University Committee on Research and Creative Activity
2019-2020
Student Guidelines

Submission deadlines for **graduate** student proposals are the **first working day of each month** by **11:59 pm (Central Time)** October 2019 through March 2020. **Undergraduate** travel proposals are due the **first working day of each month** by **11:59 pm (Central Time)** October 2019 through August 2020. *Acceptance of proposals is subject to change, depending on the availability of funds.* Late submissions will not be considered.

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. The UCRCA makes funding recommendations to the Associate Vice Chancellor for Research and Creative Activity in as fair and transparent way as possible, supporting all areas, types and disciplines of research and creative activity by pre- and post- tenured 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 committee members serve three-year terms.

The Committee Chair considers proposals from **graduate** students that request funds for materials, research supplies and other expenses related to the conduct of student research and creative activity (undergraduate students can request funds for research and creative activity through the Fund for Undergraduate Scholarly Experiences (FUSE): http://www.unomaha.edu/office-of-research-and-creative-activity/students/fuse.php).

The UCRCA also funds **undergraduate** students who plan to present or perform at professional meetings. (Graduate students can request travel funding for professional meetings through the Graduate Studies office). All students currently enrolled in a UNO degree-granting program are eligible to apply.

The UCRCA will award a maximum of **$500** per student per proposal. A student may submit up to two proposals per academic year, with the understanding that priority will be given to students without previous UCRCA funding. The committee **will not fund** retroactive research projects or activities or projects not directly related to the student's program of study at UNO.

Funding decisions are typically announced within 30 working days of the deadline date, but this is not an absolute notification date. The Chair of the UCRCA or their designee will provide feedback to applicants whose proposals are not recommended for funding.

II.   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**. Requests for funding should follow the guidelines below for research and creative activity (graduate) or travel to professional meetings (undergraduate). In preparing a proposal, applicants should consider that the committee is interdisciplinary and not all members will have expertise in the applicant's field. All applicants are expected to write their own proposals and conform to the Academic Integrity guidelines (http://www.unomaha.edu/student-life/student-conduct-and-community-standards/policies/academic-integrity.php). **Jargon should be avoided, and technical terms and procedures should be explained in a way that is accessible to an educated lay audience**.

The project and funding request should be described in **1500 words or less** (see table). Proposals should be **double-spaced** with **one-inch margins** and a **font size of 12 points** (Times New Roman recommended). Proposals exceeding the word limits may be returned to the applicant without further review by the committee. 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/).

FOR RESEARCH OR CREATIVE ACTIVITY (GRADUATE STUDENTS ONLY)

Section	Required?	Instructions	Included in word limit?
All section headings and sub-headings			Yes
Abstract	X	Include an abstract that summarizes the proposal.	100 word limit, not included in 1500 word limit.
Purpose	X	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	X	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
Methodology or Process	X	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 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.	Yes

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FOR RESEARCH OR CREATIVE ACTIVITY (GRADUATE STUDENTS ONLY)			
Section	**Required?**	**Instructions**	**Included in word limit?**
Compliance Approval	Not required as part of the initial application, but it 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	X	Provide a timetable for completing the work entailed in the project. Note that the UCRCA does not fund projects retroactively. All funds must be expended during the fiscal year in which they are awarded.	Yes
Dissemination Plan	X	Describe how the results or product will be disseminated. The applicant should identify the forum(s) in which products will be shared (e.g., presentations at conferences, theses, dissertations, performances, etc.), including if possible journal names, professional association meeting names, etc. Provide as much detail as possible.	Yes
Budget	X	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	X	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. **Please indicate in your budget justification that you have researched these opportunities before requesting UCRCA funding**. 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	No
Bibliography	X		No
List of Prior and Current Support	X	Provide a complete listing of previously funded (the last 2 years) and current internal and external sources of research support, including UCRCA, GRACA, FUSE and other internal awards. Individually list source of funding, amounts, durations of support, and project titles. For internal awards from UNO, include a description of the relationship, if any, of the current proposal to funded project(s). Students must be in good standing with all other internal funding sources.	No
Appendices	For resubmission	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. **PLEASE NOTE: If the proposal is being resubmitted to UCRCA after being declined for funding, the applicant should attach comments regarding how the proposal addressed concerns of the Committee in its revision.**	No

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FOR TRAVEL TO PROFESSIONAL MEETINGS (UNDERGRADUATE STUDENTS ONLY)

Section	Required?	Instructions	Included in word limit?
All section headings and sub-headings			Yes
Abstract	X	Include an abstract that summarizes the proposal.	500 word limit, not included in 1500 word limit.
Description of Meeting/Event and Role	X	Describe the conference or other event (e.g., the name of the conference or event; whether it is an annual meeting or one-time event, regional or national meeting, etc.) that you will attend; the location and dates of the meeting; and the role you will play in the presentation or performance. Please also address how attending this meeting or event will enhance your educational and/or professional development.	Yes
Acceptance letter/Email	X	Funding is available for undergraduate students accepted to present or perform, not for those merely attending the meeting. **Acceptance letter/email must be included with application proposal.**	No
Budget	X	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	X	Provide a detailed justification for the requested funding. The Committee expects that applicants will consider other already-available resources on campus before submitting an application to UCRCA. First check with your advisor, department, or college to see if travel funds are available. **Please indicate in your budget justification that you have researched these opportunities before requesting funds from UCRCA.** If applying for funding for travel from other sources in addition to UCRCA, the applicant should indicate the plan for managing any overlap in funding from all sources	No
Bibliography	X		No
List of Prior and Current Support	X	Provide a complete listing of previously funded (the last 2 years) and current internal and external sources of research support, including UCRCA, GRACA, FUSE and other internal awards. Individually list source of funding, amounts, durations of support, and project titles. For internal awards from UNO, include a description of the relationship, if any, of the current proposal to funded project(s). Students must be in good standing with all other internal funding sources.	No
Appendices		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. **PLEASE NOTE: If the proposal is being resubmitted to UCRCA after being declined for funding, the applicant should attach comments regarding how the proposal addressed concerns of the Committee in its revision.**	No

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III. Submission Instructions

All proposals must be submitted electronically in a singlePDF document via NuRamp.
Please name your file using the following format: UCRCA2020_Your last name_ Student).PDF.

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 "UCRCA Student" from the drop-down list of competitions**
- **Begin entering application information**

   Faculty advisors must complete their portion of the NuRamp routing process by 5:00 PM (Central time) the first working day immediately following the deadline.

IV. Award Requirements and Contractual Obligations

UCRCA awardees are expected to present at the 2021 UNO Student Research and Creative Activity Fair.
All awarded students must complete a UCRCA contract before funding is released.

PLEASE NOTE: All research projects utilizing human participants must conform to the policies and procedures of the UNMC/UNO Institutional Review Board (IRB) for the Protection of Human Subjects. All research projects utilizing animal subjects must conform to the policies and procedures of the UNMC/UNO Institutional Animal Care and Use Committee. All research utilizing biohazards must conform to the policies and procedures of the UNMC/UNO Institutional Biosafety Committee. If you're not sure if this pertains to your project, contact The Office of Research and Creative Activity (ORCA). Funds will not be released until approval is obtained. **NOTE:** If approval is not obtained by May 1, 2020, the UCRCA award will be revoked.

More information about the IRB is available at: http://www.unmc.edu/irb/.

Titles of approved UCRCA applications must match the IRB, IACUC, or IBC protocol title. Questions? Contact unoorca@unomaha.edu

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