

## REQUEST FOR PROPOSALS:

### Collaboration Grants: Team Formation and Ideation

Office of Research and Innovation

University of Nebraska-Lincoln



**Application Deadline:** Rolling

*Proposals must be submitted in [NuRamp](#).*

### Program Overview

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Collaboration Grants support teams of University of Nebraska-Lincoln (UNL) scholars seeking to take their programs of research, scholarship, and/or creative endeavors to a more collaborative level. Three grant types are available for teams at various stages of development.

- **Team Formation and Ideation Grants:** These grants provide support for teaming and ideation activities for collaborative groups to coalesce around a proposed project. The expected outcome is for recipients to build and strengthen collaborative teams in a manner that will better position them to perform collaborative research, scholarship, and/or creative endeavors.
- **Development Grants:** These grants provide support for collaborative groups to conduct innovative, timely, and collaborative research, scholarship, and/or creative endeavors. The scope of work should be more preliminary and/or exploratory in nature than that supported by Catalyst Grants and should occur at an earlier stage of a team's progression than work supported by Catalyst Grants. The expected outcome is for recipients to build and strengthen their team through collaborative work that will enhance competitiveness for external collaborative funding opportunities.
- **Catalyst Grants:** These grants provide support for well-established collaborative teams to implement a project that will better position them to compete for major external funding. Competitive teams for Catalyst Grants will be able to articulate a robust plan of work for advancing their collaborative programs of research, scholarship, and/or creative endeavors and demonstrate the existing capacity of the team to effectively collaborate. The expected outcome is for recipients to conduct a project that will enhance competitiveness for external collaborative funding opportunities and begin to position the team for long-term project sustainability.

**This Request for Proposals (RFP) is for Team Formation and Ideation Grants.**

[Separate RFPs](#) are available for Development Grants and Catalyst Grants.

### Award Information

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**Allowable activities:** Funds may only be used to support team formation and ideation activities, such as team and partnership development activities, external facilitation, convenings, and planning meetings. Funds may not be used to support research, scholarship, or creative endeavors. See [Budget Guidelines](#) below for information about allowable and unallowable costs.

**Award amounts:** Up to \$25,000 is available per award. However, applicants are not required to seek the maximum level of funding. Budget requests should reflect the scope and scale of the proposed work.

**Project duration:** The project duration for Team Formation and Ideation Grants is 12 months. Applicants should request a one-year grant period starting 60-90 days after a proposal is submitted.

**Expected number of awards:** The number of awards issued will be determined based on proposal quality (see [Proposal Review Process and Timeline](#) below) and availability of funds.

## Eligibility

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**Applicant eligibility:** Full-time UNL faculty members are eligible to serve as principal investigator (PI) and submit a proposal to this competition. Postdoctoral fellows, faculty with part-time appointments, and visiting or adjunct appointees are not eligible to apply as PI.

Multiple PIs are allowed. Plans for this type of leadership configuration must be described within the page limit allowed for proposals. Teams with multiple PIs must identify one individual to serve as the contact PI because only one PI is identifiable in NuRamp. Proposers may wish to refer to National Institutes of Health guidance on multiple PI plans, including example plans, at [https://grants.nih.gov/grants/multi\\_pi/index.htm](https://grants.nih.gov/grants/multi_pi/index.htm).

**Other personnel:** Other essential project personnel (e.g., co-investigators) may participate in the proposed project. However, only project personnel with paid UNL appointments may receive funds from the Team Formation and Ideation Grant. Individuals from external institutions or holding only courtesy or adjunct appointments at UNL may be included but may not receive funds from the grant.

While co-investigators listed in the NuRamp submission form will be limited to internal investigators, unfunded project personnel from external organizations should be listed on the proposal coversheet (see [Proposal Requirements](#) below), along with UNL personnel.

**Limit on the number of applications:** Individual PIs may submit one Team Formation and Ideation Grant proposal per UNL fiscal year. There is no limit on the number of applications to which an individual may contribute in another role (e.g., as other project personnel).

