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Director  
Dr. Matthew T. Andrews

**Undergraduate Research Experience  
at Small Colleges and Universities  
Request for Proposals**

December 9, 2019

To: Science, Technology, Engineering, and Math Faculty and College/University Administrators of Small Nebraska Colleges and Universities

From: Matthew T. Andrews, Director, Nebraska EPSCoR

Re: **Request for Proposals for Undergraduate Research Experiences at Small Colleges and Universities**

**Deadlines**

**Proposal: 5:00 p.m. (CST), Monday, February 10, 2020**

**Program Description**

Participation of undergraduate students in research activities increases their interest in pursuing graduate and professional degrees. Nebraska EPSCoR has created the *Undergraduate Research Experience* grant program to provide research experience for selected students in small public and private Nebraska colleges and universities that offer undergraduate degrees related to science, technology, engineering, and math. The program is intended to increase the pool of potential students choosing careers in these areas. The program is funded by an NSF infrastructure grant to Nebraska EPSCoR. Faculty members from groups that are underrepresented in the sciences or those involving students from underrepresented groups are particularly encouraged to apply. Nebraska EPSCoR anticipates funding approximately 4 proposals.

**Amount of award:** \$5,000 maximum.

**Potential start date:** April 1, 2020

**Maximum award length:** Up to one year

**Eligibility Information**

**Who May Apply:** A faculty member in any small public or private Nebraska college or university that has an annual institutional research expenditure of less than \$8 million and offers an undergraduate degree in a science, technology, engineering, or math area is eligible to submit a proposal.

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**Limit on the number of proposals per institution: None**

**Project Eligibility:** Projects that involve undergraduate students in research are eligible. Research activities must be related to an area of science, technology, engineering, or mathematics.

**Budgetary Information**

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**Amount of Award:** \$5,000 maximum.

**Allowable expenses:** Allowable budget expenses include stipends for undergraduate students involved in research, supplies for their research project, and travel expenses for the student to present their work at a regional or national research conference in the student's area of research. Faculty summer salary may be requested from Nebraska EPSCoR subject to conditions outlined in Cost Sharing (Match) requirements below.

**Cost sharing (Match) requirement:** Cost share is required only if faculty summer salary is requested (see Allowable Expenses). The institution must provide a \$1-for-\$1 match for salary in cost share to support the student's salary. Cost share does not need to come from non-federal funds.

**Indirect Cost (F&A) Limitations:** Indirect costs are not allowed and may not be used for satisfying the cost share requirement.

**Selection Process**

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Proposals will be reviewed and recommended by a Nebraska EPSCoR grant subcommittee.

**Project Reporting Requirements**

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Faculty awardees are required to submit a final report for the project no later than 30 days after completion of the project. Funded faculty members are encouraged to submit an REU proposal to NSF if their institutions permit such an activity. The project funding period can start April 1, 2020, or later, and can extend for any amount of time up to one year.

**Proposal Content**

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The proposal must be prepared using **font size 11 or greater with 1 inch margins** and should consist of the following three items:

1. **Main body:** The main body of the proposal may not exceed 5 pages. It should describe the proposed research and methods, significance of the research, and intellectual merit. If references are included, they must be part of the 5 page limit.

2. **CV Summary:** A two-page CV of the participating faculty member, highlighting qualifications including professional education and experience. The CV is not part of the 5 page main body.
3. **Budget and Budget Justification:** Attach a completed Nebraska EPSCoR Proposed Budget and Approval Form available at <https://epscor.nebraska.edu/programs/forms> and provide a maximum of one page budget justification. Ensure all appropriate signatures appear on the Budget Form. The budget and justification are not included in the page limit for the main body of the proposal. *The budget form will be the proposal cover sheet.* The appropriate campus-level approval signature(s) and account number(s) are required for any cost share commitment.

### **Proposal Submission Instructions and Due Dates**

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Proposals must be submitted electronically **and** in print.

1. The original grant proposal, in print and with appropriate signatures, must be received at the Nebraska EPSCoR office, W192 Nebraska Hall, Lincoln, NE 68588-0557, **no later than 5:00 p.m. (CST), Monday, February 10, 2020.** Submissions outside of Lincoln can be postmarked by the above due date to be considered submitted on time.
2. Proposals also must be submitted electronically, in PDF format, through a link on the Nebraska EPSCoR web site for the Undergraduate Research at Small Colleges application. This link will take you to a web site for our proposal collection provider (RegPack). You will need to create an account with a few pieces of information that will pre-populate your application once you have entered the site. (If you have submitted through this system before, you can use the same log in information for your new application.) There you will provide your campus contact information and upload your proposal and budget package. **Please note: Your proposal, CV, budget, and budget justification must be submitted as one PDF file.** You can start your application, save it and log out and then log in again to finish it later. Electronic submission of your proposal package is due **no later than 5:00 p.m. (CST), Monday, February 10, 2020.**

**Important:** It is the responsibility of the PI to check with their campus's Office of Sponsored Programs (OSP) or senior campus administrator to inquire about their institution's pre-submission requirements.