

REQUEST FOR PROPOSALS:

Revision Grants

Office of Research and Innovation
University of Nebraska-Lincoln



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](#).

Program Overview

Revision Grants support University of Nebraska-Lincoln (UNL) faculty revising and resubmitting proposals for federal funding by providing financial and developmental support to help improve highly meritorious but previously unfunded federal grant proposals that are eligible for resubmission to the same funding program. The expected outcome for these grants is for UNL principal investigators (PIs) to improve the competitiveness of revised and resubmitted federal grant proposals by strategically addressing proposal review comments.

Revision Grants provide financial support for PIs to address reviewers' concerns and strengthen a proposal resubmission, including further preliminary study or data collection. Revision Grants also provide a framework for dedicated technical and research administration assistance (i.e., expert external review of revised grant proposals, Office of Research and Innovation [R&I] proposal development support; see [Award Conditions and Requirements](#) for complete details).

The rationale for this program is that access to financial resources and expert advice will enable investigators to address reviewers' concerns, improving the likelihood of success for UNL faculty submitting revised federal grant proposals.

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

- Preliminary studies, pilot projects, or prototype development.
- Data collection or analysis.
- Travel to conduct research/scholarship/creative endeavors or meet with collaborators.
- Demonstration of societal impacts such as educational/public service programs, activities, or resources.
- The preparation, development, and/or hosting of performances, recordings, and exhibitions.

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

Award Information

Award types: Two grant categories are offered based on the budget request of the federal grant proposal: *Category 1* for the revision of proposals requesting \$250,000 to \$500,000 in federal grant support and *Category 2* for the revision of proposals requesting more than \$500,000 in federal grant support.

Award amounts: Applicants may request up to \$25,000 per application for Category 1 proposals and up to \$50,000 for Category 2 proposals. 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 Revision 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 tenured, tenure-track, and research faculty members are eligible to serve as PI and submit a proposal to this competition. Professors of practice, postdoctoral fellows, faculty with part-time appointments, and visiting or adjunct appointees are not eligible to apply as PI.

The PI must commit to revising and resubmitting a UNL-led federal grant proposal requesting a minimum of \$250,000 in total costs that was unfunded, but very well reviewed and scored, during the previous 24 months. The PI must agree to complete several developmental steps during the revision of their application for federal funding (see [Award Conditions and Requirements](#) for complete details).

Proposals for which support is requested must be resubmitted to the same program targeted by the original submission(s). Proposals seeking to repurpose a proposal for a new sponsor or funding program will not be considered.

Faculty interested in revising and resubmitting unfunded proposals that do not meet the eligibility guidelines for the Revision Grants program are encouraged to contact the [Office of Proposal Development](#) for assistance and to utilize R&I's expert external review of grant proposals program.

Other personnel: Other essential project personnel (e.g., co-investigators) may participate in the proposed Revision Grant project. However, only project personnel with paid UNL appointments may receive funds from the Revision Grant. Individuals from external institutions or holding only courtesy or adjunct appointments at UNL may be included but may not receive funds from the internal 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 notice of intent to submit and one subsequent 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 Revision Grants program as PI. Revision Grants do not count toward the limit of two R&I internal grants in any four-year fiscal period.

Resubmissions: Previously declined Revision 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 “Revision 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 title of the proposal to be revised.
- Grant type: Category 1 (for revision of grant proposals requesting \$250,000 to \$500,000) or Category 2 (for revision of grant proposals requesting more than \$500,000).
- The federal agency and program to which the proposal was submitted and the date(s) of the prior submission(s).
- The date targeted for resubmission.
- A brief summary of the most recent score.

- Contact information for the relevant federal program officer for the targeted program (and, if applicable, a brief summary of relevant interactions with and feedback from the program officer to date).
- A list of all project personnel, including their titles, affiliations (organization and departments/units, as applicable), 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 Revision 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 need for a Revision Grant to help address reviewer comments from the prior submission, the goal and specific objectives of the proposed Revision Grant project, and how the project will enhance competitiveness of the resubmission.

