

# UNIVERSITY COMMITTEE ON RESEARCH AND CREATIVE ACTIVITY

## PRINCIPLES AND PROCEDURES

**CHARGE** This Committee shall be responsible for encouraging and stimulating campus-wide research efforts. It shall implement this responsibility by determining procedures for the allocation and distribution of available research monies based upon criteria determined by the Committee.

The University Committee on Research and Creative Activity shall make its recommendations for allocation of research monies to the Associate Vice Chancellor for Research and Creative Activity. The Committee shall select its own chairperson, who will serve a one-year term.

### **Membership:**

This Committee shall consist of eleven members (one graduate student and ten members of the graduate faculty, eight of whom will be selected in the following manner: one each from the College of Business Administration, Public Affairs and Community Service, Education, Communication and Fine Arts, and Information Science and Technology; and one faculty member representing each of the three divisions of the College of Arts and Sciences.) Two members will be selected from the faculty at large, but in no case shall any college have a majority of members serving on the Committee. The Committee members will be selected by the Faculty Senate, except for the graduate student who will be selected by the Chancellor. The Associate and Assistant Vice Chancellors for Research and Creative Activity and the ORCA Coordinator for Internal Research Resources shall serve ex-officios, without vote.

### **COMMITTEE ADMINISTRATION:**

#### **1. OBJECTIVES**

The University Committee on Research and Creative Activity has the following primary objectives:

- a. To foster the development of regionally and nationally competitive research
- b. To promote application for external funding, such as through startup and seed-money grants
- c. To encourage a strong and diverse research commitment as an inseparable companion to the University's instructional program

The Committee will accomplish these objectives by:

- a. Recommending research and creative activity proposals for funding
- b. Monitoring the effectiveness of the use of these funds
- c. Recommending university research and creative activity policy to the Associate Vice Chancellor of Research and Creative Activity.
- d. Promoting and funding a body of research that is as diverse as UNO's academic disciplines, and reflects our commitment to the community as a metropolitan university.

#### **2. APPLICATION PROCEDURES:**

The applicant must do the following:

- a. Obtain and follow appropriate guidelines and application forms from the Office of Research and Creative Activity. For advice on the preparation of proposals or on Committee

policy, applicants may contact the Chair of UCRCA or the Office of Research and Creative Activity.

b. **OPTIONAL** (but strongly encouraged): The applicant may pre-submit their proposal to the UCRCA subcommittee which best reflects their discipline (Arts and Humanities, Social Sciences, or STEM) for review and feedback prior to the application deadline.

c. Submit the proposal in NuRamp Internal Competitions and route the electronic application for signatures starting with their Department Chairperson/School Director.

d. Ensure that application forms and project proposals are received by the Office of Research and Creative Activity before **11:59 p.m.** (Central Time) on the due date. Current proposal deadlines are available on the Office of Research and Creative Activity website.

e. If funded within one (1) year notification of approval, submit **one (1)** copy of the Final Report (See IV-B) to the Coordinator, Internal Research Resources, who will maintain archives of the reports in the Office of Research and Creative Activity.

f. If an applicant has received a UCRCA grant within the previous five years, a copy of the final report must be on file in the Office of Research and Creative Activity, before subsequent funding is released.

g. The UCRCA must approve substantial changes in proposals or proposal budgets. If an applicant is not certain about what constitutes “substantial” the best recourse is to contact the ORCA.

h. The Project Director (or student faculty advisor) must follow University policies regarding financial and administrative accountability. Faculty members are to understand that their electronic signature in NuRamp indicates an acceptance of funding and constitutes a contract between the project director and the University.

i. If funded, any compliance approvals needed (IRB, IACUC, IBC) must be obtained by the applicant and submitted to ORCA by the deadline in the guidelines and contract.

### **COORDINATOR, INTERNAL RESEARCH RESOURCES**

The Coordinator of the ORCA Internal Research Resources has the following responsibilities:

a. To be the administrative ORCA representative to whom the Committee reports its recommendations.

b. To inform the Committee about new administrative requirements that affect proposals and related matters.

c. To inform every applicant of the Committee’s recommendations and provide (via the UCRCA Chairperson) feedback on the Committee’s funding recommendations.

d. To inform the Associate and Assistant Vice Chancellors of Research and Creative Activity of the successful applications.

