Office of Research and Creative Activity

Student Conference Travel Fund (SCTF)

2024-2025 Guidelines

==This program was previously known as the University Committee on Research and Creative Activity (UCRCA) student fund before the 2023-2024 academic year.==

Submission deadlines for **all student travel proposals** are the **first working day of each month** by **11:59 pm (Central Time)** September 2, 2024 through June 2, 2025.

Acceptance of proposals is subject to change, depending on the availability of funds. Late submissions will not be considered.

I.   Introduction

The Office of Research and Creative Activity considers proposals from **graduate** students and **undergraduate** students who plan to present or perform at professional meetings. (Graduate students can also 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.

Students wishing to request funds for research or creative activity materials and supplies can do so through either the Fund for Undergraduate Scholarly Experiences (FUSE) or Graduate Research and Creative Activity (GRACA).): http://www.unomaha.edu/office-of-research-and-creative-activity/students.)

The SCTF 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 SCTF funding. ORCA **will not fund** retroactive conference travel 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. ORCA 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. **<u>Failure to follow all guidelines will result in disqualification of the application and the return of the proposal without review</u>**.

Requests for funding should follow the guidelines below for travel to professional meetings. In preparing a proposal, applicants should consider that the reviewers may not 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/).

(Note: The SCTF is **only** for the funding of presentations/performances at professional conferences or meetings.)

FOR TRAVEL TO PROFESSIONAL MEETINGS (ALL STUDENTS)

Section	Required?	Instructions	Included in word count?
Section Headings	Yes		No
Abstract	Yes	Include an abstract that summarizes the proposal. You may submit the abstract you used to apply for the conference or meeting.	No
Description of Meeting/Event and Role	Yes	Describe the conference or other event that you will attend (e.g., the name of the conference or event; whether it is an annual meeting or one-time event, regional or national meeting, etc.); 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
OPTIONAL Acceptance letter/Email	No	Funding is available for all UNO students accepted to present or perform, but not for those merely attending the meeting. **You do not need to have an acceptance letter at the time of your application or to be awarded, but no funding will be released until you provide one.**	No

Section	Required?	Instructions	Included in word count?
Budget	Yes	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	Yes	Provide a detailed justification for the requested funding. ORCA expects that applicants will consider other already-available resources on campus before submitting an application to SCTF. 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 ORCA**. If applying for funding for travel from other sources in addition to ORCA, the applicant should indicate the plan for managing any overlap in funding from all sources.	No
Bibliography	Yes		No
List of Prior and Current Support	Yes	Provide a complete listing of previously funded (the last 2 years) and current internal and external sources of support for research or creative activity, including UCRCA/SCTF, 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
Compliance Approval Documentation	Yes (if the work being presented requires RB/IACUC/IBC approval)	For presentations on research that involved human subjects, vertebrate animals, and/or biohazards, **documentation of approval or waiver from the IRB, IACUC, or IBC must be included in the proposal.** If the applicant's name is not listed on the official approval letter, a copy of the protocol should also be included.	No
Appendices	No	Appendices are ordinarily not necessary. **PLEASE NOTE: If the proposal is being resubmitted after being declined for funding, the applicant must attach comments regarding how the proposal addressed concerns of the feedback in its revision.**	No

III. Submission Instructions

All applications and proposals must be submitted electronically in a single PDF document via NuRamp (https://nuramp.nebraska.edu/). **Please name your file using the following format: SCTF2024_Your last name_ Student).PDF.**

The following steps will help students and mentors navigate the application site on NuRamp:

- **Under Main Menu tab, find "Internal Competitions"**
- **Click on "Proposals and Awards"**
- **Click on "Create New Application"**
- **Select "ORCA Student Conference Travel Fund (SCTF) AY 2024-2025" 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

SCTF awardees are **required** to present at the 2025 or 2026 UNO Student Research and Creative Activity Fair. (For those unable to present at the Fair, a final report option may be requested by emailing unoorca@unomaha.edu.)

All awarded students must complete a SCTF contract before funding is released.

==**Students must be enrolled at UNO (not graduated or transferring) during the time that they present at the conference or meeting.** ORCA cannot release funds to non-students.==

Compliance Approval: If the work that will be presented involved any form of work with human subjects or their personal data (including interviews), vertebrate animals, and/or biohazardous materials, the student and mentor must submit proof of either approval or a waiver from the IRB (human subjects), IACUC (vertebrate animals), and/or IBC (biohazards). If you are unsure whether or not this applies to the research you completed, you must visit one of the following websites to confirm:

1. IRB for those working with human subjects or their personal data.

    Be sure to complete the "Does My Project Require IRB Review?" questionnaire, even if

    you don't think your project will need it.

2. IACUC for those working with live vertebrate animals.

3. IBC for those working with biohazardous materials.

Funds will not be released until necessary approval documentation is submitted.

Titles of approved SCTF applications must match the IRB, IACUC, or IBC protocol title. If the student is not listed as personnel on the approval letter, the protocol with their name must ALSO be submitted.

Questions? Contact unoorca@unomaha.edu