Fund for Undergraduate Scholarly Experiences (FUSE) Application Guidelines
Offered by the Office of Research and Creative Activity (ORCA)
Applications accepted beginning October 1, 2018

The Fund for Scholarly Experience program provides support to students seeking a faculty-mentored research opportunity. The program is open to all currently enrolled undergraduate students who pay student fees to UNO. The program offers up to $2,500 per student.

Program Requirements
Students must:
• Be currently enrolled and paying fees at UNO through Fall semester 2019
• Identify an appropriate faculty mentor
• Propose a meritorious scholarly experience in conjunction with the mentor
• Present at the UNO Research and Creative Activity Fair

Mentors must submit a letter of mentor support, providing:
• An analysis of viability of the project objectives and methodology
• Verification of proposed budget needs and costs
• Description of the mentor support to be provided
• Description of the student’s background and preparation for the project
NOTE: Faculty may not be listed as a mentor on more than four (4) FUSE projects.

Compliance Requirements
Student projects that require compliance approval (projects involving human subjects, vertebrate animals, or biohazardous materials) must have IRB, IACUC, and/or IBC approval before funds are released.
The title of the IACUC/IRB/IBC protocol must be identical to the FUSE proposal title. Students’ names must be listed on the protocol. Compliance approvals must be received by May 1, 2019.

What does FUSE fund?
-FUSE funds a faculty-mentored scholarly research or creative activity experience.
-Funds may be requested for a stipend of up to $2,000, project-related materials and supplies, operating expenses, and/or travel for data/information collection. Funds may be used for one or multiple categories and should be detailed in the budget justification.
-A total of $2,500 in funding may be requested.

What is NOT funded by FUSE?
-FUSE does not fund retroactively, nor does it fund completed projects.
-Funds cannot be used for publication charges, salary/release time for faculty, indirect costs, or the hiring of student or other workers.
-FUSE does not fund activities for which students are receiving academic credit (e.g. study abroad, independent study courses).
- Travel funding is only available for project activities. FUSE does not fund travel to present at or attend conferences. Undergraduate students may request funding from the University Committee on Research and Creative Activity (UCRCA) for this purpose.

Proposal Content
Students are expected to write their own FUSE proposals, with input from their faculty mentor. Adhering to UNO’s policy towards plagiarism, 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 should 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.

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 (FUSE2019_student surname.pdf):

1. Title of Project
2. Project Description (2 page maximum, single spaced, 11 pt font minimum)
   This section should include:
   A. Description of Project;
   B. Activities, Process, or Methodology: A description of the activities or process to be undertaken. Describe how they will result in project completion. 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. This is separate from the faculty letter of mentor support;
   E. A list of previous internal funding received (FUSE or UCRCA), with a description of how this project is similar to or differs from previously funded projects. Provide outcomes.

3. Budget and Budget Justification (1 page maximum)
   a. The stipend and anticipated travel, materials, and operating expenditures should be listed and well justified.
   b. If the budget is for materials/supplies only, please provide a reason why no stipend is requested.
   c. For travel, the University of Nebraska vendor for airline reservations is Travel & Transport. If travel is required, the rationale for travel funding should be described here. Please consult the University policies on travel to foreign countries - restrictions may apply.
   d. Redistribution of funds between the stipend and materials/supplies/travel/operating costs is not permitted after FUSE funding is awarded. Re-budgeting within materials, supplies, travel, and operating costs is allowable with justification.

4. References and/or Citations (no page limit)
5. Letter of Mentor Support (1 page maximum, single-spaced, 11 pt font minimum)
   The letter must address the program requirements listed in the RFP. 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. The letter should also indicate the mentor’s commitment to overseeing the project, specifying means to measure progress and frequency of anticipated meetings.
   NOTE: THE LETTER OF MENTOR SUPPORT IS TO BE GIVEN TO THE STUDENT AND INCLUDED IN THE STUDENT’S SINGLE PDF SUBMISSION DOCUMENT.
The application portal in MavGrants will open on October 1, 2018.

**Submission Instructions**
Visit the online application site (MavGrants): [https://mavgrants.unomaha.edu/system/login](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 2018/2019” from the drop-down list of competitions
- Begin entering application information

Upon their receiving notification of the student’s submission, it is recommended faculty mentors immediately complete the MavGrants signature routing process. A proposal is not considered for funding until all routing has completed.

**Program Process**
Proposals will be accepted beginning each fall and reviewed on an ongoing basis by designated program faculty and staff, to ensure fulfillment of all program requirements. Those not meeting program requirements will be returned to the student/faculty mentor pair for the opportunity to revise and resubmit the proposals. Funding decisions will generally be disseminated within 30 days of submission, but may take longer during depending on the number of proposals being reviewed. **Proposals will be accepted as long as funds are available.**

**Release of Funds**
Release of stipend funds will only occur May – August 2019. Funds for materials and supplies or travel may be available sooner, but are not guaranteed before May 2019. **Funds will not be released until a contract has been signed by both the student and faculty mentor, the student has attended an orientation meeting, and all compliance approvals are received by May 1, 2019.**

NOTE: **FUSE stipend distribution** may impact your current and/or future financial aid awards. Per Federal rules, this type of funding must be counted as ‘Estimated Financial Assistance’ when calculating financial aid eligibility. If you have specific questions about the impact on your financial aid, please contact the Office of Financial Support & Scholarships.

Funds for materials, supplies, and travel must be utilized by December 1, 2019. Items purchase with FUSE funds are the property of the University and must be returned December 1, 2019 (this does not include items purchased with stipend funds).

**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.