

**2024-2025 Program Announcement:  
UNO Federal Work-Study  
Research and Creative Activity Program  
Accepting Applications on a Rolling Basis  
(We will accept applications from July to March.)**

## Overview/Purpose

The 2024-2025 UNO Work-Study Research and Creative Activity Program aims to expand student opportunities in research and creative activity by providing incentives to faculty who hire work-study eligible students to assist in and/or contribute to their research and/or creative endeavors. The program rewards faculty for the mentoring they provide to their work-study student employees as these students support the faculty members' research and/or creative activity.

Students hired by faculty who participate in the program are expected to complete necessary training to participate in the research and/or creative activity, including, but not limited to, responsible conduct of research, IRB and/or IACUC training as appropriate.

All students hired as part of the program are strongly encouraged (though not required) to present the work that they complete at the annual ORCA Research and Creative Activity Fair. (If students need help covering printing costs for poster presentations, please inform ORCA ahead of time at [unoorca@unomaha.edu](mailto:unoorca@unomaha.edu).)

## Eligibility

All full-time faculty are eligible to apply. Awards will be decided based on the criteria described below and funding availability.

The student worker hired must be Federal Work-Study eligible and enrolled at UNO during the term in which the research and/or creative activity will be conducted.

## Funding

Awards of \$1,700 per applicant will be made. \$1,200 is intended to supplement FWS student worker wages. The intended student researcher must be Federal Work-Study eligible and enrolled at UNO during the term in which the award will be used. \$500 is intended for professional development funds for the faculty mentor. Faculty are eligible for up to \$1,000 per year. Examples of how these funds may be used are:

- Conference travel
- Supplies related to research and/or creative activity
- Memberships to professional societies

Awards will be dispersed when the **final report** has been completed.

**Faculty must work with their department administrators to gain access to these funds. They must be used by the end of the fiscal year.**

## Application

A complete application will include a:

- Job description (1 page maximum) that includes the proposed project on which the student will assist. This must include the specific duties for the student, the target timeframe for hiring, and a preliminary overview of student hours.
- Description of how (1 page maximum) the student will contribute to furthering your research or creative activity.
- Mentoring plan (1 page maximum) that includes the faculty applicant's previous mentoring experience, positive student outcomes following the applicant's mentorship, and planned mentoring activities. Examples of activities may include meeting once or twice a week, discussing academic ethics, directing students to resources, and guiding them through the research process (from identifying literature gaps, discussing findings, and developing and submitting manuscripts).
- CV (2 page) of the faculty applicant

Applications should be submitted through NuRamp and will be evaluated by the Office of Research and Creative Activity Leadership Team.

### Evaluation Criteria

Applications will be assessed for

- the ability of the faculty to provide a meaningful experience for the student,
- the potential benefit for the faculty applicant's research or creative activity, and
- the strength of the mentoring plan.

### Final Report

By the conclusion of the academic year in which the student was hired, faculty must submit a brief final report (300-500 words) summarizing and reflecting on 1) a summary of the mentoring the student received from the faculty member as part of the program, 2) how the student benefitted from the mentoring and the experience of supporting the faculty member's research and/or creative activity, and 3) how the faculty member themselves benefitted from the student's support. Reports should also include the name, year, and major of the student worker as well as a brief overview of the work completed.

Reports should be submitted by email to [unoorca@unomaha.edu](mailto:unoorca@unomaha.edu).

### Process

Faculty must work with their home department to post the student positions, disseminate to students who qualify for Federal Work-Study, and ensure student work-study eligibility. ORCA will assist with promoting the positions. However, the ultimate responsibility for screening, interviewing, and selecting students rests with each awarded faculty member (in partnership with their department).

### Department Administrator:

1. Directly after posting the position, an administrator from the faculty's department should send an email to ORCA at [unoorca@unomaha.edu](mailto:unoorca@unomaha.edu) (subject line: "FWS posting") to notify us that the position has been posted so that ORCA may help promote the position. (Please provide a link to the job posting.)
2. Prior to hiring the student, the departmental administrator should send a second email to ORCA at [unoorca@unomaha.edu](mailto:unoorca@unomaha.edu) (subject line: "FWS hire") confirming the student's Federal Work Study eligibility and the plan to hire.

### Notification

Successful applicants will be notified within a month and will work with their home department to post the position and hire the student. For questions, please contact Kristin Girten, Assistant Vice Chancellor for Research and Creative Activity, at 402-554-2845 or [kgirten@unomaha.edu](mailto:kgirten@unomaha.edu).