University Committee on Research and Creative Activity
2015-2016
Student Guidelines

Submission deadlines for student proposals are the first working day of each month by 11:59 pm (Central Time) (October 2015 through March 2016: Acceptance of proposals is subject to change depending on the availability of funds). Late submissions will not be considered during the current review cycle.

All proposals must be submitted electronically in a single PDF document via MavGrants. Please name your file using the following format: UCRCA_Your last name_ Student).PDF.

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 “UCRCA Student” from the drop-down list of competitions
- Begin entering application information

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

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 transparent way as possible, supporting 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 committee members serve three-year terms.

The Committee considers proposals from graduate students that request funds for materials, research supplies and other expenses related to the conduct of student research and creative activity (undergraduate students can request funds for research and creative activity through the Fund for Undergraduate Scholarly Experiences (FUSE): http://www.unomaha.edu/office-of-research-and-creative-activity/students/fuse.php).

It also funds undergraduate students accepted to present or perform at professional meetings (graduate students can request travel funding for professional meetings through the Graduate Studies office. See their website for more information: http://www.unomaha.edu/graduate-studies/_files/graduate-student-
travel-proposal-form.pdf). All students currently enrolled in a UNO degree-granting program are eligible.

The UCRCA will award a maximum of $500 per student per proposal. A student may submit up to two proposals per fiscal year, with the understanding that priority will be given to students without previous UCRCA funding. The committee will not fund retroactive research projects or activities or projects not directly related to the student’s program of study at UNO.

Funding decisions are typically announced within 2-3 weeks of the deadline date, but this is not an absolute notification date. The Chair of the UCRCA or their designee 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 by the committee. Requests for funding should follow the guidelines below for research and creative activity (graduate) or travel to professional meetings (undergraduate). In preparing a proposal, applicants should consider that the committee is interdisciplinary and not all members will 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). 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 (excludes budget and budget justification, references, description of previous or current funding, or appendices). Proposals should be double-spaced with one-inch margins and a font size of 12 points (Times New Roman recommended). 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: 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/).

The following describes the required sections of the proposal and explains the types of information to include in each.

For Research or Creative Activity Proposals (Graduate Students Only)

A. 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 (with citations) and/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 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 and how information collected will be analyzed to address the questions/issues/hypotheses described in the preceding sections. 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 (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.

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/](http://www.unmc.edu/irb/).

**Titles of approved UCRCA applications must match the IRB or IACUC protocol title.**

On the MavGrants form, the applicant should indicate whether human or animal subjects or biohazards 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 ORCA receives a copy of the project’s approval letter including the applicant’s name and protocol title that matches the UCRCA application project title. Approval letters must be loaded via MavGrants.

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 (June 30) during which funding is received.

6. **Dissemination Plan.** Describe how the results or product will be disseminated. The applicant should identify the forum(s) in which products will be shared (e.g., presentations at conferences, theses, dissertations, performances, etc.), including if possible journal names, professional association meeting names, etc. Provide as much detail as possible.
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. A detailed explanation of each item should be included.

**PLEASE NOTE:** 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 their advisor, department or college, the library, etc. 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 must be expended during the fiscal year in which they are awarded (the fiscal year ends June 30). The UCRCA does not provide retroactive funding.

If applying for funding for this project from other sources in addition to UCRCA, the applicant should indicate the plan for managing any overlap in funding from all sources.

8. **Bibliography.** Include a brief list of cited references cited.

**B. Prior and Current Support**

Provide a complete listing of previously funded (the last 2 years) and current internal and external sources of research support, including UCRCA, 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).

**C. 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.

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

**For Travel to Professional Meetings (Undergraduate Students Only)**

**A. Description of Project**

1. **Abstract.** Include an abstract, **not to exceed 500 words**, that summarizes the work being presented.
2. **Description of Meeting/Event and Role.** 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.

   **PLEASE NOTE:** Funding is available for students accepted to present or perform, not for those merely attending the meeting. Please be sure to attach acceptance letter/email.

3. **Budget and Justification.** Include a detailed budget and justification for the request. 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:** The Committee expects that applicants will consider other already-available resources on campus before submitting an application to UCRCA. First check with your advisor, department, or college to see if travel funds are available. Please **indicate in your budget justification that you have researched these opportunities before requesting funds from UCRCA.** If applying for funding from other sources in addition to UCRCA, indicate the timing for these and plans if funding that amounts to more than the proposed costs of the project is obtained.

   **All funds must be expended during the fiscal year for which funds are requested (the fiscal year ends June 30).** The UCRCA does not provide retroactive funding.

B. **Prior and Current Support**

   Provide a complete listing of previously funded (the last 2 years) and current internal and external sources of research support, including UCRCA, 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).

C. **Appendices**

   Include here documentation to show that the presentation or performance has been accepted.

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

**III. Award Requirements and Contractual Obligations**

All UCRCA student awardees are expected to participate in the annual Student Research and Creative Activity Fair.