Request for Proposals
Arts & Humanities Research Enhancement Program

Starting July 1, 2013, proposals must be fully routed and approved in NUgrant by 5:00pm, annually, on the 2nd Friday in November.

DESCRIPTION: The Arts and Humanities Research Enhancement Program is designed to foster research, scholarship and creative activity in the arts and humanities, broadly defined, to support excellence in these disciplines and to increase competitiveness for external grants.

Although external research dollars in the arts and humanities are in shorter supply than in the sciences and engineering, the philosophy is the same. That is, with seed money to achieve short-term goals, faculty can increase their chances of obtaining external funding for larger projects. Faculty should present their long-term plan for creative activity/research, and specifically describe how the project will lead to external funding, including a targeted plan for external funding applications.

Given the strong interest nationally for interdisciplinary work, projects involving collaborations between Arts & Humanities faculty and faculty outside the Arts & Humanities are encouraged.

AWARD AMOUNT: Arts & Humanities Research Enhancement Grants provide a maximum award of $10,000 and require a match from the grantee’s department, center, and/or college. These grants are made possible by the Office of Research and Economic Development (which will provide a maximum of 75% of the total requested budget), and a minimum 25% match provided by departments/colleges (e.g., for the maximum request of $10,000, $7,500 is awarded from the Office of Research and Economic Development and at least $2,500 is matched from the department and/or college.)

SCOPE OF THE AWARD:
• A & H awards may be used to initiate a new project, develop new areas of faculty research/creative activity, and/or further development of an on-going project. Funding can support pilot projects, prototype development, demonstration of educational/public service programs, and international travel. Projects that facilitate cross-disciplinary faculty collaboration are encouraged.
• Funds may be used for salary for non-tenure-track research positions, post-doctoral positions, graduate or undergraduate student research assistants, and technical personnel, but not for tuition or benefits. A & H funds from the Office of Research and Economic Development cannot be used for faculty salary. However, matching funds from departments/colleges may be considered for faculty salary support. Applicants must specifically identify sources of departmental, center, and/or college matching funds (25% required).
• Neither funding for administrative assistance nor for normal operations (e.g., office space, equipment) is permitted. Funding for administrative assistance is not permitted. Neither ORED nor matching funds may be used for remodeling, alteration of facilities or equipment for core facilities, or to replace current funding.
• Funds previously awarded from the Office of Research and Economic Development (such as Research Council or Layman Funds) are considered current funding and cannot be used as departmental or college matching funds.

ELIGIBILITY INFORMATION:
• Applicants must be full-time (1.0 FTE) UNL faculty members on a continuous appointment (tenure-leading or tenured, with a rank of assistant professor or above), or a research
(assistant/ associate full) professor or senior lecturer on the payroll of UNL. Visiting and adjunct appointees and other lecturer ranks are excluded.

- For each program, a faculty member may submit only one application as principal investigator but is not limited as a co-investigator on other projects.
- UNL faculty can be awarded only one internal award as a PI in any academic year. Furthermore, UNL faculty cannot be awarded more than two internal grants as PI over any 4-year period.

REQUIREMENTS FOR ALL OFFICE OF RESEARCH AND ECONOMIC DEVELOPMENT AWARDS:

- Applicants should identify external sources of funding and specify a timeline for proposal submission that will be pursued as a result of this internal funding.
- Recipients are expected to participate in at least one grant-writing seminar sponsored by the Office of Research and Economic Development during the award period if they have not already done so.
- Recipients are expected to actively pursue external funding sources (grants and/or fellowships) and to submit a proposal for external funding within 24 months of receipt of award. Failure to do so will disqualify the applicant from future competitions.
- A final report is required, due to the Office of Research and Economic Development no later than one month after the conclusion of funding.
- Recipients must agree to serve as a reviewer on at least two Office of Research and Economic Development ad hoc review panels over a 4-year period. Failure to do so will disqualify the applicant from future competitions.

REVIEW AND AWARD PROCESS:

- Applications will be prioritized based on the selection criteria specified below and reviewed by an advisory panel selected by the Vice Chancellor for Research and Economic Development (VCRED).
- The VCRE will make the final selection.
- Announcement of awards will be made in the Spring following the submission deadline.
- The anticipated award period is the new fiscal year (July 1 to June 30) starting after the announcement has been made.
- A one-page final report must be submitted to the Office of Research and Economic Development by August 1 the same year the grant period ends (i.e., one month after the end of the grant period/fiscal year). A template for this report will be sent with the award notification.
- Submission of a proposal for external funding is required within 24 months of award receipt.

GENERAL SELECTION CRITERIA:

Proposals must identify a specific external funding opportunity and address these criteria:

- Scientific or scholarly merit
- Potential for generating external funding to support future prominent scholarly/creative work
Priority will be given to faculty/teams who have not received prior Office of Research and Economic Development funding under this mechanism

Importance of A&H funding to the applicant’s long-term success.

PROPOSAL PREPARATION INSTRUCTIONS

Only electronic submissions via NUgrant will be accepted (http://nugrant.unl.edu). Paper applications will not be accepted. If you are a first-time user of NUgrant you can log-in to NUgrant using your Blackboard username and password.

Information required as part of the electronic NUgrant application:

1. **250-word abstract** (in lay language).

2. **3-page proposal** plus a 1-page bibliography (max.). The proposal must include sufficient detail to convince reviewers of the project’s scientific or scholarly merit, and **written in lay language understandable to non-specialists**. Please make the proposal and bibliography single spaced, using 11 point font and one-inch margins. The proposal should include information to demonstrate to reviewers its merit and potential for external funding, including the following elements:
   
   **a. Introduction**
   - Pose a clear research question or topic.
   - Situate the project in existing literature, providing background/rationale that addresses the significance of the project to your field.
   - List the project’s short-term objectives and describe how the project fits into the applicant’s long-term plan for scholarship.
   - Describe how the seed funds will help the applicant achieve the stated long-term goals and enhance competitiveness for external funding.

   **b. Proposed plan**
   - Describe data/information sources, method of analysis, and expectations regarding outcomes.
   - Identify specific research/scholarly activities to be conducted with A&H funds, and how these activities will enhance competitiveness for subsequent external funding.
   - Describe what A&H funds will accomplish that cannot be achieved through other means.

   **c. Timeline for proposal external funding submission (< 24 months)**
   - Identify a specific external funding opportunity (program and funding agency), submission deadlines, and submission timeline.
   - Articulate the fit of the proposed project to external funding priorities/opportunities.

3. **List of Key Personnel:** attach a 2-page biographical sketch/vitae summary for all faculty involved in the project.

4. **Current & Pending Support form:** list all funded and pending internal and external grants for all faculty involved in the project, including title, award amount, funding period, and funding agency. Include information regarding outcomes of previously awarded internally-funded projects from the Office of Research and Economic Development. Include reviews from external funding applications where pertinent to project aims.

5. **Project Budget:** 1-page budget and 1-page justification for up to $10,000. For A&H funding, include all matching funds available from participating investigators, centers, departments and colleges.

If you have questions about the submission process, please contact Karen Underwood in the Office of Research and Economic Development at (402) 472-0030 or by e-mail at kunderwood1@unl.edu