**Limit on the number of awarded grants:** UNL faculty may have no more than one active award from the Collaboration Grants program as PI (inclusive of all three award types). Additionally, individuals may not serve as a PI on more than two internal grants awarded by R&I in any four-year fiscal period (excluding Biomedical Research Seed Grants, Book Fellowship and Manuscript Workshop Program awards, Invited Scholar Grants, and Revision Grants).

PIs who are unsure about their eligibility based on current or prior R&I-funded grants received within the last four years are strongly advised to contact R&I staff to discuss the potential allowability of another award before applying (see the [Additional Information](#) section below).

**Repeated R&I funding for the same project:** Applicants cannot receive funding for the same project from multiple R&I-funded grants. Applicants proposing projects similar to work currently or previously supported by an R&I-funded grant must demonstrate that the new scope of work is significantly different from the previous project or a substantial advancement of the prior project.

**Resubmissions:** Declined proposals may be resubmitted following substantive revision in response to reviewers' comments. However, all proposals will be treated as new applications. Resubmissions should not be described as revised applications, and revisions should not be called out in proposal narratives.

## **Proposal Requirements**

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**Overall instructions and formatting:** Proposals should be prepared using an 8.5" x 11" page size with 1" margins and single-spaced 11-point font (Arial, Calibri, Aptos, Georgia, or Times New Roman). The font sizes used in captions, graphics, tables, and detailed budgets may be smaller, but this text must be legible when printed.

Importantly, the proposal must be written in lay language understandable to non-specialist reviewers and should include sufficient detail to demonstrate its scientific, scholarly, or creative merit and potential to achieve the stated outcomes. Avoid the use of technical jargon and acronyms to the extent possible.

**Proposal components:** Please prepare the following information—in the order described—as a single PDF. The inclusion of appendices or documents in addition to those requested below are not allowed.

### ***1. Coversheet and Project Abstract (two-page maximum)***

Provide:

- The project title.
- A list of all project personnel, including their titles, affiliations (organization and departments/units, as applicable), and roles. Clearly identify the project PI(s), and in the case of multiple PIs, clearly identify the contact PI.
- The requested start and end dates of the project (see [Proposal Review Process and Timeline](#) below).
- The total amount requested for the Team Formation and Ideation Grant.
- An indication of whether funded external contractors will be involved (see [Budget Guidelines](#) below for information about allowable external contractors).
- A 300-word project abstract that summarizes the challenge, opportunity, or need the project will address; the goal and specific objectives of the proposed project; and how the project will better position the team to perform collaborative research, scholarship, and/or creative endeavors.

### ***2. Proposal Narrative (three-page maximum)***

#### ***A. Introduction***

- Introduce the collaborative research/scholarly/creative question or topic of the team.
- Summarize the significance of the question or topic and explain the long-term opportunities or potential of a collaborative and/or interdisciplinary approach for advancing the question or topic.
- Explain the need for team formation and/or ideation activities to coalesce around the question or topic.
- List the project's overall goal and specific objectives.

#### ***B. Proposed Plan***

- Describe the specific team formation and/or ideation activities to be conducted with the funds with enough specificity so reviewers may understand how the proposed objectives will be accomplished. The scope of the activities must align with a one-year funding period and the requested budget.

- Provide a project leadership, management, and collaboration strategy that details the relevant experience, expertise, and roles of the PI and essential project personnel; strategies for meaningful engagement and collaboration; the roles of any partners who will engage in or support the project (see Letters of Commitment below); and how interdisciplinary convergence will be achieved if the team is interdisciplinary.

### **C. Outcomes**

- Describe specific outcomes and/or deliverables expected from the project.
- Summarize how the proposed team formation and/or ideation activities will better position your team to perform collaborative research, scholarship, and/or creative endeavors moving forward.
- Summarize, where appropriate, the project's alignment with national and/or institutional priorities.

### **D. Timeline**

- Provide a timeline summarizing when key project activities will occur during the one-year project period.

