

## Graduate Student Scholarly and Creative Activity Grant

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2019-20

This competitive grant provides partial support for scholarly and creative projects by graduate students who wish to produce work that would be otherwise difficult to accomplish due to cost. It is designed to support research, exploration, and development of an idea or set of ideas of sufficient scope in which one or more graduate students are thoroughly engaged and actively pursuing.

**Applications due:** September 27, 2019, 5:00 p.m., for funding period 1  
March 2, 2020, 5:00 p.m., for funding period 2

**Funding periods:** 1: November 15, 2019 – December 31, 2020  
2: May 1, 2020 – April 30, 2021  
(funds must be used before applicant graduates)

**Maximum funding amount:** \$4,000

### Guidelines

- **Eligibility:** Applicants must be graduate students enrolled full-time in one of the programs offered by the College. Students are limited to one Hixson-Lied Graduate Student Scholarly and Creative Activity Grant at any given time.
- **Scope and relation to program of study:** The proposed projects must be of a depth and thoroughness that reach above and beyond the normal expectations of a graduate program of study either in concept or feasibility. Projects may be a portion of, or an extension of, the applicant's degree requirements, but the applicant should clearly describe how the project exceeds normal requirements and expectations.
- **Time frame:** Projects must be completed prior to the end of the grant period or before graduation, whichever occurs first.
- **Collaboration:** Applicants are encouraged to explore opportunities to work collaboratively as well as individually. Students seeking collaborative support may collaborate with their peers in other disciplines or sub-disciplines, or with a Lincoln-area business or facility. Grants for collaborative projects will be awarded to applicants who best demonstrate the spirit of collaborative art to support the proposed project.
- **Off-campus activities:** All awards are contingent upon adherence to University policy governing off-campus activities.
- **Other funding:** Applicants are encouraged to find other funding sources and are expected to fund a portion of the expenses personally.

- **Supervisor:** Projects should be supervised by a UNL faculty member but must be planned and executed by the applicant. Applicants should discuss their applications and budgets with their supervisor prior to submission.

## Application

Applications are submitted through NUGrant ([nugrant.unl.edu](http://nugrant.unl.edu)). Go to “Internal Competitions”, create a new application, and select the appropriate grant from the drop-down menu. Applicants are required to upload to the NUGrant application form the following documents:

1. Hixson-Lied Grant Budget Worksheet (Excel spreadsheet template, available for download at the college website) – **must be submitted in Excel format**
2. Project description, a three-page maximum document (Word or pdf format) that provides:
  - a. A description of the proposed activity
  - b. A description of how the proposed activity relates to the applicant’s program of study and long-term artistic/scholarly goals
  - c. A description of the timeline for completion of the project
  - d. A description of plans for presentation of the completed project
  - e. A statement on whether the activity will still be possible with partial funding
3. A brief biography and representative list of previous work, two pages maximum (Word or pdf)
4. A recommendation letter from the faculty supervisor that addresses the quality and viability of the project and supports the applicant’s statement as to the relevance of the project to the applicant’s program of study. This letter may be uploaded to NUGrant by the applicant or e-mailed to [HL-Grants@unl.edu](mailto:HL-Grants@unl.edu).

Applications and all supporting material must be submitted by the deadline above. Incomplete or late applications will not be considered. Documents exceeding maximum page lengths will not be considered.

## Review and notification

Applications are reviewed by the Graduate Student Advisory Board and evaluated according to the following criteria:

- Completeness, accuracy, and clarity of budget and other accompanying documents
- Significance of proposed activity to the applicant’s program of study and long-term goals
- Strength of faculty letter(s) of recommendation

The Associate Dean makes awards based on the Advisory Board’s recommendations. Applicants will be notified of decisions on awards within approximately 6 weeks of the due date.

## Final report

A final report is due no later than 30 days after the completion of the activity. Use the final report template provided with your award letter, or download it from the HLCFPA website. Submit the report to [HL-Grants@unl.edu](mailto:HL-Grants@unl.edu) and to your School Director. No applications for future funding will be considered for any individual who has not completed an overdue report.

If you have questions regarding the application process, please contact Associate Dean Christopher Marks at [cmarks2@unl.edu](mailto:cmarks2@unl.edu), 402-472-9339.