

REQUEST FOR PROPOSALS:

Invited Scholar Grants
Office of Research and Innovation
University of Nebraska-Lincoln



Application Deadline: Rolling
Proposals must be submitted in [NuRamp](#).

Program Overview

Invited Scholar Grants enable scholars whose activities are closely related to the research, scholarship, and/or creative interests of the University of Nebraska-Lincoln (UNL) community to visit campus to give lectures and/or participate as speakers in symposia or colloquia. Each visitor must provide at least one lecture that is open, free-of-charge, and advertised to the entire UNL community. The expected outcome for these visits is to build or strengthen intellectual communities around or advance areas of research, scholarship, and/or creative endeavors relevant to the UNL community.

Preference will be given to lectures and/or symposia/colloquia contributing most directly to UNL research, scholarship, and/or creative endeavors and to those that appeal to and benefit a large segment of the university community. Consideration should be given to having invited scholars visit when a maximum number of people are present on campus.

Funds may be used to support:

- Travel and local expenses for invited scholars (e.g., lodging, ground transportation, and meals).
- Honoraria for invited scholars.

Award Information

Award amounts: Up to \$3,000 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 Invited Scholar Grants is 12 months. Applicants should request a one-year grant period starting 60-90 days after a proposal is submitted. No-cost extensions beyond the awarded grant period will not be permitted.

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

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.

Other personnel: Other essential project personnel (e.g., co-investigators) must hold a paid UNL appointment. Individuals from external institutions or holding only courtesy or adjunct appointments at UNL may not be included as project personnel.

Limit on the number of applications: Individual PIs may submit one proposal to this competition 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 Invited Scholar Grants program as PI. Invited Scholar Grants do not count toward the limit of two R&I internal grants in any four-year fiscal period.

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

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:

- A draft title of the lecture, symposium, or colloquium.
- A list of all invited scholars, including their titles and affiliations (organization and departments/units, as applicable).
- The expected start and end dates of the invited scholar(s)'s visit.
- A list of all project personnel, including their titles, UNL departments/units, and roles. Clearly identify the project PI.
- The requested start and end dates of the Invited Scholar Grant (see [Proposal Review Process and Timeline](#) below).
- The total amount requested for the Invited Scholar 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 lecture and/or symposium/colloquium, introduces the invited scholar(s), and summarizes how the visit will advance areas of research, scholarship, and/or creative endeavors relevant to the UNL community.

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

A. *Proposed Visit*

- Provide a detailed description of the planned visit and associated activities, including:
 - The focus area(s) and overall goals for the proposed lecture and/or symposium/colloquium.
 - Plans for marketing the lecture and/or symposium/colloquium, including any specific groups of UNL faculty and graduate students who will be encouraged to attend/participate based on disciplinary relevance.
 - The visiting scholar(s)' itinerary or itineraries.
 - A program schedule that details the agenda for the lecture and/or symposium/colloquium.
 - The planned location(s) for the lecture and/or symposium/colloquium.
 - *Note that each visitor must provide at least one lecture that is open, free-of-charge, and advertised to the entire UNL community.*
- If the project is collaborative, summarize the roles and responsibilities of the PI and other essential project personnel.

B. *Invited Scholar(s)*

- Summarize the qualifications of the invited scholar(s), specifically:
 - How they are recognized for excellence in their field(s).
 - How their research, scholarship, and/or creative endeavors are closely related to the interests of the faculty and graduate students at UNL.
 - Their ability to interact with a large segment of the university community.

C. *Outcomes*

- Explain how the visit will build or strengthen intellectual communities around or advance areas of research, scholarship, and/or creative endeavors relevant to the UNL community.
- Summarize how the lecture and/or symposium/colloquium will appeal to and benefit a large segment of the university community.
- Summarize, where appropriate, how the lecture and/or symposium/colloquium aligns 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 (if applicable; one-page maximum)*

- Provide a list of references cited in the proposal.

4. *Curriculum Vitae (CVs) of the Invited Scholar(s) (no page limit)*

- Provide a CV for any invited scholars included in the request.

5. *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 \$3,000.
- 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.

- If the Invited Scholar Grant will not cover the entire cost of the lecture and/or symposium/colloquium, applicants must be able to secure other funds to cover the remaining portion. Thus, matching funds are allowed but not required. If any matching funds have been secured, include a section in the budget justification explaining what the matching funds will be used for.
 - 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](#).
- 6. *Matching Funds Letter(s)* (if applicable; one-page maximum per each source of matching funds)**
- Matching funds are allowed but not required. If matching funds are described in the budget justification, include written approval from appropriate signatories authorized to commit the matching funds.

Incomplete proposals will not be reviewed.

Proposal Submission Process and Deadline

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

Budget requests must comply with applicable university policies.

Allowable costs

- Travel and local expenses (e.g., lodging, ground transportation, and meals) for invited scholars
- Honoraria for invited scholars. Applicants are encouraged to use good judgment in requests for honorarium funds. Any exceptional honoraria must be strongly justified.

Unallowable costs

- 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

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

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 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 – Invited Scholar Grants	Maximum Value
Quality and feasibility of the proposed plan: The extent to which the proposal presents feasible goals for the lecture and/or symposium/colloquium and a realistic and appropriate marketing plan, itinerary, program schedule/agenda, and timeline.	30
Qualifications of the visiting scholar(s): The extent to which the invited scholars are well-qualified for their role(s) in the visit based on: <ul style="list-style-type: none">• The description of qualifications provided in the proposal narrative.• The stature of the scholar as demonstrated in their CV (e.g., academic rank and institution; the number and significance of the speaker's scholarly or creative publications, works, or products; honors or honorary degrees; volumes, books, or journals edited; grants and contracts secured).	25
Potential to achieve program-relevant outcomes: The likelihood that the lecture and/or symposium/colloquium will advance areas of research, scholarship, and/or creative endeavors relevant to the UNL community and will appeal to and benefit a large segment of the university community. Where appropriate, the extent to which the lecture and/or symposium/colloquium will contribute to national and/or institutional priorities.	30
Quality of the budget and justification: 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.	15

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

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: No-cost extensions beyond the awarded grant period will not be permitted.

Unused funds: Funds must be used by the project end date. 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

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 or 402-472-1661.

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