

# University Committee on Research and Creative Activity(UCRCA) 2024-2025

## Faculty Guidelines (Full and Minigrant Proposals)

The UCRCA accepts FULL PROPOSALS from faculty by **October 17<sup>th</sup>** of the fall semester and **February 17<sup>th</sup>** the following spring semester (pending availability of funds). If dates fall on a weekend or holiday, proposals are due the following workday at 11:59 pm (Central). Late submissions will not be considered during the current review cycle.

For MINIGRANTS, the deadline is the first working day of each month (October – March) by 11:59 pm (Central; pending availability of funds).

All proposal materials must be submitted electronically in a single PDF document via [NuRamp](#). Please name your file using the following format: UCRCA2024\_your last name\_full-proposal (or minigrant).PDF. NuRamp [application instructions are at the end of these guidelines](#).

**OPTIONAL (but encouraged): pre-submission to subcommittees for constructive feedback.**

*All faculty applying for full UCRCA awards (10/17 and 2/17 deadlines) are strongly encouraged to use the pre-submission process before applying through NuRamp.*

**Deadlines to send a pre-submission to the UCRCA subcommittee for review:**

September 17, 2024 at 11:59PM (Fall round) or January 16, 2025 at 11:59PM (Spring round)

Subcommittee Heads:

**For Arts and Humanities disciplines**, email your proposal to  
Dr. Nicky Chang Bi [cbi@unomaha.edu](mailto:cbi@unomaha.edu)

**For STEM disciplines**, email your proposal to  
Dr. Jorge Fandinno [jfandinno@unomaha.edu](mailto:jfandinno@unomaha.edu)

**For Social Science disciplines**, email your proposal to  
Dr. Yanhui Zhao [yzhao2@unomaha.edu](mailto:yzhao2@unomaha.edu)

Feedback to PIs will be provided by the subcommittee no less than two (2) weeks before the submission deadline (10/17 or 2/17). Proposals pre-submitted for feedback AFTER the 9/17 and 1/16 deadlines listed above may not receive feedback before the full application deadline.

### 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 by supporting the generation and dissemination of new knowledge or perspectives. The UCRCA makes funding recommendations to the Associate Vice Chancellor for Research and Creative Activity in as fair and as transparent a way as possible and supports all areas, types and disciplines of research and creative activity by all full-time UNO 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 are recommended for appointment by the Faculty Senate to serve three-year terms.

Funding for UCRCA comes from Facilities and Administrative Costs resulting from external grant and contract funding. For this reason, the Committee places special emphasis on recommending for funding faculty projects that lead to external funding or some other significant benefit for the researcher or artist and/or the university, which help the applicant get to the “next level” in their research or creative activity.

The Committee also encourages and accepts collaborative proposals that clearly show how they expand the capacity for research and creative activity at UNO. Collaborative projects may be submitted as a single proposal for all collaborators or as a combination of multiple proposals (no more than one proposal per faculty collaborator) and should make clear the distinct and different contributions of each participant to the project and the nature of the scholarly or artistic merit underlying the collaboration. Regardless of whether a proposal is collaborative, each individual proposal should be written independently and no sections should be identical. Applicants are encouraged to discuss the structure of collaborative proposals with the Chair of UCRCA prior to submission.

The Committee does not tend to recommend funding of projects for which an applicant has already been successful in obtaining external funding or other significant benefits, nor does the Committee generally fund projects that appear to merely publish data already collected or maintain an applicant’s current research or creative activity agenda. The Chair of UCRCA or their designee will provide feedback to applicants whose proposals were not recommended for funding.

**Eligibility**

Description	Eligible for UCRCA funding?
Tenure line faculty	Yes. Individuals in their first few years of appointment are encouraged to apply.
Non-tenure line faculty, including full-time instructors, research associates	Yes. Individuals in their first few years of appointment are encouraged to apply.
Faculty with outstanding internal funding award reports, including UCRCA	No. Report must be submitted before submitting a new UCRCA proposal.
Faculty previously awarded UCRCA funding	Accepted, but preference is given to new projects that have not previously received funding from UCRCA or other entities.
Retroactive funding requests	No.
Funding requests for research or creative activity that fulfills degree requirements (i.e.-dissertation)	No.
Funding requests to cover overhead costs	No.

*For post-tenure track faculty, it is expected that the project constitutes a new line of research or a type of activity that is usually not funded by external agencies (e.g. writing a scholarly book).*

## Funding Categories and Budget information

The Committee considers projects for funding in the categories listed below. The total funds received by an individual investigator during the academic year up to **\$10,000** (which may include a maximum of \$5,000 of summer fellowship), and a faculty member is limited to a maximum of two awards within a four-year period. For collaborative proposals, the maximum request is \$5,000 of summer fellowship per faculty applicant for \$10,000 in total funding across all collaborators.

**Full Proposals:** Full faculty proposals may target a single category or may incorporate some mix of the categories below.