## **3. References Cited (one-page maximum)**

- Provide a list of references cited in the proposal.

## **4. Biographical Sketches (three-page maximum per person)**

- Provide a biographical sketch for the PI(s) and any essential project personnel.
- Proposers may use any format they choose. However, the same format should be used for all project personnel regardless of the format chosen. Proposers may use:
  - The template available [here](#).
  - An agency-specific format (e.g., NIH, NSF, or USDA).
  - Another format.

## **5. Current and Pending Support (no page limit)**

- Provide a listing of current and pending support (internal and external) for the PI(s) and any essential project personnel.
- Proposers may use any format they choose. However, the same format should be used for all project personnel regardless of the format chosen. Proposers may use:
  - The template available [here](#).
  - An agency-specific format (e.g., NSF or USDA).
  - Another format.
- Regardless of the format chosen, the listings of current and pending support should include, at a minimum, the project title, total awarded/requested amount, funding period, funding agency, and percent effort or person months dedicated to each project.

## **6. Budget and Budget Justification (one-page maximum for budget; one-page maximum for justification)**

- Provide a detailed budget (Excel or Word document) and budget justification for up to \$25,000.
- See [Budget Guidelines](#) below for information on allowable and unallowable costs.
- Applicants should provide strong rationale in the budget justification about how the funds will be used to carry out the proposed project.

- Proposers may wish to consider and make use of the budget template and budget justification samples curated by the Office of Sponsored Programs on its [Proposal Preparation Resources webpage](#).

**7. *Letters of Commitment* (if applicable; one-page maximum per letter)**

- Up to three letters of commitment from partners engaging in or supporting the project in ways that are essential to its completion may be submitted. Letters are not required and should only be included when appropriate to demonstrate a partner's commitment to the project.
- Letters should be limited to stating the partner's commitment to participating in the project as detailed in the proposal and must not be used to circumvent proposal page length requirements.

**Incomplete proposals will not be reviewed.**

### **Proposal Submission Process and Deadline**

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Applications for internal funding must be submitted via the Internal Competitions module in NuRamp (<https://nuramp.nebraska.edu>). Sign in to [NuRamp](#) using your institutional credentials.

Proposals will be accepted on a rolling basis.

### **Budget Guidelines**

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Budget requests must comply with applicable university policies.

#### **Allowable costs**

- Costs to support team formation and ideation activities, such as team and partnership development activities, external facilitation, convenings, and planning meetings
- Salary for non-tenure track research faculty, postdoctoral associates, graduate or undergraduate student research assistants, and technical personnel. Requests for salary support must include benefits (including graduate student tuition remission and health insurance stipends, when appropriate).

#### **Unallowable costs**

- Costs to support activities for research, scholarship, and/or creative endeavors
- Salary for tenure leading/tenured faculty
- Teaching release time (i.e., course buyouts)
- Normal operations (e.g., office space, administrative assistance)
- Equipment acquisition or development
- Alteration/renovation of facilities
- Facilities and administrative (F&A) costs (sometimes known as indirect costs)

**Sub-recipients/external contractors:** Sub-recipients are not allowed. However, external contractors providing goods or services may invoice UNL for project-related costs. Click [here](#) to access federal definitions of subrecipients and contractors.

## Compliance Guidelines

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Funds cannot be released unless all personnel identified on the project routing form have an approved conflict of interest (COI)/conflict of commitment (COC) disclosure in place. Participating UNL personnel who do not have a currently approved COI/COC disclosure should complete the online COI/COC Annual Disclosure Form in [NuRamp](#) as soon as possible.

Outstanding compliance approvals—such as those required for research involving human subjects, Human Embryonic Stem Cells and/or their derivatives and Human Fetal Tissue and/or their derivatives, animal subjects, transgenic animals, recombinant DNA, biohazards, select agents, radioactive materials, regulated plant materials, and/or the export laws and regulations of the United States—will delay the release of funds following award notification. Contact [Research Compliance, Integrity, and Security](#) for more information.

