Hixson-Lied College of Fine and Performing Arts
Undergraduate Student Scholarly and Creative Activity Grant
Guidelines
2015-2016

Application Deadline: October 1, 2015

This program provides funding to support the research, exploration, and development of an idea or set of ideas in which an undergraduate student is thoroughly engaged and actively pursuing. The intentions of the program are two-fold: to support students who wish to produce work otherwise difficult to accomplish due to cost, and to encourage students to think of their chosen field of study as a discipline, rather than a series of courses, better preparing them for a life in that discipline. The proposed projects must be of a depth and thoroughness that reaches above and beyond the normal expectations of the undergraduate program of study either in concept or feasibility.

Eligibility

Students must have attained junior or senior status with a minimum of 30 hours in attendance at UNL, and be enrolled in and making satisfactory progress toward one of the undergraduate degree programs in H-LCFPA. Students must be able to demonstrate a strong commitment to their studies, as well as the relevance of this project to their academic and professional development. Students who are pursuing multiple majors must have the Hixson-Lied College of Fine and Performing Arts as their home college to qualify for funding.

Guidelines

- Awards are made once each year.
- Awards range from $500 to $2000, budget permitting.
- Funds may be used to support any of the following: materials needed (books, art supplies, music scores, etc.), assistance in travel if that is required for the project, and assistance with the final production of the project (costs for presenting a show, performance, etc.).
- Matching funding is encouraged. Matches can be in the form of a UCARE grant, department/school funding, etc., but do not include current financial aid or scholarships.
- Students will have up to one year to complete the project. Seniors must complete all projects with reports filed prior to graduation. In cases in which the funding is used as a match to a UCARE project or a program of similar scope, the timeline can be extended to coincide with the guidelines of that particular program.

Assessment Criteria

- Quality of proposed project and clear articulation of the applicant's concept(s) and goal(s). Proposed projects should be explained in a way that can be understood by students from disciplines other than that of the applicant.
- Clarity and thoroughness of the proposal and budget information.
- Applicant's plan for the completion of the project.
- Example(s) of similar projects completed successfully by the applicant in the past.
- Letter of recommendation from the applicant's faculty sponsor, specifically addressing the relevance of the proposed project to the applicant's development, and an assessment of the applicant's scholarly and artistic accomplishments to date. In addition, the faculty sponsor must attest to his/her willingness to mentor the applicant throughout the duration of the project.

Sample Applications and Budgets

Please visit http://arts.unl.edu/hlfpa/student-grants to view examples of funded projects (i.e., successful applications).

Final Report

Upon completion of the project, grant recipients must submit a report electronically in Word format to their respective Chair/Director, along with appropriate documentation that the project has been completed according to the plan that was originally approved. The report (minimum one page) must describe the student's work and highlight both the ways in which the project broadened his/her vision as an artist/educator, and the ways in which the student will make or has made his/her work available to others.

Reports must be submitted immediately upon completion of the project. Students who are graduating must submit reports no later than one week prior to graduation. Recipients must make a presentation to students and faculty in their respective academic units, and may also be asked to make a presentation to the College Student Advisory Board.

If a grant recipient does not file a report within the specified time, no consideration will be given to any future Hixson-Lied applications by that individual until the overdue report has been received in the Dean's Office.

Please visit http://arts.unl.edu/hlfpa/student-grants to view examples of project reports.

Application Procedure and Guidelines

1. **NUGrant application form:** The student should complete an online application through the NUGrant Internal Competitions module (nugrant.unl.edu).
2. **Samples of previous work:** The applicant is required to submit samples of previously completed work. There are three ways to do this:
    a. Submit link(s) to work that is viewable online in the appropriate box on the NUGrant form.
    b. Submit digital files using the upload button on the NUGrant form. (Files must be smaller than 25 MB.)
    c. Submit physical media (CDs, DVDs, etc) directly to your Chair/Director. (Maximum 3 items; must include Word document with any instructions.)
    d. Limitations on samples:
        i. Images: maximum 3 files
        ii. Films: maximum 3 samples no more than 3 minutes each
        iii. Audio: maximum 2 files no more than 5 minutes each
3. **Sponsor letter:** The applicant is required to provide a letter of support from a faculty sponsor. The letter may be uploaded by the student via the NUGrant form, OR the faculty sponsor may choose to submit the letter directly to the Chair/Director. Please note: applicants are strongly encouraged to discuss/review their applications and budgets with their faculty advisor or recommender before submission.
4. **Budget information:** Please include detailed information about budget items (e.g., materials, services, etc.) in the project description, using the budget form for total amounts in those categories.
5. The Chair/Directors evaluate and prioritize the applications, through a process developed in each academic unit.
6. The Chair/Directors submit prioritized applications and support letters to the Associate Dean. The Undergraduate Student Advisory Board evaluates the applications under the guidance of the Dean. Based on the Advisory Board's recommendation, the Dean makes the final decision on the awards.

DEADLINE: The application, sample(s) of completed work, and a support letter from the student's faculty sponsor must be submitted before 5:00 pm on October 1, 2015.