Category	What is funded	Not funded	Other notes
Travel	Travel to study materials, learn new techniques, to collect data, etc., only when it is an integral part of the project. Includes transportation and per diem.	Travel to conferences or professional meetings	Federal per diem and University mileage rates apply (according to University guidelines). Every effort should be made to minimize travel costs.
Assigned Time	Funding for department to hire an adjunct faculty member, providing applicant with time to pursue research or creative activities (instead of teaching or administrative duties), not to exceed \$5,000 (in combination with a Summer Fellowship if requested).	The applicant may apply for no more than .50 FTE (up to 6 workload credit hours) or for more than \$5,000 for assigned time for work on such projects.	The applicant's department will be required to file a copy of the resulting Personnel Action Form (PAF) with the Office of Research and Creative Activity.
Grant-in-Aid	Supplies, operating expenses, graduate or undergraduate student workers, assistants, library materials, or other necessary expenses to conduct or complete the project.	The Committee does not tend to recommend funding projects that have received external funding or other significant benefits or projects that appear to merely maintain an applicant's current research or creative activity agenda. No funding for development of textbooks (including editing) or other teaching materials.	If people other than the applicant are to be employed, the applicant must describe their specific duties. Requests for resources to write scholarly books may be funded.
Summer Fellowships	Summer salary (May-August) to pursue research or creative activity, not to exceed \$5,000 (in combination with Assigned Time if being requested).	Recipients may teach no more than one summer course for the summer during which this support is provided	Requests for travel or grant-in-aid expenses to be used during the summer should be requested separately in the Travel or Grant-in-Aid categories.

**Minigrants:** Minigrants provide small amounts of money (up to \$2,000), and they do so more rapidly than normal UCRCA deadlines permit. Proposals must justify the need for immediate funding and provide a rationale as to why the proposal could not be submitted for a regular UCRCA full proposal deadline. Please contact ORCA at [unoorca@unomaha.edu](mailto:unoorca@unomaha.edu), with questions.

### 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. Technical assistance (but not content or budgeting assistance) in preparing an application for UCRCA funding is available through the Office of Research and Creative Activity (ORCA) and from the UCRCA chair. Applicants may schedule an appointment with ORCA to review examples of funded proposals.

In preparing a proposal, applicants should realize the committee is interdisciplinary and not all members will have expertise in the applicant's field. Jargon should be avoided, and technical terms and procedures should be explained in a way that is accessible to an educated lay audience.

For your reference, the Proposal Evaluation Sheet used by the reviewers is available at: <http://www.unomaha.edu/spr/ucr.php>. Please also see other resources available on the UCRCA website.

1. Full Proposals should be double-spaced with one-inch margins, 12-point font size (Times New Roman recommended), not to exceed 2300 words for full proposals. For Minigrant proposals, proposals should be **double-spaced** with one-inch margins, 12-point font size (Times New Roman recommended), not to exceed 1100 words.

### Project Description

Section	Required?	Instructions	Included in word limit?
All section headings and sub-headings	Yes		Yes
Page numbers	Yes	At the bottom center of each page	No
Abstract	Yes	Include an abstract that summarizes the proposal	Yes
Purpose	Yes	Clearly state the purpose(s) of the project (i.e. the questions/issues/hypotheses/creative activity to be addressed by the project)	Yes
Significance/Importance	Yes	Establish the significance or importance of the proposed project in relation to the field of study or creative area. Include a brief literature review or explanation of how this project will build on existing theory, practice, or creative areas.	Yes
Section	Required?	Instructions	Included in word limit?

Methodology or Process	Yes	A description of the project design and methods or creative process to be used in completing the project. Provide sufficient detail so reviewers will be able to understand how the activity will be prepared and/or conducted and how results of the activity will be assessed and analyzed to fulfill goals described in the preceding sections. Consider that the Committee is inter-disciplinary so please provide information that is understandable to an educated lay audience. Additionally, some methodological procedures may be common to one field, but not others; justify decisions made related to your methods (e.g. sample size) whenever possible.	Yes
Compliance Approval	Not required as part of the initial application, but may be included	On the NuRamp application form, please indicate whether human or animal subjects, or biohazards are involved in the proposed research and note the approval status of the project. 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.	No
Timetable	Yes	Provide a timetable for completing the work entailed in the project. Note that the UCRCA does not fund projects retroactively and <b>funding must be expended by the end of the fiscal year (June 30) during which funding is received</b> (unless seeking ONLY Summer Fellowship funding, in which funds will be automatically carried forward).	Yes
Product(s) and Dissemination Plan	Yes	Describe the outcome(s) of the project and how the results or products, and/or activities will be shared. Identify the forum(s) in which products will be shared (e.g., presentations at conferences, articles in refereed journals, juried exhibitions, performances, etc.) and target audiences	Yes
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. Note that because of the UCRCA's focus on capacity building, the Committee expects that applicants will consider other already-available resources on campus before submitting an application for funding. Include an explanation of each item in the budget and why it is critical to the project. If requesting a summer fellowship, please describe the work and activities that will be completed during the fellowship.	No
Plan for managing overlap in funding sources	No	If applying for funding for this project from other sources in addition to UCRCA, the applicant should indicate the plan for managing any budgetary or scientific/creative overlap in funding from all sources.	No

Bibliography	Yes	Include a brief list of references cited	No
Final word count of project description	Yes	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: <b>proposals exceeding these word limits may be returned to the applicant without further review by the committee. A final word count MUST be included.</b>	No

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/>).

