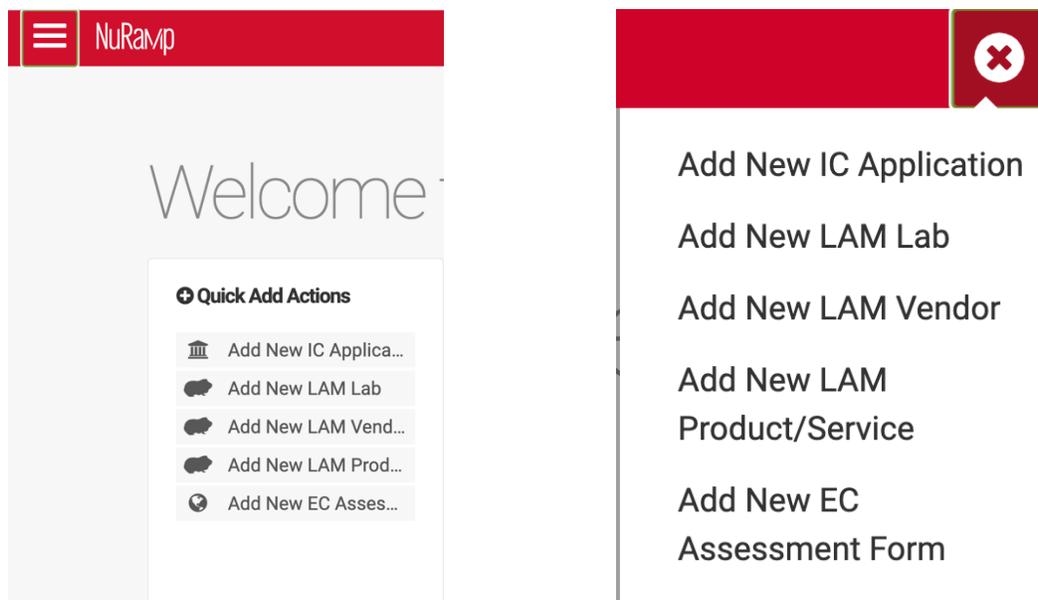


## Guide to using NuRamp to apply for a Hixson-Lied Student grant

This guide is designed to be helpful in a process that can be confusing. We value your feedback. If you think this guide can be improved, or if any of the information is confusing or misleading, please email [HL-Grants@unl.edu](mailto:HL-Grants@unl.edu). We'll be happy to update it to be more clear. Thank you!

Log into NuRamp using your UNL credentials. Hixson-Lied grants are considered "Internal Competitions" by NuRamp, so navigate based on this title or its abbreviation "IC".

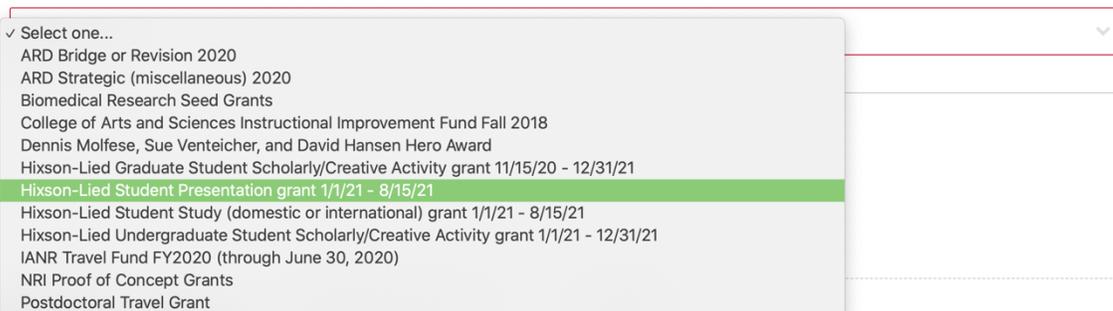
Start a new application either by selecting "Add new IC application" from the "plus" button in the menu bar or in the "Quick actions" menu on the main page.



Pull down the menu under "Select a competition" and find the Hixson-Lied student grant that you wish to apply for. Be careful not to select a *faculty* grant by mistake.

