

Fund for Undergraduate Scholarly Experiences (FUSE) Application Guidelines

Offered by the Office of Research and Creative Activity (ORCA)

Applications accepted beginning November 1, 2017

The Fund for Scholarly Experience program provides support to students seeking a faculty-mentored research opportunity. The program is open to all currently enrolled undergraduate students who pay student fees to UNO. The program offers a student stipend of up to \$2,000, along with funds for project-related supplies, expenses, and travel. If travel is required, the rationale for travel funding should be described in the budget justification. Please consult the University policies on travel to foreign countries - restrictions may apply. Total requests may not exceed \$2,500.

Program Requirements

Students must:

- Be currently enrolled and paying fees at UNO
- Identify an appropriate faculty mentor
- Propose a meritorious scholarly experience in conjunction with the mentor
- Present at the UNO Research and Creative Activity Fair

Mentors must submit a letter of mentor support, providing:

- An analysis of viability of the project objectives and methodology
- Verification of proposed budget needs and costs
- Description of the mentor support to be provided
- Description of the student's background and preparation for the project

NOTE: Faculty may not be listed as a mentor on more than four (4) FUSE projects.

Compliance Requirements

Student projects that require compliance approval (projects involving human subjects, vertebrate animals, or biohazardous materials) must have IRB, IACUC, and/or IBC approval before funds are released.

The title of the IACUC/IRB/IBC protocol must be identical to the FUSE proposal title. Students' names must be listed on the protocol. *Compliance approvals must be received by May 1, 2018.*

Proposal Content

Students are expected to write their own FUSE proposals, with input from their faculty mentor. Adhering to UNO's policy towards plagiarism, proposals will be screened for original work. Poorly written proposals may be rejected without review. Students are advised to allow plenty of time for preparation of proposal materials. University resources, including the UNO Writing Center <http://www.unomaha.edu/writingcenter>), are available.

Proposals should describe the scholarly project, the product of the proposed work, its contribution to the field or conceptual importance. ***If you have received previous FUSE funding, please provide the title of your previous project, the results of your research or creative activity, and an explanation of how your new proposal differs from your previous project.***

The following information must be written by the student and submitted as a single PDF document, together with the faculty mentor letter of support, entitled with the student's surname (FUSE2018 student surname.pdf):

1. **Title of Project**

2. **Project Description (2 page maximum, single spaced, 11 pt font minimum)**

This section should include:

- A. Description of Project;
- B. Activities, Process, or Methodology: A description of the activities or process to be undertaken. Describe how they will result in project completion. If appropriate to the discipline, include a research methodology along with justification;
- C. Project Timeline: Illustrate a schedule of activities;
- D. Student/Faculty Mentor Roles: A description of the roles of the student and faculty mentor in the project. This is separate from the faculty letter of mentor support;
- E. A list of previous internal funding received (FUSE or UCRC), with a description of how this project is similar to or differs from previously funded projects. Provide outcomes.

3. **Budget Justification (1 page maximum)**

FUSE does not fund retroactively, nor does it fund completed projects. Funds cannot be used to attend or present at conferences or meetings, for publication charges, salary/release time for faculty, indirect costs, or the hiring of student or other workers. It also does not fund activities for which students are receiving academic credit (e.g. study abroad, independent study courses).

The stipend and anticipated travel, materials, and operating expenditures should be listed and well justified. For travel, the University of Nebraska vendor for airline reservations is Travel & Transport.

4. **References and/or Citations (no page limit)**

5. **Letter of Mentor Support (1 page maximum, single-spaced, 11 pt font minimum)**

Mentors must submit a letter of mentor support, providing:

- An analysis of viability of the project objectives and methodology
- Verification of proposed budget needs and costs
- Description of the mentor support to be provided
- Description of the student's background and preparation for the project

If the FUSE project is a part of the mentor's research or creative activity program, the mentor letter should explain how the proposed project fits into, but is distinguished from, this program. The letter should also indicate the mentor's commitment to overseeing the project, specifying means to measure progress and frequency of anticipated meetings.

NOTE: THE LETTER OF MENTOR SUPPORT IS TO BE GIVEN TO THE STUDENT AND INCLUDED IN THE STUDENT'S SINGLE PDF SUBMISSION DOCUMENT.

Submission Instructions

Visit the online application site (MavGrants): <https://mavgrants.unomaha.edu/system/login>, 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 "**FUSE 2017/2018**" from the drop-down list of competitions
- Begin entering application information

Upon their receiving notification of the student's submission, it is recommended faculty mentors immediately complete the MavGrants signature routing process.

Program Process

Proposals will be accepted beginning each fall and reviewed on an ongoing basis by designated program faculty and staff, to ensure fulfillment of all program requirements. Those not meeting program requirements will be returned to the student/faculty mentor pair for the opportunity to revise and resubmit the proposals.

Proposals will be accepted as long as funds are available.

Release of Funds

Release of stipend funds will occur May – August 2018. *Funds will not be released until a contract has been signed by both the student and faculty mentor and all compliance approvals are received by May 1, 2018.*

NOTE: Recent changes to the process for **FUSE stipend distribution** may impact your current and/or future financial aid awards. Per Federal rules, this type of funding must be counted as 'Estimated Financial Assistance' when calculating financial aid eligibility. If you have specific questions about the impact on your financial aid, please contact the Office of Financial Support & Scholarships.

Funds for materials, supplies, and travel must be utilized by December 1, 2018. Items purchase with FUSE funds are the property of the University and must be returned December 1, 2018 (this does not include items purchased with stipend funds).

Questions

Please direct questions to the Office of Research and Creative Activity, unoorca@unomaha.edu. **Do not submit proposals to this email address; any so submitted will not be considered for review.**