### How the Project Builds Capacity

Section	Required?	Notes	Included in word limit?
Describe how funding will expand capacity for research or creative activity.	Yes	For any benefits described, indicate how UCRCA funding will help the applicant get to the “next level” in their research or creative activity. Indicate how the research or creative activity addresses the university values of diversity, equity, and inclusion. Show clearly how this project fits within, and contributes to, the applicant’s overall research or creative activity agenda for the next several years.	Yes
Description of how proposed project might relate to future proposals for potential external funding	Yes	Examples <ul style="list-style-type: none"> <li>- Proposal is for a pilot study or demonstration project that will strengthen a future proposal.</li> <li>- Proposed activity sets the foundation for and/or is part of a larger project (e.g. a chapter in a book, a performance in a series, an exhibit that previews a future exhibit).</li> <li>- The currently proposed project will address a key question that must be resolved before an externally-funded proposal can be written.</li> </ul>	Yes
Identification of external funding sources and timeline for proposal development/submission	Yes	Identify specific sources (e.g., federal agencies, private foundations, etc.). Be as specific as possible and include all non-consulting activities. Show evidence of analyzing possible sources, such as grants.gov, foundation directory, and/or grant forward.	Yes
Description of significant benefits for applicant and/or university	Yes	Include importance of UCRCA funding for increasing capacity for research or creative activity (professional development, institutional recognition, increased resources, benefits to students, or anticipated publications or creative works)	Yes

### Prior and Current Support

Provide a complete list of all current and pending internal sources of support for research and creative activity, including those received by students under your supervision. Additionally, provide the last 5 years of current and pending external sources of support, including those received by students under your supervision. Individually list funding sources, amounts, durations of support, and project titles. Describe the relationship, if any, of the current proposal to projects previously funded by the ORCA (UCRCA, Research Development Fund, etc.) and indicate: 1) How proposed project is related to previously funded projects; 2) how proposed project is distinct from previously funded projects; 3) provide justification why more funding is necessary.

### Abbreviated Current Vita

Provide pertinent background information including the following: (a) name; (b) academic rank; (c) educational background (include date when highest degree was awarded); (d) professional experience; (e) complete recent and relevant citation information on publications most pertinent to this project. The abbreviated vita may be single spaced but should not exceed two pages in length.

### Appendices (if applicable)

Section	Required?	Instructions	Included in word count?
Appendices	No.	May include book contract, reviews/ratings from other funding agency, photos, sketches, or lay-outs, etc.	No
Letter of support	No, but recommended for collaborative work or request for special access to sources		No
Resubmission appendix	Yes. Required for proposals that were previously declined by the UCRCA. <b>Failure to include this appendix will result in the proposal not being reviewed.</b>	Directly respond to all of the Committee's feedback, enumerating each response. The text of the application sections addressed in the committee's feedback should also be revised.	No

### IV. Post-Award Deadlines

After receiving the award notification, the PI must complete and route a contract through NuRamp. The contract must be completed and routed and any required compliance approvals (IRB, IACUC, IBC) **must be submitted to ORCA by May 31, 2025**. Failure to complete the contract or submit approvals by May 31, 2025 will result in withdrawal of the UCRCA award.

## V. Final Report

Within one (1) year of notification of approval, each recipient must submit to the Office of Research and Creative Activity an electronic copy in PDF format of a Final Report of work accomplished during the grant period (see UCRCA Final Report form at: <http://www.unomaha.edu/spr/ucr.php>). The final report must be uploaded to your UCRCA NuRamp application form. A copy of any manuscript, publication, review, presentation, performance, or other relevant documentation resulting from funded research should be submitted as well. The Committee encourages updates from the applicant concerning the project. The Committee will not review proposals from applicants with outstanding final reports for previous UCRCA or other internal funding awards.

UCRCA faculty awardees are also strongly encouraged to present the results of their research at the annual Student Research and Creative Activity Fair, particularly if their proposal involves students.

## VI. Application Instructions

\*Please see the beginning of this document for information about the optional pre-submission process.

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

- Under **Main Menu** tab, find “**Internal Competitions**”
- Click on “**Proposals and Awards**”
- Click on “**Create New Application**”
- Select “**UCRCA Faculty 2024-2025 Full**” or “**UCRCA Faculty 2024-2025 Minigrant**” from the drop-down list of competitions
- Begin entering application information

**NOTE: Please follow all workflow steps to ensure electronic routing of signatures. You must click on “Start Routing” and electronically sign off on your proposal in order to complete the routing process on your end. Your chair and dean will also need to sign off on or before the routing due date. Failure to complete this step will result in your proposal not being considered for review.**