Request for Proposals
Arts & Humanities Research Enhancement Program

Submit proposals through the Internal Competitions module in NUgrant.

*Annual Deadline: Proposals must be fully routed and approved in NUgrant
by 5 p.m. on the second 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 to support excellence in these disciplines and to increase competitiveness for external grants.

This program provides seed money to help faculty achieve short-term goals, thus increasing their chances of obtaining external funding for larger projects.

AWARD AMOUNT: Awards of up to $10,000 are supported by the Office of Research and Economic Development (ORED), which will provide 75% of the total requested budget; a minimum 25% match is required from the grantee's department, center, and/or college (e.g., for the maximum request of $10,000, $7,500 is awarded from ORED and at least $2,500 is matched by the department/college.)

SCOPE OF THE AWARD

- ***Types of projects***: A & H awards may be used to initiate new projects, 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. Given the strong interest nationally for interdisciplinary work, projects involving collaborations between Arts & Humanities faculty and faculty outside the Arts & Humanities are encouraged.

- ***Appropriate uses for funds***: Funds may be used for salary for non-tenure track research positions, post-doctoral positions, graduate or undergraduate student research assistants and technical personnel and *must include benefits and tuition for any students involved*. Only funds provided by the departmental match may be considered for faculty salary support. Applicants must specifically identify sources of departmental, center, and/or college matching funds (25% required).

- ***Funding restrictions***: Funds provided by ORED cannot be used for faculty salary (see note above about departmental matching fund and salary support). Funds may not be used for administrative assistance, normal operations (e.g., office space, equipment), remodeling, alteration of facilities, equipment for core facilities, or to replace current funding.

- ***Matching fund restrictions***: Funds previously awarded from an ORED internal funding source (such as Research Council or Layman Funds) are considered current funding and cannot be used to meet the departmental or college matching fund requirement.

ELIGIBLITY INFORMATION
- ***Faculty status***: 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 professor (assistant/associate/full) or senior lecturer/professor of practice on the UNL payroll. Faculty with part-time appointments, visiting and adjunct appointees and other lecturer ranks are not eligible to apply.

- ***PI status***: For each program, a faculty member may submit only one application as principal investigator but may serve as a co-investigator on other projects.

- ***Number of internal awards***: A UNL faculty member can receive only one internal award as a PI in any academic year and may not receive more than two internal grants as PI over any four-year period.

REQUIREMENTS FOR ALL OFFICE OF RESEARCH AND ECONOMIC DEVELOPMENT AWARDS

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

- ***Submit a final report to ORED*** no later than one month after the conclusion of funding. A template for this report will be sent with the award notification

- ***Participate in at least one grant-writing seminar*** sponsored by ORED during the award period if they have not already done so

- ***Agree to serve as a reviewer*** on at least two ORED ad hoc review panels over a four-year period

Failure to meet these requirements may disqualify candidates from future internal award 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 VCRED will make the final selection of grant recipients.

- Announcement of awards will be made in the spring following the submission deadline.

- The anticipated annual award period is July 1 to June 30 after the announcement has been made.

GENERAL SELECTION CRITERIA

Priority will be given to faculty/teams who have not received prior Office of Research and Economic Development funding under this program. Proposals **must:**
- Identify a specific external funding opportunity

- Describe the project's scientific or scholarly merit

- Explain the potential for generating external funding to support future prominent scholarly/creative work

- Emphasize the 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). If you are a first-time user of NUgrant, you can log in using your Blackboard username and password.

This Information is 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.). Please single-space the proposal and bibliography, using 11-point font and one-inch margins. The proposal must include sufficient detail to convince reviewers of the project's scientific or scholarly merit and be written in lay language understandable to non-specialists. The proposal should include information to demonstrate to reviewers its merit and potential for external funding, including these 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 the applicant's 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 submission of proposal external funding (< 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 two-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.* Provide a one-page budget and one-page justification for up to $10,000, including all 25% 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.