## Proposal Review Process and Timeline

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**Review process:** Proposals will be reviewed by internal R&I staff on a rolling basis. R&I staff may also solicit reviews from senior research administrators in the applicants' academic units, if needed. Applicants should not expect reviewers to be subject matter experts in their fields and should prepare their grant proposals accordingly.

R&I staff will prepare a report summarizing the proposal review process and review outcomes and share it with the Vice Chancellor for Research and Innovation, who will make final funding decisions.

All applicants will receive summarized written feedback on their applications based on the review process when notified about the funding outcome.

**Proposal review criteria and rubric:** Proposals will be reviewed based on the following scoring rubric (100 points possible):

Proposal Review Criteria – Team Formation and Ideation Grants	Maximum Value
<b>Significance and fit with the Team Formation and Ideation Grants competition:</b> The extent to which the project will better position the team to coalesce around a significant research/scholarly/creative question or topic, the team formation and/or ideation activities are justified, and the long-term potential of the collaborative approach is demonstrated.	25
<b>Quality and feasibility of the proposed plan of work:</b> The extent to which the proposal presents feasible goals and objectives, a realistic plan of work, an effective leadership/management/collaboration strategy, and a realistic timeline.	25
<b>Potential to achieve program-relevant outcomes:</b> The likelihood that the proposed project will better position the team to perform collaborative research, scholarship, and/or creative endeavors. Where appropriate, the extent to which the project will contribute to national and/or institutional priorities.	25
<b>Qualifications of PI/personnel:</b> The extent to which the PI/personnel are well-qualified to successfully complete the proposed project and the roles and responsibilities of all personnel are clearly explained.	15
<b>Quality of the budget and justification:</b> The extent to which the outlined costs are appropriate, reasonable, and realistic in relation to the scope, duration, and objectives of the project and the strength of the rationale in the budget justification.	10

**Award timeline:** Applicants will be notified of award decisions by no later than 60 days after they have submitted their proposal. Applicants should request a one-year grant period starting 60-90 days after a proposal is submitted.

## Award Conditions and Requirements

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**Reporting:** Recipients must submit a final report to R&I no later than 30 days after the end of the funding period or award termination date. A report template will be sent with the award notification.

**No-cost extensions:** Requests for a no-cost extension of up to six months will be considered if needed. Any requests for a no-cost extension of awarded funds must be made by the start of the final month of the award period to allow for processing. Only one no-cost extension will be considered for each grant.

**Unused funds:** Funds must be used by the project end date, unless a no-cost extension is granted. Any unused funds at the completion of the grant must be returned. University purchasing and travel reimbursement guidelines and timelines must be followed; thus, applicants are encouraged to spend grant funds in a timely manner to avoid last-minute purchases near the end of the grant term.

**Budget reallocation:** Minor reallocations of funds among existing, approved budget categories are allowable without approval from R&I, provided the reallocation does not alter the scope of the funded project. However, reallocations involving 25 percent or more within an approved budget category or for new, unapproved items or budget categories must be approved by R&I in writing in advance of the reallocation.

**Transfer of grant:** If a PI leaves the university before the project start date, or during the award period, it is possible funds may be transferred to another UNL faculty member if the personnel can demonstrate that the transfer will not alter the original scope, timing, or quality of the funded work. PIs should contact R&I immediately in the case of a planned departure from the university to discuss the possibility and process for transfer to a new PI.

*Failure to meet award conditions or requirements may disqualify PIs from future internal R&I funding.*

## Additional Information

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For programmatic questions (e.g., the fit of a project idea with the priorities of the program), contact Matthew Dwyer, Senior Research Development Program Coordinator in R&I, at [mdwyer4@unl.edu](mailto:mdwyer4@unl.edu) or 402-472-1661.

For questions regarding proposal submission, contact Mari Greer, Administrative Coordinator in R&I, at [mgreer1@unl.edu](mailto:mgreer1@unl.edu) or 402-472-2851.