

## Undergraduate Student Scholarly/Creative Activity Grant

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2019-20

This competitive grant provides partial support for scholarly and creative projects by undergraduate 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 in which an undergraduate student is 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: January 1, 2020 – December 31, 2020  
2: May 1, 2020 – April 30, 2021  
(funds must be used before applicant graduates)

**Maximum funding amount:** \$2,000

### Guidelines

- **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 the Hixson-Lied College. 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. Students are limited to one Hixson-Lied Undergraduate Student Scholarly and Creative Activity Grant at any given time.
- **Scope:** 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. 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
- **Time frame:** 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.
- **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, excluding current financial aid or scholarships.

- **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. Samples of previous work, in one or more of the following ways:
  - a. Provide link(s) to work that is viewable online
  - 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 Associate Dean Christopher Marks. (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
5. 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 Undergraduate 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
- Evidence through samples of previous work that applicant is likely to succeed in completing the project
- 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.