Request for Proposals

Book Fellowship and Manuscript Workshop Program:
R&I Book Fellowships
Office of Research and Innovation
University of Nebraska-Lincoln

Application Deadline: March 1, 2027
Proposals must be submitted in NuRamp.

Program Overview

The goals of the Office of Research and Innovation (R&I)'s Book Fellowship and Manuscript Workshop Program are to: 1) advance excellence and achievement in research, scholarship, and creative endeavors through book publishing and 2) increase the number of books published by University of Nebraska-Lincoln (UNL) faculty to 750 by 2034. The program provides faculty with funds to support the writing and publishing of new books. Two types of awards are offered:

- ***R&I Book Fellowships*** support time for faculty to focus on writing and publishing a book through a course buyout or summer salary support and/or costs related to the publishing process. Fellowships provide support for only one book, and the expected output is the timely publication of the new book.
- ***R&I Book Manuscript Workshop Grants*** provide funds for faculty to participate in an external manuscript workshop to obtain expert feedback on their draft book manuscript or to host a book manuscript workshop that brings external expert reviewers to UNL. Proposals to participate in an external workshop must focus on only one book manuscript, but proposals to host a workshop at UNL may request support for one or multiple UNL-authored book manuscripts to be reviewed in the workshop. The expected outcome is to enhance the quality of the book manuscript(s) prior to submission for publication and thus ultimately contribute to the successful publication of the new book(s).

Funds may not be used to support research, scholarship, creative endeavors, or travel to generate content for books; funding for these activities is available from other R&I internal funding opportunities. See R&I's Internal Funding Opportunities webpage for more information.

This Request for Proposals (RFP) is for R&I Book Fellowships.
A separate RFP is available for R&I Book Manuscript Workshop Grants.

Award Information

Allowable costs: Funds may only be used to support one course buyout for one semester or one month of summer salary support, book subventions (if needed), indexing costs, rights for images for books, and cartography or other data representation costs. See Budget Guidelines below for complete details about allowable and unallowable costs.

Award amounts: There is no maximum award amount for this program; budget requests should reflect the scope and scale of the proposed work.

Project duration: The maximum award duration for R&I Book Fellowships is 12 months. For this award cycle, applicants should request up to a one-year award period starting between June 1, 2027, and January 1, 2028.

Principal investigators (PIs) requesting funding for a course buyout should be cognizant of timing when selecting the start date of their award. Because approvals for course buyouts may be due up to a calendar year before the enacted buyout (depending on college requirements), prospective PIs are strongly encouraged to seek approval from their departmental executive officer (DEO) well in advance of the submission deadline.

Available funds and 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

Book eligibility: Eligible books must meet the definition of books used by the Association of American Universities (AAU), which include books, case books, edited volumes, encyclopedia, textbooks, and updated editions. Proceedings, chapters, and study guides will not be supported by this program.

The PI must be able to show the commitment of a publisher through an advance contract, contract with a publisher, or a letter from an editor describing their intent to publish the book (see "Book Documentation" in the Proposal Requirements section below).

Individual books may be supported by only one R&I Book Fellowship. A book manuscript which is reviewed through an R&I Book Manuscript Workshop Grant may be supported through one subsequent R&I Book Fellowship.

Applicant eligibility: Full-time UNL tenured and tenure-track assistant, associate, and full professors with at least three years of experience at UNL at the time of submission are eligible to serve as PI and submit a proposal to this competition. The PI must be a primary author or co-author of the book.

Other personnel: Other essential project personnel (e.g., co-investigators, co-authors) are allowable and may be internal or external to UNL. However, the total amount of funding available to the team will be limited to support for one UNL PI. While co-investigators listed in the NuRamp submission form will be limited to internal investigators, 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: PIs may submit one proposal to this program per deadline (i.e., PIs may only submit an R&I Book Fellowship or an R&I Manuscript Workshop Grant per deadline).

Limit on the number of awards: UNL faculty may have no more than one active award from this program as PI (inclusive of both R&I Book Fellowships and R&I Book Manuscript Workshop Grants). These awards do not count toward the limit of two R&I internal grants in any four-year fiscal period. Assistant professors may only receive support for one book through this program (i.e., no more than one R&I Book Manuscript Workshop Grant and one subsequent R&I Book Fellowship for the same book). Associate professors may only receive support for two books from this program (i.e., no more than two R&I Book Manuscript Workshop Grants and two subsequent R&I Book Fellowships for two books). Full professors may receive support for an unlimited number of books.

