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

December 9, 2024

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), Friday, February 7, 2025**

### 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 six proposals.

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

**Start date:** April 1, 2025

**End date:** Any amount of time up to one year.

The project funding period can start April 1, 2025, or later, and can extend for any amount of time up to March 31, 2026.

### 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 a degree in a science, technology, engineering, or math area is eligible to submit a proposal.

**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/payment 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 salaries are not allowed.

**Indirect Cost (F&A) Limitations:** Indirect costs are not allowed.

## **Selection Process**

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Proposals will be reviewed and recommended by Nebraska EPSCoR.

## **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, or an R15 proposal to NIH, if their institution permits such an activity.

## **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 biosketch of the participating faculty member, highlighting qualifications including education and professional experience must be included. The biosketch 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 including institutional approval. Signatures included on the electronic submission of the proposal will be considered original signatures. 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.*

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

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Proposals must be submitted electronically.

1. Proposals must be submitted electronically no later than **5:00 p.m. (CST), Friday, February 7, 2025**. Proposals will be submitted through a link on the Nebraska EPSCoR web site (<https://epscor.nebraska.edu/proposals>) for the Undergraduate Research at Small Colleges application. This link will take you to a web site for our proposal collection provider (Cvent). **Please note: Your budget, proposal, bio sketch, and budget justification must be submitted as one PDF file not exceeding a maximum of 10 MB.** Contact the EPSCoR Office ([epscor@nebraska.edu](mailto:epscor@nebraska.edu) or 402-472-8946) if you have any problems or questions. All electronic signatures submitted on the application form will be treated as original signatures.

**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.