**University of Nebraska-Lincoln and University of Nebraska Medical Center**

**Sciences, Engineering and Medicine (SEM) Initiative**

**Fiscal Year 2019**

**Application Instructions**

Use this form to submit applications in response to the Sciences, Engineering, and Medicine for Human Health Request for Applications. The Request for Applications is available at: http://research.unl.edu/SEM/

**Application Contents:**

Each application must include the following items, in this order:

* completed cover page
* 250-word abstract
* three-page project description (literature citations are not included in the three-page limit)
* list of project key personnel
* bio-sketches/two-page CVs for all key personnel
* current/pending support forms for all key personnel
* one-page budget
* one-page budget justification

**Submission Process:**

1. Complete all forms, obtain all required signatures, and scan all of the components listed above into a **single PDF file.**

2. Submit the entire application in one file:

* If the lead Principal Investigator is from UNL, submit the PDF as an application in the internal competition module in NUgrant. Questions may be directed to Deb Hamernik (dhamernik2@unl.edu)
* If the lead Principal Investigator is from UNMC, submit the pdf to: [deb.hawkins@unmc.edu](mailto:deb.hawkins@unmc.edu).

**Eligibility**

Any full-time, UNL or UNMC faculty member (tenure-leading, tenured or research faculty) from any College is eligible to submit an application, with the exception of any faculty who received previous funding from the Bioengineering for Human Health or SEM funding mechanisms. In addition, faculty that have received (or will receive) funding from the University of Nebraska Collaboration Initiative for a similar project are not eligible to receive funding from the SEM funding mechanism. However, previous awardees are eligible to submit as Co-PIs. Applications focused on computational biology or genetic engineering will not be accepted for review.

**Cover Page**

**1. Principal Investigator Information**

Include all information requested.

**2. Other Investigators**

List all additional faculty who will be involved in the project. If you require additional space for more investigators, continue on a copy of the cover page.

**3. Project Information**

* Identify project title.
* Indicate the amount of the entire funding request.
* Identify the proposed project start and end dates.

**4. Approvals: Signatures and Dates**

All investigators, including the PI, must sign the cover sheet.

**Abstract**

* Provide an abstract (250 words and 11-point font) on a separate page, with at least one-inch margin all around.
* Use language understandable to a non-technical expert.

**Project Description**

* Limit the project description to **three single-spaced pages** with 11-point font. Use one-inch margins.
* Delineate each of the following sections:
  + - ***Introduction & Specific Aims or Goals (as appropriate for funding source)***
    - ***Research Plan:*** 
      * Background and Significance
      * Preliminary Results
      * Research Design and Methods
    - ***Timeline:***
      * Project activities
      * Submission of one or more federal funding applications, with identification of relevant Program Announcement or Request for Applications

**Key Personnel**

* List all key personnel and each person’s roles and responsibilities on the project.
* Provide a biographical sketch of **no more than two pages** for each key person on the project team.
* Complete **current and pending support forms** for all key personnel. Information should be provided for each investigator and other senior personnel. Also include a list of previous internal awards/seed funding obtained by the investigators. Include outcomes from internal grants on a separate page.

**Budget and Budget Justification**

* Describe the budget and the budget justification, each on a separate single page.
* Not allowed in the budget:
  + Faculty salaries (post-doctoral fellows, graduate students and technician salaries are OK)
  + Equipment over $5,000
  + Computer equipment or support
  + Remodeling or construction
  + Faculty recruitment start-up packages
  + Administrative assistance or salary
  + International travel
* Describe and justify the need for all requested budget items.
* Budget justification should be single-spaced with one-inch margins all around. Use Arial 11-point font.