PIs who are unsure about their eligibility based on current or prior awards received through this program 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: 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: Importantly, the proposal must be written in lay language understandable to non-specialist reviewers (see Proposal Review Process and Timeline below). Avoid the use of technical jargon and acronyms to the extent possible.

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.

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*** *(two-page maximum)*

- Prepare the coversheet using this template.
- The coversheet requests the anticipated book title, the requested type of fellowship support, a list of project personnel, the total R&I Book Fellowship amount requested, requested start and end dates, an indication of whether the PI has received prior support from this program, and a 300-word abstract.

2. ***Update on Previous Awards*** *(if applicable; one-page maximum)*

- If the PI has received prior funding from the R&I Book Fellowship and Manuscript Workshop Program, provide an update on the status of each award, including the amount and purpose of each previous award, the award period, a list of project personnel and their roles (identify the PI), how the previous funding was used, and when each book was or will be published relative to the previous award(s).
- If an R&I Book Fellowship proposal is for a book that was supported through a previous R&I Manuscript Workshop Grant, explain how the previous workshop will inform the requested fellowship.

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

A. Introduction

- Provide a brief summary of the proposed new book, including the research, scholarly, and/or creative topic that the book will address.
- Explain why a course buyout or summer salary and/or funding for publication costs are needed to support the timely publication of the new book.

B. Proposed Plan

- Describe the specific activities to be conducted with the funds with enough specificity so reviewers may understand how the fellowship will be completed. The scope of the activities must align with the requested funding period and budget.

- ***If requesting funds for a course buyout or one month of summer salary***, provide a specific plan for activities related to writing the book during the afforded time and a justification for why the activities would not be possible without the dedicated time.
- ***If requesting funds for publication costs***, provide a justification for the requested publication costs (see Budget Guidelines below for list of allowable costs) and describe plans for conducting the publication activities during the award period.

- If the project is collaborative, summarize the roles and responsibilities of the PI and other essential project personnel/co-authors.

C. Impact

- Describe how the fellowship will lead to the timely publication of the new book.
- Describe the potential impact of the proposed book, specifically:
  - Its importance to the PI's long-term goals and UNL's overall scholarly reputation.
  - How the book will contribute to excellence and achievement in research, scholarship, and/or creative endeavors in ways that align with the vision for extraordinary research and creative endeavors outlined in Our Bold Path Forward and/or Odyssey to Extraordinary.

D. Timeline

- Provide a timeline summarizing when key activities will occur during the fellowship period and when the book is expected to be published (which may occur during or after the award period).

4. References Cited *(if applicable; one-page maximum)*

- Provide a list of references cited in the proposal.

5. Detailed Budget *(one-page maximum)*

- Prepare a detailed budget table using the Excel budget template available on the Office of Sponsored Programs (OSP)'s Proposal Preparation Resources webpage.
  - Once complete, print the budget to PDF from the "Basic Budget" tab in the template so that it may be combined with the other proposal components as a single PDF. The final budget should generally look like this example, though content will vary depending on the specific budget.
- Applicants are encouraged to review OSP's Budget Template Training Videos and/or work with their business center staff to prepare the budget.
- See Budget Guidelines below for information on allowable and unallowable costs.

6. Budget Justification *(one-page maximum)*

- Provide a budget justification that provides strong rationale about how the funds will be used to carry out the proposed fellowship.
- If matching funds are included in the proposal, include a section in the budget justification explaining what the matching funds will be used for.
- If requesting support for a course buyout, describe the buy-out calculation used in your department or unit to determine the buy-out amount (e.g., flat rate, percentage of base salary plus fringe benefits, etc).
- Proposers may wish to make use of the budget justification samples on OSP's Proposal Preparation Resources webpage.

7. Biographical Sketches *(three-page maximum per person, unless generated using SciENcv)*

- Provide a biographical sketch for the PI and any essential project personnel/co-authors.

- 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:
  - This template.
  - An agency-specific format (e.g., NIH, NSF, or USDA).
  - Another format.
- Applicants are asked to combine all proposal components as one PDF. Biographical sketches generated in SciENcv have protections that prevent combining them with other documents in Adobe Acrobat. To combine SciENcv-generated bios with other PDFs, first print the files to PDF.

8. Current and Pending Support *(no page limit)*

- Complete a current and pending report form using this template. Only one form is requested for the entire team (i.e., complete one form for all personnel on the project).
- Unlike most current and pending support forms, only list current and pending support that has potential overlap with the proposed R&I Book Fellowship project in terms of scope, budget, or personnel time commitments.
- The required template must be completed and included even if there is nothing to report.

