University Committee on Research and Creative Activity (UCRCA)  
2017-2018  
Faculty Guidelines (Full and Minigrant Proposals)

The UCRCA accepts FULL PROPOSALS from faculty by November 1st of the fall semester and February 1st 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). Acceptance of proposals is subject to change depending on the availability of funds.

All proposal materials must be submitted electronically in a single PDF document via MavGrants. Please name your file using the following format: UCRCA2018_your last name_full-proposal (or minigrant).PDF. MavGrants’ application instructions are at the end of these guidelines.

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 by supporting the generation and dissemination of new knowledge. 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.

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 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. NOTE: The Committee will not review proposals from applicants with outstanding final reports for previous UCRCA or other internal funding awards.

II. Funding Categories

The Committee considers projects for funding in the categories listed below. The total funds received by an individual investigator during the academic year may not exceed $5,000, and a faculty member is limited to a maximum of $10,000 in awards within a four-year period. For collaborative proposals, the maximum request is $5,000 per faculty applicant.

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

1. **Travel.** Travel is supported for research or creative activity purposes but not for travel to conferences or professional meetings. Travel necessary to study materials, to learn new techniques, to collect data, etc., will be considered only when it is an integral part of the research or creative activity project. Travel expenses may include transportation and a budget up to but not to exceed federal per diem rates (according to University guidelines) to be used for food and lodging. Every effort should be made to minimize travel costs.

2. **Assigned Time.** This category provides an applicant with time to pursue research or creative activities (instead of teaching or administrative duties) during the academic year. Funding in the amount of up to $5,000 will be provided to the applicant’s department to hire an adjunct faculty member. 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. The applicant may apply for no more than .50 FTE (up to 6 workload credit hours) assigned time for work on such projects.

3. **Grant-in-Aid.** Grant-in-aid funds are available for supplies, operating expenses, hourly workers, assistants, library materials, or other necessary expenses to conduct or complete
the project. If people other than the applicant are to be employed, the applicant must describe their specific duties. The Committee does not tend to recommend for funding specific projects for which an applicant has already been successful in obtaining external funding or other significant benefits or projects that appear to merely maintain an applicant’s current research or creative activity agenda. The Committee does not fund the development of textbooks (including the editing of volumes) or other teaching materials.

4. **Summer Fellowships.** Summer Fellowships provide summer salary (May, June, July, August) to pursue research or creative activities. (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.) Recipients may teach no more than one summer course for the summer during which this support is provided.

**Minigrants:** Minigrants provide small amounts of money (up to $1,000), 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, with questions.

### III. 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 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](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. This word count includes headings and subheadings, but excludes the budget and budget justification, references, prior or current support, vita, and appendices. 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 these word limits may be returned to the applicant without further review by the committee. Please also include page numbers in the bottom center of each page.

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:

A. Description of the Proposed Project

1. **Abstract.** Include an abstract 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 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 creative 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. 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.

For collaborative projects, investigators 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.

**NOTE:** All projects utilizing human participants must conform to the policies and procedures of the UNMC/UNO Institutional Review Board for the Protection of Human Subjects. All projects utilizing animal subjects must conform to the policies and procedures of the UNMC/UNO Institutional Animal Care and Use Committee. All projects utilizing biohazards must conform to the policies and procedures of the UNMC/UNO Institutional Biosafety Committee. All personnel engaged in human subject 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, 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 UNMC IRB: http://www.unmc.edu/irb/.

On the application form, the applicant should indicate whether human or animal subjects or biohazards are involved in the proposed research and 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.

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 (unless seeking ONLY Summer Fellowship funding, in which funds will be automatically carried forward).

6. **Product(s) and Dissemination Plan.** Describe what the outcome(s) of the project will be and how the results or products will be shared. The applicant should 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.

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 full costs for the project and other sources of funding if applicable. An explanation of each item should be included. Please see the UCRCA website for FAQs related to the budget.

   PLEASE NOTE: Because of its focus on increasing capacity for research and creative activity at UNO, 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 the department, college, library or Associate Vice Chancellor for Technology 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.**

The UCRCA does not provide retroactive funding or funds to support faculty research or creative activity that is part of degree requirements (e.g., dissertation). Funds for overhead are also not allowed.

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 references cited.
B. How the Project Builds Capacity

In this section, the applicant should:

1. Describe how they and/or the university will expand capacity for research and/or creative activity by receiving this funding. This may include the potential for external funding or some other significant benefit for the researcher, and/or artist and/or the university.
2. For any benefits described, indicate how UCRCA funding will help the applicant get to the “next level” in their research or creative activity.
3. Show clearly how this project fits within the applicant’s overall research or creative activity agenda for the next several years.

If the potential benefits of UCRCA funding may lead to external funding, the applicant should describe how the proposed project relates to future proposals for external funding. For example, perhaps the current proposal is for a pilot study or demonstration project that will strengthen a future proposal; perhaps the project currently proposed could lead to publications or performances that will demonstrate the applicant's ability to conduct research or creative activity in the area for which external funding will be requested; or perhaps the currently proposed project will address a key question that must be resolved before an externally-funded proposal can be written.

The applicant should also identify specific sources for external funds (e.g., federal agencies, private foundations, corporate foundations, etc.) and a realistic timeline for developing and submitting proposals if applicable. Be as specific as possible and include all potential funding opportunities. (Consulting activities are not appropriate.) The applicant should show evidence of analyzing the possible sources and identifying those that appear to be most promising. If the applicant has made preliminary contact with any of the sources, this should be noted as well. Finally, applicants should provide their personal/professional evaluation (including the rationale) of the likelihood of external receiving funding if applicable.

If describing other significant benefit(s) for the researcher, artist and/or the university, the applicant should include information regarding the importance of the UCRCA funding for increasing their and/or the university’s capacity for research or creative activity, such as: professional development, opportunities for institutional recognition, increased departmental or college resources, benefits to students, or anticipated publications or creative works.

C. 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, FIRE, FRI, 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.
D. 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.

E. 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. If collaborative work is being proposed or special access to sources is needed, a letter of support is recommended to be included.

Appendix Required for Resubmissions

If the proposal is being resubmitted to UCRCA after being declined for funding, the applicant must provide an appendix dedicated to that purpose, directly responding to all of the Committee’s feedback, enumerating each response. The applicant must have also revised the text of the application sections addressed in the Committee’s feedback. **Failure to do so will result in the resubmitted proposal not being reviewed by the Committee.**

IV. 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](http://www.unomaha.edu/spr/ucr.php)). The final report must be uploaded to your UCRCA MavGrants application form. A copy of any manuscript, publication, 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.

V. Application Instructions

Visit the online application site [https://mavgrants.unomaha.edu/system/login](https://mavgrants.unomaha.edu/system/login), 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 2017-2018 Full or UCRCA Faculty 2017-2018 Minigrant” from the drop-down list of competitions
- Begin entering application information

NOTE: Please follow all workflow steps to ensure electronic routing of signatures