- e. To develop and maintain application materials.
- f. To provide resources to applicants.
- g. To publish deadlines for submission of proposals.
- h. To receive, register, and circulate funding proposals to the members of the Committee for timely review prior to Committee meetings, each month.
- i. To develop a letter of agreement to be signed by the applicant and the Associate Vice Chancellor for Research and Creative Activity This letter will specify the terms of the agreement, the project budget, the beginning and ending dates for expenditure of funds, and a deadline for submission of the Final Report as established by the Committee.
- j. To inform faculty members that a signature on the letter constitutes a contract between signatory and the University.
- k. To inform the Business Office of the amount for which a project is to be funded.
- l. To monitor the expenditure of Committee funds.
- m. To meet with appropriate offices or individuals to resolve budgetary problems and to provide results the Associate Vice Chancellor for Research and Creative Activity and/or the Committee, as appropriate.
- n. To keep informed about University budgetary procedures and to be prepared to assist the Committee when problems with the budget arise.
- o. To keep records and reports on awards made through Committee recommendation.
- p. To announce in an appropriate manner successful completion of research projects funded through Committee recommendation.
- q. To maintain archives of Final Reports submitted by faculty members.
- r. To inform the Chair of the Committee of the Final Reports received.
- s. To supply administrative services through the Offices of Research and Creative Activity

#### **IV. POLICIES AND PROCEDURES**

The Committee shall consider proposals by faculty members for research and creative activity within the categories and guidelines listed below:

- a. \$5,000 Summer Fellowship (may teach one course)

- b. Assigned Research Time
- c. Travel
- d. Grant-in-Aid (including equipment and materials/supplies)
- e. Mini-grant Awards
- f. Graduate/Undergraduate Student Awards
- g. Collaborative (institutional and interdisciplinary) Awards

Awards may incorporate some mix of (a) Summer Fellowships, (b) Assigned Research Time, (c) Travel, and (d) Grant-in-Aid.

Current amounts stipulated for the categories of Summer Fellowship, Assigned Research Time, and Research Fellow Award, as well as maximum amounts of Mini-grant or Students Awards, are available from the Office of Research and Creative Activity. Other categories are variable in award amount, depending on the project budget approved by the UCRCA.

#### General Policies

- a. Within one (1) year of notification of approval, each recipient must submit to the Coordinator for Internal Research Resources a Final Report of work accomplished during the grant period. If available, also please submit one copy of any manuscript, publication or other relevant documentation resulting from funded research. The Committee also would find it useful to receive future updates from the applicant on the status of the project.
- b. Royalties/patents/copyrights are governed by Regents' Guidelines of the University of Nebraska.
- c. Members of the Committee may not submit proposals. Committee members shall act to avoid even the appearance of a conflict of interest. Committee members may read and discuss the technical merits of proposals submitted by their departmental and/or program colleagues, but shall neither advocate nor vote on these proposals.
- d. The Committee members shall only review proposals prior to the official deadline as part of the optional pre-submission process. All communications concerning pre-submission proposal feedback will be handled by the Chair of the Subcommittee.  
No member of the Committee, except the Chair, may discuss the results of the final evaluation of proposals with the applicant. All deliberations by the Committee are strictly confidential.
- e. The Committee will not retroactively fund research projects.
- f. The Committee will not provide funds to support faculty research that is part of degree requirements; (e.g., dissertation). Work that represents an extension of doctoral research, however, will be considered.
- g. The Committee may choose to support certain aspects or phases of a proposal and not others.

- h. The Committee may make grants conditional on the applicant's obtaining supplementary funds elsewhere.
- i. The Committee may table a proposal if they feel the proposal is incomplete.
- j. The Committee must approve substantial changes in proposals or budgets.
- k. Funds for overhead are not allowed.

#### **IV. UNIVERSITY COMPLIANCE REQUIREMENTS**

- a. All research projects utilizing human subjects, animal subjects, and biohazardous materials must conform to the policies and procedures of the University of Nebraska Institutional Review Board for the Protection of Human Subjects, the University of Nebraska Institutional Animal Care and Use Committee, and the Institutional Biosafety Committee.
- b. All personnel engaged in human subjects research must undergo training in the protection of human subjects. The IRB will not approve an application until all key personnel are trained and certified. This includes both non-exempt and exempt human subjects. The Collaborative IRB Training Initiative (CITI) is a web-based training course available through the ORCA web page.
- c. All research projects utilizing animal subjects must conform to the policies and procedures of the University of Nebraska Institutional Animal Care and Use Committee.

#### **V. OTHER REQUIREMENTS OF THE UCRCA**

- a. All funded proposals shall, in the case of publication or other means of dissemination, acknowledge the support of the UCRCA and give credit to the University of Nebraska at Omaha Office of Research and Creative Activity.
- b. All Committee deadlines are final. Late submissions may be withdrawn or held over until the next funding cycle but they will not be evaluated in the current cycle.