9. Book Documentation *(no page limit)*

- Provide documentation to demonstrate the commitment of a publisher (i.e., an advance contract, contract with a publisher, or a letter from an editor describing their intent to publish the book).
- If the PI requests support for subvention costs, the documentation must include information from the publisher detailing the publisher's required book subvention costs.

10. Matching Funds Letter(s) *(if applicable; one-page maximum per each source of matching funds)*

- Matching funds from the PI's department, college, and/or center are allowed but not required. If matching funds are described in the budget justification, include written approval of the matching funds from appropriate signatories in any contributing departments, colleges, and/or centers.

11. Course Buyout Letter *(if applicable; one-page maximum)*

- If the proposal requests support for a course buyout, include a letter from the PI's DEO describing the total cost of the course buyout and approving the course buyout if the fellowship is awarded.

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 must be submitted by 5:00 p.m. Central on Monday, March 1, 2027.

Late proposals will not be reviewed.

Budget Guidelines

Budget requests must comply with applicable university policies.

Allowable costs

- Support for one course buyout for the PI (if approved by the PI's DEO [see Course Buyout Letter above]) **or** support for up to one month of summer salary for the PI
- Book subvention costs of up to $5,000 (if required by the publisher and if described in documentation from the publisher [see Book Documentation above]). If the PI does not know if the publisher will request a subvention at the time of submission for this funding, do not include a request for subvention in the budget request. Awarded PIs should reach out to R&I staff to discuss the possibility of supplementary support for subventions if requested by publishers at a later time.
- Indexing costs (up to $3,000)
- Fees (up to $3,000) associated with obtaining rights of clearance or reproduction of images
- Cartography or other data representation costs (up to $3,000)

Unallowable costs

- Costs for developmental editing, editing, and copy editing
- Funds for research/scholarship/creative endeavors or travel to contribute to the content of a new book
- Costs outside of those specified as allowable above
- 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, not substantive intellectual contributions, are allowed and may invoice UNL for project-related costs (see 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: R&I will recruit faculty reviewers from across the UNL community to provide non-technical reviews. Applicants should not expect reviewers to be subject matter experts in their specific disciplines 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 from 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 – R&I Book Fellowships	Maximum Value
Need for an R&I Book Fellowship and impact: The extent to which: 1) the fellowship is needed to publish the book in a timely manner and 2) the new book will contribute to excellence and achievement in research, scholarship, and/or creative endeavors in alignment with institutional priorities, be important to the PI's long-term goals, and enhance UNL's overall scholarly reputation.	25
Quality of the proposed plan of work and the likelihood of publication: The extent to which the proposal presents a realistic plan and timeline to finish writing and publishing the new book. The likelihood that the fellowship will lead to the timely publication of the new book. If applicable, the extent to which any previous funding the PI has received from the Book Fellowship and Manuscript Workshop Program has been successfully leveraged to support book publication or appropriate progress toward book publication.	50
Qualifications of PI/personnel: The extent to which the PI/personnel are well-qualified to successfully complete the proposed project and, for collaborative projects, the roles and responsibilities of all personnel are clearly explained.	15
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 plans for the fellowship. The strength of the rationale in the budget justification.	10

Award timeline: Award announcements will be made no later than May 2027. For this cycle, applicants should request up to a one-year award period starting between June 1, 2027, and January 1, 2028.

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.

Timely publication of the new book: Delays in publication that deviate from the publication timeline should be communicated to R&I in writing as soon as possible. If the book is not published in a reasonable amount of time, the PI may be deemed ineligible for all R&I funding for three years.

Acknowledgement of support: Recipients must acknowledge support from the UNL R&I Book Fellowship and Manuscript Workshop Program in the book when it is published.

Unused funds: Funds must be used by the project end date. Any unused funds at the completion of the award must be returned. University purchasing and travel reimbursement guidelines and timelines must be followed; thus, applicants are encouraged to spend award funds in a timely manner to avoid last-minute purchases near the end of the award term.

Budget reallocation: Minor reallocations of funds among existing, approved budget categories are allowable without approval from R&I if the reallocation does not alter the scope of the 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 award: 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.

Volunteer to Serve as a Peer Reviewer

Given the number of internal applications R&I receives, many faculty volunteers are needed to serve on review panels. If you are interested in learning more about the internal review process and/or volunteering to serve as a reviewer, please visit our peer reviewer volunteer webpage.

Note: *Faculty will not serve on review panels of competitions to which they have submitted a proposal.*

Additional Information

For questions or to discuss the fit of a project idea with the priorities of the program, contact Matthew Dwyer, senior research development program coordinator in R&I (mdwyer4@unl.edu or 402-472-1661).