

Graduate Research and Creative Activity (GRACA) Application Guidelines

Offered by the Office of Research and Creative Activity (ORCA)

Applications accepted beginning October 1, 2020

The GRACA program provides support for faculty-mentored **graduate student research and creative activity**. The program is open to all currently enrolled graduate students who pay student fees to UNO. The program offers up to \$5,000 per student.

Program Requirements

Students must:

- Be currently enrolled and paying fees at UNO through Fall semester 2021
- Identify an appropriate faculty mentor
- Propose a meritorious scholarly experience in conjunction with the mentor
- Present at the UNO Research and Creative Activity Fair in March of 2022

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: Mentors must be members of UNO Graduate Faculty. Faculty may be listed as a mentor on as many projects as they have capacity for, though we encourage a 3 (three) graduate student limit to give mentees the best experience.

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 GRACA proposal title. Students' names must be listed on the protocol. Compliance approvals must be received by 11:59PM on May 1, 2021. Failure to obtain compliance approval by this date will result in forfeit of award.

What does GRACA fund?

-GRACA funds a faculty-mentored scholarly research or creative activity experience.

-Funds may be requested for a **stipend of up to \$5,000**, 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.**

-Thesis-related studies are allowable, but GRACA will not fund the writing of a thesis manuscript.

What is NOT funded by GRACA?

-GRACA **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.**

-GRACA **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.** GRACA **does not** fund travel to present at or attend conferences. Graduate students may request funding from the University Committee on Research and Creative Activity (UCRCA) for this purpose.

Please note: PhD students may receive a maximum of two (2) GRACA awards and Masters students may receive a maximum of one (1) award.

Proposal Content

Students are expected to write their own GRACA proposals with input from their faculty mentor. Adhering to UNO's policy towards plagiarism, GRACA proposals will be screened for original work. Proposals not meeting submission guidelines or poorly written proposals may be rejected without review. Students are advised to allow plenty of time for preparation of proposal materials. Applicants are advised to use University resources, including the [UNO Writing Center](#). ***If you have received previous FUSE or GRACA 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 (GRACA2020 student surname.pdf):

- 1. Title of Project**
- 2. Project Description: (3 page maximum, single spaced, 11 pt font minimum)**

This section, written by the student, must 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. Acknowledge and address any potential pitfalls. If appropriate to the discipline, include a research methodology along with justification;
 - c. Project Timeline: Illustrate a detailed 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 (GRACA, FUSE, UCRCA), with a description of how this project is similar to or differs from previously-funded projects. Provide outcomes.
- 3. Budget Justification (1 page maximum):**
 - a. The budget justification must provide a detailed accounting and justification of all anticipated expenditures. You must also justify a stipend request (anticipated hours devoted to project) and whether there are other sources of income associated with your project (other grant funding or if you are/will be a UNO graduate assistant);
 - 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 GRACA 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 GRACA 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 NuRamp will open on October 1, 2020.

Submission Instructions

Visit the online application site (NuRamp): <https://nuramp.nebraska.edu/>, 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 **“GRACA 2020/2021”** 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 NuRamp 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 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 in four equal payments will only occur May – August 2021. Funds for materials and supplies or travel may be available sooner, but are not guaranteed before May 31, 2021. *Funds will not be released until a contract has been signed by both the student and faculty mentor, the student has viewed the orientation webinar, completed the quiz, and all compliance approvals are received in the unoorca@unomaha.edu inbox by May 1, 2021.*

NOTE: **GRACA 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 15, 2021. Items purchased with GRACA funds are the property of the University (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.**