

## General Guidelines for Student-Faculty Collaborative Research Fund 2018-2019

Access to Application Forms, Evaluation Criteria, model applications, Committee Members, and these Guidelines can be found at: <https://www.nebrwesleyan.edu/academics/student-faculty-collaborative-research-fund>

1. Both graduate and undergraduate students and their Nebraska Wesleyan faculty collaborators/mentors in any discipline may apply for funds from the Student-Faculty Collaborative Research Fund (SFCRF) for support of research, presentations, artistic endeavors, or other scholarly projects. Student collaborators must be enrolled, degree-seeking Nebraska Wesleyan students at the time of application and during the full period of performance. Faculty mentors/collaborators must be currently teaching at Nebraska Wesleyan University when the proposal is submitted and for the duration of the performance period of the grant. Adjunct faculty who are submitting a proposal for work during a future term should include a letter from the department chair, confirming expectation of contract during the performance period of the grant.
2. There are two types of SFCRF funding:
  - Research, Artistic Endeavor, or Scholarship Grant – The proposal may include costs related to supplies, equipment, travel\*, and other research expenses, as well as expenses related to the anticipated presentation of research, artistic, or scholarly work.
  - Presentation Award – This award is only for students and a collaborating Nebraska Wesleyan Faculty member whose scholarship has been accepted for presentation at a conference or similar event. The proposal may include conference registration, supplies, transportation\*, hotel, and related travel expenses.
3. Application Deadlines:
  - Research, Artistic Endeavor, or Scholarship Grant  
There are four deadlines each year for the Research, Artistic Endeavor, or Scholarship Grant, with approximately one quarter of the annual amount available to be awarded each application period. Submit your application in advance of the proposed project. Applications are due by 5:00 pm on the following dates:
    - Friday September 14, 2018
    - Friday November 16, 2018
    - Friday January 25, 2019
    - Friday March 29, 2019
  - Presentation Award  
The Presentation Award has an open application deadline and should be submitted as soon as the student has been accepted to present at a scholarly venue. Please allow a turn-around time of 10 working days.
4. Applicants should inform their Division Representative (Arts and Humanities, Natural and Health Sciences, Social and Applied Sciences) or Student Representative of the intent to apply and to ensure that their application type (research/scholarship/ artistic endeavor vs. presentation) is appropriate. Applicants are strongly encouraged to submit a draft of the proposal to the division representative.
5. Proposals may come from individual students, a group of students, or Nebraska Wesleyan faculty collaborators/mentors. All proposals must demonstrate collaboration between faculty and students, but the proposal can be written and directed by either faculty or student(s). If a proposal is student-directed, the collaborating faculty member has the responsibility to guide the student in order to ensure the high standards required to earn a grant.

6. The dollar amount available for each submission round will be published on the application forms, along with the anticipated number of awards and dollar range, prior to each application deadline. Approximately fifteen percent of the grant funds will be reserved for qualified proposals presented in each of the four funding periods. Among qualified proposals each funding period, the committee will distribute awards to different divisions.
7. Faculty member activity may be considered in the proposed budget.
8. Each funded Research or Scholarship Grant will include a \$250, \$500, or \$1,000 stipend for the collaborating faculty member to be disbursed upon completion of all requirements associated with the grant. The number of hours the faculty member expects to spend outside of normal course work requirements with this student should be considered when requesting the stipend level. The stipend is not considered in the project budget and faculty members are not expected to “contribute” their stipend if all of the requested funding is not awarded.
11. Individual students are limited to one funded Research and Scholarship Grant proposal and one funded Presentation Award proposal per fiscal year. Individual faculty are limited to directing one Research and Scholarship Grant proposal per fiscal year.
12. Students who receive the Research or Scholarship Grant or the Presentation Award may choose to enroll in the non-credit, pass/fail course IDS 2000 – “Student-Faculty Collaborative Research” for a \$25.00 fee. (This fee may be included in the budget.) Students should be enrolled for the course during the semester or summer when research mainly occurs. The chair of SFCRF Committee is the instructor of record for this course.
13. Students or faculty must submit receipts to receive reimbursement of expenses. This may be handled at the department level.
14. The author of the grant proposal (either student or faculty) will submit a final report to the SFCRF Committee (care of the Academic Affairs office).
15. All real property acquired with funds from the university belongs to NWU unless otherwise authorized by the SFCRF Committee. Applications should address if the property already exists on campus, and what will happen with the property after the grant period.
16. Students will present the results of their projects in a university-wide local research symposium held each spring.
17. Grant applications will be evaluated using the following criteria:
  - the intellectual significance of the project, including its potential contribution to scholarship
  - the quality or promise of quality of the applicant's work
  - the quality of the conception, definition, organization, and description of the project
  - the feasibility of the proposed plan of work and the likelihood that the applicant will complete the project
  - the degree of collaboration between NWU faculty and students
18. Proposals will be evaluated by an interdisciplinary audience and should be written accordingly.

\*Applicants requesting funding for international travel must receive preliminary approval from the Director of the Global Engagement, **before** submitting an application to the Committee. Upon receiving a grant, students must meet with the Director of Global Engagement and comply with all requirements set forth. All travel must conform to the Nebraska Wesleyan University travel policy – visit this link for information: <http://www.nebrwesleyan.edu/business-office/travel>

These guidelines are published as part of the informational material provided to students and faculty. They are intended to aid applicants. They will also be used by the SFCRF Committee to guide their work.

Access to Application Forms, Evaluation Criteria, model applications, Committee Members, and these Guidelines can be found at: <https://www.nebrwesleyan.edu/academics/student-faculty-collaborative-research-fund>