”**
- **Select “SCTF (UCRCA) Student” from the drop-down list of competitions**
- **Begin entering application information**

*Faculty advisors must complete their portion of the NuRamp routing process by 5:00 PM (Central time) the first working day immediately following the deadline.*

#### **IV. Award Requirements and Contractual Obligations**

SCTF awardees are **required** to present at the 2024 or 2025 UNO Student Research and Creative Activity Fair. For those unable to present at the Fair, a final report option may be requested by emailing [unoorca@unomaha.edu](mailto:unoorca@unomaha.edu). All awarded students must complete a SCTF contract before funding is released.

**PLEASE NOTE:** All research projects utilizing human participants must conform to the policies and procedures of the UNMC/UNO Institutional Review Board (IRB) 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 your project, contact The Office of Research and Creative Activity (ORCA). **Funds will not be released until approval is obtained.**

More information about the IRB is available at: <http://www.unmc.edu/irb/>.

**Titles of approved SCTF applications must match the IRB, IACUC, or IBC protocol title.**

**Questions? Contact [unoorca@unomaha.edu](mailto:unoorca@unomaha.edu)**