### Select a competition:

Please select the program you would like to apply for.



Information about the grant will appear, including downloadable guidelines and budget template (which you may already have downloaded from the college grants webpage). Click “Start Application”.

### Download RFA Files:

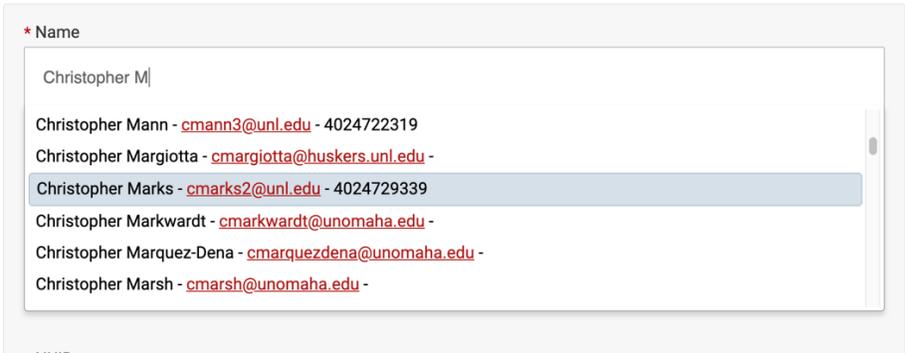
[Grant budget worksheet 2020.xlsx](#)

[SPres 2020-21 guidelines.pdf](#)

[Start Application](#)

Fill in the form as required. Some fields with “Search by...” will auto-populate – for instance, the “Name” field should show your name if you start typing your huskers email address.

## Primary Applicant



\* Name

Christopher M|

- Christopher Mann - [cmann3@unl.edu](mailto:cmann3@unl.edu) - 4024722319
- Christopher Margiotta - [cmargiotta@huskers.unl.edu](mailto:cmargiotta@huskers.unl.edu) -
- Christopher Marks - [cmarks2@unl.edu](mailto:cmarks2@unl.edu) - 4024729339
- Christopher Markwardt - [cmarkwardt@unomaha.edu](mailto:cmarkwardt@unomaha.edu) -
- Christopher Marquez-Dena - [cmarquezdena@unomaha.edu](mailto:cmarquezdena@unomaha.edu) -
- Christopher Marsh - [cmarsh@unomaha.edu](mailto:cmarsh@unomaha.edu) -

In the “Department” field, choose your school, not “Hixson-Lied College of Fine and Performing Arts”. Emerging Media Arts majors should choose “Johnny Carson Center for Emerging Media Arts”.

If you are applying as a group, you can add the rest of your group in the “Co-Applicant(s)” section. There will always need to be a Primary Applicant for communication purposes, so choose someone in your group to fill out the application as the primary applicant.

If you want to save the form and come back to it later, it should retain your progress when you log back in. When you have finished the page, be sure to check the box next to “Check if this page is complete” before clicking “Save Form”.

[save form](#)

Check if this page is complete

To submit the form, you will need to enter your electronic signature in the “Route Signatures” page by entering your UNL username and password. If you have completed the form and correctly entered your signature, the Status should change from “Preparation” to “Routing”.

<b>Form Preparation</b>
<input type="checkbox"/> Proposal Information
<b>Routing</b>
<input type="checkbox"/> Route Setup
<input checked="" type="checkbox"/> <b>Route Signatures</b>
<b>Review</b>
<input type="checkbox"/> Review Management

 **Workflow in progress**  
The step currently needing attention is [Form Preparation](#).

Application ID : 25209  
Competition Name : [Hixson-Lied Student Presentation grant](#)  
[1/1/21 - 8/15/21](#)  
Status : Preparation  
Routing Due Date :  
Title :  
Form Version : 1

*Sometimes NuRamp applications have glitches!* If you encounter anything that doesn't seem to be working correctly, please email [HL-Grants@unl.edu](mailto:HL-Grants@unl.edu). Do not wait until the last hour before the application is due to try to sort out these problems; work ahead!