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REQUEST FOR PROPOSALS:

Rapid Response Grants
Office of Research and Innovation
University of Nebraska-Lincoln

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Notice of Intent to Submit Deadline: At least one week prior to proposal submission
Application Deadline: Rolling
Notices of intent to submit must be submitted via email, and proposals must be submitted in NuRamp.

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Program Overview

Rapid Response Grants support University of Nebraska-Lincoln (UNL) faculty who have timely, short-term needs related to the advancement of their programs of research, scholarship, and/or creative endeavors and for which other sources of funding are not available. Applicants must clearly justify how the proposed funding will 1) address a time-sensitive, unanticipated need, opportunity, or challenge and 2) help maintain or grow a program of work, increase competitiveness for external funding, and/or enhance the scholarly stature and reputation of an individual faculty member, a faculty team, and/or the institution.

While not an exhaustive list of allowable activities, funds may be used for:

- Organizing a conference or workshop at UNL.
- Building new external partnerships and expanding scholarly networks by visiting collaborators or hosting them on campus.
- Acquiring, repairing, or upgrading a piece of research equipment.
- Conducting other activities with the potential to advance UNL's research mission.

> **Faculty are strongly encouraged to contact Matthew Dwyer at mdwyer4@unl.edu or 402-472-1661 before submitting a Rapid Response Grant notice of intent to submit/proposal to discuss eligibility and appropriateness of the project for this program.**

Award Information

Award amounts: There is no maximum award amount for this program; however, applicants must secure written approval from R&I staff prior to submitting a notice of intent to submit/proposal requesting more than $15,000 (see the Additional Information section below for contact information). In all cases, budget requests should reflect the scope and scale of the proposed work.

Project duration: The project duration for Rapid Response Grants is 12 months. Applicants should request a one-year grant period starting 30-60 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 per PI/project personnel: No limits

Limit on the number of awarded grants: UNL faculty may have no more than one active award from the Rapid Response Grants program as PI. 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).

Resubmissions: Previously declined Rapid Response Grant applications may not be resubmitted.

Notice of Intent to Submit

Notice of intent to submit (NOI) is a pre-requisite for developing a full proposal to this competition. NOIs will be used to help plan for the subsequent review process of the full proposals. While NOIs are non-binding, they are required.

To provide notice of intent to submit, send an email message to unlresearch@unl.edu. Include the text "Rapid Response Grant – Notice of Intent" in the subject line.

Attach to the email message a document 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 attachment must be a single PDF of no more than two pages and must contain all the information requested for the "Coversheet and Project Abstract" document in the Proposal Requirements section below.

Notices of intent to submit are due at least one week prior to proposal submission.

R&I will acknowledge all notices of intent to submit.

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:

- The project title.
- 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 project (see Proposal Review Process and Timeline below).
- The total amount requested for the Rapid Response Grant.
  - ***Note:*** *Applicants must secure written approval from R&I staff to request more than $15,000 for a Rapid Response Grant prior to submitting a notice of intent to submit/proposal. If requesting more than $15,000, indicate the date of approval and which R&I staff member gave the approval.*
- An indication of whether funded external contractors will be involved (see Budget Guidelines below for information about allowable external contractors).
- A 150-word project abstract that summarizes the time-sensitive and unexpected challenge, opportunity, or need that has necessitated the request for a Rapid Response Grant project and how the project will address the unanticipated need, opportunity, or challenge.

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

A. ***Introduction***
- Pose a clear research/scholarly/creative topic or question and state the long-term goal to which the proposed Rapid Response project will contribute.
- Outline the time-sensitive and unexpected challenge, opportunity, or need that has necessitated the request for a Rapid Response project.
- Explain why the project cannot be funded through other means, including other R&I internal funding competitions.
- List the Rapid Response project's overall goal and specific objectives.
- Summarize the significance and potential impact of the proposed project (i.e., how it will advance relevant fields of research, scholarship, and/or practice).

B. ***Proposed Plan***
- Describe the specific 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.
- If the project is collaborative, summarize the roles and responsibilities of the PI and other essential project personnel.

C. ***Outcomes***
- Describe specific outcomes and/or deliverables expected from the Rapid Response project.

- Clearly articulate how the outcomes/deliverables will enable the PI and/or team to maintain or grow a program of work, increase competitiveness for external funding, and/or enhance the scholarly stature and reputation of the PI or team and/or the institution.

  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 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:
  o The template available here.
  o An agency-specific format (e.g., NIH, NSF, or USDA).
  o Another format.

5. ***Current and Pending Support*** *(no page limit)*
- Provide a listing of current and pending support (internal and external) for the PI 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:
  o The template available here.
  o An agency-specific format (e.g., NSF or USDA).
  o 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.
- 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 PI received a start-up package in the last three years, include a brief section in the budget justification that outlines the need for funds relative to the availability of funding from the start-up.
- 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.

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. Proposals will only be accepted following submission of a notice of intent to submit (see above).

Budget Guidelines

Budget requests must comply with applicable university policies.

Allowable costs: Examples of allowable costs include expenses associated with:

- Organizing a conference or workshop at UNL.
- Building new external partnerships and expanding scholarly networks by visiting collaborators or hosting them on campus.
- Acquiring, repairing, or upgrading a piece of research equipment.
- Conducting other activities with the potential to advance UNL's research mission.

Unallowable costs

- Salary for tenure leading/tenured faculty
- Teaching release time (i.e., course buyouts)
- Normal operations (e.g., office space, administrative assistance)
- 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

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 senior research leaders from R&I 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.

The Vice Chancellor for Research and Innovation will make final funding decisions.

Proposal review criteria: The following review criteria will be considered when reviewing proposals:

- Responsiveness of the request to a time-sensitive and unexpected challenge, opportunity, or need that cannot be achieved through other means.
- Likelihood that project will help maintain or grow a program of work, increase competitiveness for external funding, and/or enhance the scholarly stature and reputation of UNL faculty and/or the institution.
- Quality and feasibility of the proposed plan of work (i.e., clarity of the goals and objectives; appropriateness of the plan, methods, and timeline).
- Potential to advance relevant fields of research, scholarship, and/or practice.
- Qualifications of the PI/personnel and the clarity of their roles and responsibilities.
- Appropriateness and reasonableness of the costs outlined in the budget and the strength of the rationale in the budget justification.

Award timeline: Applicants will be notified of award decisions by no later than 30 days after they have submitted their proposal. Applicants should request a one-year grant period starting 30-60 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, the funds remaining in the account must be returned. If a PI leaves the university, project funds may not be transferred to another faculty member.

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.