Cover Page

Duplicate if additional signatures are needed.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Principal Investigator Information** | | | | | | | |
| Name (*last, first, MI*) | | | | | Date joined faculty | | |
| [ ] UNL [ ] UNMC  [ ] Tenured/tenure track [ ] Research track  [ ] Emeritus [ ] Other | | |
| Title/rank | | | | |
| Department | | | | | | | |
| E-mail | | | | | Telephone | | |
| **Other Investigators** | | | | | | | |
| Name | | | E-mail | | | | Campus |
| 1) |  | |  | | | |  |
| 2) |  | |  | | | |  |
| 3) |  | |  | | | |  |
| 4) |  | |  | | | |  |
| 5) |  | |  | | | |  |
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| 7) |  | |  | | | |  |
| 8) |  | |  | | | |  |
| 9) |  | |  | | | |  |
| **Project Information** | | | | | | | |
| Sponsor UNL/UNMC SEM FY 2019 | | | | Sponsor deadline April 29, 2019 | | | |
| Project title | | | | | | | |
| Total Amount requested | | Start and end dates | | | | | |
| **Approvals: Signatures and Dates** | | | | | | | |
| *Signature* | | | | | | *Date* | |
| PI | | | | | |  | |
| Investigator 1 | | | | | |  | |
| Investigator 2 | | | | | |  | |
| Investigator 3 | | | | | |  | |
| Investigator 4 | | | | | |  | |
| Investigator 5 | | | | | |  | |
| Investigator 6 | | | | | |  | |
| Investigator 7 | | | | | |  | |
| Investigator 8 | | | | | |  | |
| Investigator 9 | | | | | |  | |

Abstract

*250-word limit – confine text to the box below. Use Arial 11-point font.*

Project Description

*Add additional pages as needed for Project Description. Three-page limit. Use Arial 11-point font, one-inch margins*

References

*Add additional pages as needed for literature citations.*

List of Key Personnel

|  |  |
| --- | --- |
| **Name** | **Roles & Responsibilities in Project** |
|  |  |
|  |  |
|  |  |
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*After this page, insert CVs or bio-sketches (limit two pages per person) for all key personnel in the same order that they appear on the list above.*

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| Current/Pending (Internal and External) Support  *One form for each investigator; copy and paste table to additional pages as needed.*   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Investigator’s Name:** | | | | | | | Support: | [ ] Current | [ ] Pending | [ ] Submission planned in near future | | [ ] Transfer of Support\* | | Project/Proposal Title: | | | | | | | Source of Support: | | | | | | | Total Award Amount: $ | | | | Total Award Period Covered: | | | Support: | [ ] Current | [ ] Pending | [ ] Submission planned in near future | | [ ] Transfer of Support\* | | Project/Proposal Title: | | | | | | | Source of Support: | | | | | | | Total Award Amount: $ | | | | Total Award Period Covered: | | | Support: | [ ] Current | [ ] Pending | [ ] Submission planned in near future | | [ ] Transfer of Support\* | | Project/Proposal Title: | | | | | | | Source of Support: | | | | | | | Total Award Amount: $ | | | | Total Award Period Covered: | | | Support: | [ ] Current | [ ] Pending | [ ] Submission planned in near future | | [ ] Transfer of Support\* | | Project/Proposal Title: | | | | | | | Source of Support: | | | | | | | Total Award Amount: $ | | | | Total Award Period Covered: | | | Support: | [ ] Current | [ ] Pending | [ ] Submission planned in near future | | [ ] Transfer of Support\* | | Project/Proposal Title: | | | | | | | Source of Support: | | | | | | | Total Award Amount: $ | | | | Total Award Period Covered: | | | \* If this project has been funded **PREVIOUSLY** by another agency, list and furnish information for the immediately preceding funding period. | | | | | | |

Project Budget

*Add rows to the table as necessary. Leave blank any rows that do not apply.*

|  |  |  |
| --- | --- | --- |
| **Personnel Costs\* – Role/Position and Name** | **Effort** | **Amount** |
| Post Doctoral Fellows |  |  |
|  |  |  |
| Graduate Students |  |  |
|  |  |  |
| Technicians |  |  |
|  |  |  |
| **a) Total personnel costs** | |  |
| **All Other Costs\*\*** | | |
| Other costs (list each individually) | | |
|  | | |
|  | | |
| **b) Total all other costs** | |  |
|  | | |
| **c) Total costs (a + b)** | |  |
| **TOTAL REQUESTED (a + b)** | |  |

\*Funds may not be used for faculty salaries; however, salaries for post-doctoral fellows, graduate students and technicians are allowed.

\*\*Funds may not be used for international travel, equipment over $5,000, remodeling or construction, recruitment start-up packages, computer equipment or support, or administrative assistance.

Budget Justification

*One page limit. Use Arial 11-point font, one-inch margins.*