Fund for Undergraduate Scholarly Experiences (FUSE) Application Guidelines
Offered by the Office of Research and Creative Activity (ORCA)
Proposal Deadlines: October 11, 2016 and February 14, 2017 (11:59 PM Central)

FUSE grants support faculty-mentored undergraduate student research and creative activity. Grants include a student stipend of up to $2,000 (inclusive of taxes, benefits, or other payroll deductions), along with funds for project-related supplies and expenses. Total grants may not exceed $2,500.

To stimulate international research, FUSE proposals may request an additional travel supplement to address transportation costs associated with data/information collection. International travel supplements may not exceed $2,000 (for a maximum award of $4,500). If extensive domestic travel is required, a domestic travel supplement, not to exceed $500 (for a maximum award of $3,000), may be requested. Travel supplement requests are restricted to transportation costs. The rationale for travel supplement requests must be compelling and should be described in the travel supplement portion of your application.

FUSE does not fund retroactively, nor does it fund reporting on completed projects. Funds may not be used to present the results of the project at conferences or meetings, publication charges, salary/release time for faculty, indirect costs, or the hiring of student workers. It also does not fund activities for which students receive academic credit (e.g. study abroad, independent studies). Funding period ends February 28, 2018.

Eligibility: Eligibility is restricted to UNO degree-seeking, undergraduate students (and students from other NU programs) who pay their tuition and student fees through UNO. Students must be enrolled in both the spring and fall semesters of 2017. Typically, students are enrolled as undergraduates during both semesters. However, students may graduate in May or August 2017 and still be eligible, if they are admitted and enrolled into a UNO graduate program for fall 2017. Students are required to identify a UNO faculty mentor who will assist with the development of their proposal and who must approve the submission of the FUSE proposal. Faculty mentors need not be tenured or tenure-track. A student may submit only one FUSE proposal per application deadline and receive no more than one FUSE grant per academic year. Students receiving awards are required to participate in FUSE program activities and present the results of their funded project at the 2018 Student Research and Creative Activity Fair, held in March 2018.

Research Compliance: Projects involving human subjects, vertebrate animals, or biohazardous materials must have IRB, IACUC, and/or IBC approval before funds are released. Compliance approval must be received by June 30, 2017. Failure to do so may result in forfeiture of the FUSE award. It is the responsibility of the student researcher to begin the compliance process as soon as possible. Please visit the ORCA website for details: http://www.unomaha.edu/office-of-research-and-creative-activity/compliance-and-policies/index.php. The title of the IACUC/IRB/IBC protocol must be identical to the proposal title. All student researchers must be listed on the application and protocol.

Proposal Content: Students are expected to write their own FUSE proposals, and have included revisions that are based upon input from their faculty mentor. Adhering to UNO’s policy towards plagiarism, FUSE 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 must 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.

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Proposals must describe the activities, process, or methodology involved in the project, and describe how they will lead to project completion. It is important to acknowledge potential pitfalls and explain how they might be overcome. Proposals must include a detailed timeline for the project, with a recommended commitment of 200 hours towards the project. Proposals must clearly explain the roles of the student and the faculty mentor in the project. Regular meetings are expected. Proposals must cite literature or other information referenced in the proposal, as relevant.

International travel requires additional clarification. If applicable, foreign language proficiency should be addressed. Furthermore, students who append a FUSE project to a study abroad program or some other educational experience should be aware of the following issues and must address them in their proposal.

- FUSE does not fund study abroad travel or other expenses directly related to a study abroad program. Rather, it funds travel that is specific to the FUSE project.
- If a study abroad program is being used to provide the opportunity for the FUSE project, the role of the study abroad program should be explained. In such cases, the FUSE project typically takes place immediately following the study abroad program, and the FUSE timeline should be carefully written to reflect this fact.

Proposal Content
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 (FUSE2017_student surname.pdf):

1. **Project Description (2 page maximum, single spaced, 11 pt font minimum)**
   This section, written by the student, must include:
   A. Description of Project: The product of the funded activity and its contribution to the field or conceptual importance;
   B. Activities, Process, or Methodology: A description of the activities or process to be undertaken. Describe how they will result in project completion. Acknowledge and address any potential pitfalls. 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.

2. **Budget Justification (1 page maximum)**: The stipend should be listed and justified through the timeline. Other anticipated expenditures must be listed. Their necessity should be explained briefly. Their expense should be justified; typically, this means naming the vendor that provided the quoted price. The University of Nebraska vendor for airline reservations is Travel & Transport. Furthermore, if there is a travel supplement, its budget must be separated from the other items. Supplies and other items purchased with FUSE grant funding are owned by the University.

3. **References and/or Citations (no page limit)**: References should be cited within the body of the proposal, and will typically include some scholarly articles.

4. **Letter of Mentor Support (1 page maximum, single-spaced, 11 pt font minimum)**: A letter of support, written by the FUSE project faculty mentor, should address the student’s preparation and the degree of collaboration, on the FUSE proposal, between the student and the mentor. 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.

5. **Additional Travel Supplement (no page limit)**: International travel may require coordination with a foreign university or other organization. Information or external communications that speak to your project and proposed travel should be included in this section. This additional documentation may not be used to expand the content of your project description.
Submission Instructions
The proposal submission deadlines are October 11, 2016 and February 14, 2017– 11:59 PM (Central).
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” from the drop-down list of competitions
- Begin entering application information

Faculty mentors must complete their portion of the MavGrants routing process by 5:00 PM (Central) the day immediately following the deadlines: October 12, 2016 (fall) and February 15, 2017 (spring).

Review Process
Although there could be members of the FUSE review panels who easily understand your proposal, there will also be panelists from outside of your program of study. It is suggested you consider writing your proposal for a general audience, avoiding jargon or slang. Please ensure your mentor has read your proposal and provided feedback.

Proposals not meeting submission guidelines or poorly written proposals may be rejected without review. All compliant proposals will be evaluated by a body of UNO faculty. These evaluations will be considered by the FUSE Director and Associate Vice Chancellor for Research and Creative Activity in determining award recipients.

Funding and Reporting Requirements
Students receiving awards are required to submit an abstract at the end of the funding period and present the results of their research and the 2018 student Research and Creative Activity Fair (RCAF). Funds must be encumbered by February 28, 2018.

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.