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

A. *Introduction*

- Provide a brief overview of the project for which you are seeking federal funding.
- Summarize the previous review comments and explain the need for support to address the review comments.
- Detail any additional relevant background information and rationale to further demonstrate the need for Revision Grant funding to enhance competitiveness of the resubmission. This may include situating the project in existing literature, research, or practice in the relevant field(s); describing relevant preliminary study, data, or work by project personnel; and/or information on societal needs that the project will help to address.
- State the PI's long-term goal that the proposed project will contribute to and list the Revision Grants project's overall goal and specific objectives (i.e., the goal and objectives related to addressing previous review comments and revising the federal grant proposal with the Revision Grant funds).
- Summarize the significance and potential impact of the proposed project for which you are seeking federal funding. In particular, describe how the project will advance relevant fields of research, scholarship, and/or practice.

B. *Proposed Plan*

- Describe the specific activities to be conducted with the Revision Grant funds with enough specificity so reviewers may understand how the proposed objectives will be accomplished, as well as the PI's strategy and approach for addressing previous review comments. The scope of the activities must align with a one-year funding period and the requested budget.
- As appropriate for the project, describe data/information sources to be used; methods of analysis or development; engagement with relevant technologies, platforms, resources, or audiences; etc.
- 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 Revision Grants project.
- Clearly articulate how the outcomes/deliverables will improve the competitiveness of the federal grant proposal resubmission.
- Summarize the project's alignment with the priorities of the federal agency and program to which the proposal will be resubmitted.

D. Timeline

- Provide a timeline summarizing 1) when key project activities will occur during the one-year project period and 2) activities related to revising and resubmitting the federal grant proposal (which may occur after the Revision Grants project end date). Include the federal proposal submission deadline.

3. *References Cited* (two-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:
 - 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 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.
- See [Budget Guidelines](#) below for information on allowable and unallowable costs.
- Applicants should provide strong rationale in the budget justification about how the funds are necessary to address specific review comments and/or to support various aspects of the revision plan they propose.
- 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. *Federal Proposal Package* (no page limit)

- Provide a complete copy of the most recently submitted federal proposal package (e.g., Grants.gov package, PDF of full proposal submission from Research.gov, etc.).

8. *Review Comments* (no page limit)

- Provide a complete copy of the review comments from the most recent federal proposal submission.

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

- Costs to support well-justified activities to address reviewers' concerns and strengthen the federal proposal resubmission
- 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).
- Requests for travel must be strongly justified.
- Publication charges are allowable budget expenses. However, proposers are encouraged to leverage the open access publishing agreements available through the UNL Libraries whenever possible. These agreements with scholarly publishers allow UNL authors to publish in selected open access journals at no cost or at reduced rates. More information about participating publishers and journals is available [here](#). If publication charges are included in the budget, the budget justification should explain why publishing through one of these journals is not suitable for the proposed work.

Unallowable costs

- 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
- Alternation/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 and the PI's academic units on a rolling basis. R&I staff may also solicit reviews from external reviewers, 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:

- Necessity of the proposed activities to address reviewers' feedback regarding the prior submission.
- Quality and feasibility of the plan for revising and resubmitting the original proposal, including the appropriateness of the revision approach and the resubmission timeline.
- Potential for the revision approach to further strengthen the competitiveness of the original application and likelihood that the revised proposal will be funded.
- Alignment of the resubmission with the priorities of the targeted federal agency and program.
- 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.

Program Requirements: Awardees must commit to and complete the following steps in the development of their revised applications:

- **Program officer engagement:** If they have not already done so, the PI must hold a telephone conversation, face-to-face meeting, or virtual meeting with the cognizant federal program officer to discuss the reviewers' comments and the project's alignment with current agency/program priorities. An assessment of programmatic fit should be a key component of this conversation.
- **Expert external review:** Participate in R&I's expert external review of grant proposals program. The PI will identify at least four potential expert reviewers from outside UNL who are qualified to provide technical feedback on a revised proposal draft, and R&I will recruit and compensate external reviewers. The PI must submit a revised grant application for external reviewers far enough in advance of the targeted submission deadline to enable sufficient time to respond to the reviewers' feedback and prepare an updated application for resubmission. The recommended timeframe is to send external reviewers the draft at least six weeks in advance of the targeted submission deadline.

- **R&I engagement:** Commit to a complete review of the updated proposal package by R&I staff before it is sent for expert external review and prior to final submission. The [Office of Proposal Development](#) will be responsible for providing feedback on the proposal narrative and ancillary documents (e.g., biographical sketches, facilities and other resources, etc.), and the [Office of Sponsored Programs](#) will provide a review of the proposal budget and budget justification.
- **Federal grant resubmission:** Submit a revised grant application within 18 months of receiving the Revision Grant or in response to the next available competition, whichever occurs first.

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.