

REQUEST FOR PROPOSALS



UNL Research & Innovation (R&I) Book Fellowship and Manuscript Workshop Program

Deadline: In academic year 2024-2025 proposals must be submitted in NuRamp by 5:00 pm on January 15, 2025. The next deadline for this program is expected to be the 2nd Friday in October. If faculty plan to request funding for a course buyout, proposals may be due about one calendar year before the course buyout would be enacted or at least one semester before the semester in which the course buyout would be enacted (depending on College requirements).

DESCRIPTION: The purpose of a R&I Book Fellowship is to provide faculty with a block of time to write a new book and/or funding to publish a new book. The block of time may include a course buyout for one semester and/or one month of summer salary support. This program will also provide support for manuscript workshops to enhance the quality of books published by UNL faculty. Books are defined by the Association of American Universities as: books, case books, edited volumes, encyclopedia, and textbooks. Proceedings, chapters, and study guides are **not** included in the AAU definition of books. Updates to current editions will not be supported by this program. Funding from this program is intended to complement funding from the UNL Office of Research and Innovation (R&I) for research that may generate content for a book. More information regarding R&I internal funding opportunities is available at: <https://research.unl.edu/internal-funding-opportunities/>.

The goals of the R&I Book Fellowship and Manuscript Workshop program are:

- 1) Excellence and achievement in research and creative arts through book publishing.
- 2) In the next 10 years (2025 – 2034), increase the number of books published by UNL faculty to 750 total.
- 3) Provide time for faculty to focus on writing and publishing books through course buyouts and/or summer salary support.
- 4) Provide funding for the publishing process to support timely publication, including book subventions (if needed), indexing, or rights for images for books published by UNL faculty.
- 5) Provide support for manuscript workshops for UNL faculty to obtain feedback on their book manuscripts prior to submission for publication.

AVAILABLE FUNDING: Approximately \$150,000 is available for this program in academic year 2024-2025. Matching funds from the applicant's department, college, and/or center are encouraged but not required.

ELIGIBILITY INFORMATION:

- Prior to applying for an R&I Book Fellowship, R&I requires that the author has a publisher identified; an advance contract or contract with a publisher; a book prospectus; or a letter from the editor describing their intent to publish the author's book.
- There is a limit of one R&I Book Fellowship award per book.
- A team of co-authors may apply for funding; however, the total amount of funding available to the team will be limited to support for one (1) person.
- Faculty are limited to one active R&I Book Fellowship at any point in time.
- At the time of the award, applicants must be full-time, tenured or tenure-track faculty with at least 3 years of experience at UNL.

- Individuals may receive no more than one R&I Book Fellowship as an Assistant Professor and no more than two R&I Book Fellowships as an Associate Professor. Full professors may receive an unlimited number of R&I Book Fellowships as long as they comply with the eligibility details described above and their previous R&I Book Fellowship(s) resulted in a published book(s).
- The R&I Book Fellowships do not count toward the limit of one R&I internal award from the Arts & Humanities Research Enhancement Program, Layman, or Research Council Faculty Seed Grant/Grant in Aid/Interdisciplinary Grant programs as a Principal Investigator in any one fiscal year (July 1 – June 30) or the limit of two R&I awards in any four-year fiscal period.

AWARD REQUIREMENTS:

Recipients must:

- **Acknowledge support from the UNL R&I Book Fellowship** in the book when the book is published.
- **Acknowledge support from the UNL Book Manuscript Workshop program** when the campus workshop is advertised and during the workshop on campus.
- **Submit a final report to the UNL Office of Research and Innovation** no later than 30 days after the end of the funding period or award termination date. If individuals received funding to participate in an external manuscript workshop the final report must include a summary of accomplishment(w) and impact(s) from participation in the workshop. Failure to file a final report may preclude recipient from future consideration for R&I and Research Council internal grants. A template for this report will be sent with the award notification. An update on the publication status of the book is required in this report.

Failure to meet these requirements may disqualify candidates from future R&I internal award competitions.

REVIEW AND AWARD PROCESS

- Applications will be prioritized based on the selection criteria specified below and reviewed by an advisory panel selected by the Vice Chancellor for Research and Innovation (VCR&I).
- Internal funds cannot be released unless all UNL 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](#).**
- Outstanding compliance approvals—such as those required for research involving human subjects, animal subjects, or the use of recombinant DNA—will delay the release of funds following award notification. Contact [Research Compliance Services](#) for more information.
- The VCR&I will make final decisions regarding the selection of grant recipients.

GENERAL SELECTION CRITERIA

Proposals for R&I Book Fellowships or Manuscript Workshops must:

- Describe how the book or workshop will contribute to excellence and achievement in research and creative arts.
- Emphasize the importance of the R&I Book Fellowship or Manuscript Workshop to the applicant's program of scholarly/creative work, long-term professional development, and the overall scholarly reputation of the University of Nebraska-Lincoln.
- If a unit is requesting funds to host a manuscript workshop at UNL, the importance of the workshop as a professional development opportunity for students and faculty must be described.
- Detail, where appropriate, alignment of the request with current national and/or institutional priorities, including but not limited to UNL's [N2025 Strategic Plan](#) and [portfolio of grand challenge themes](#).

PROPOSAL PREPARATION INSTRUCTIONS:

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.

Please prepare the following information – in the order described – as a single PDF file:

- 1. 250-word abstract:** Please use lay terms accessible to a broad audience and provide a summary of the project.
- 2. 3-page proposal:** The proposal should be single spaced, using an 11-point font (Arial or Times New Roman preferred) and one-inch margins. The proposal must include sufficient detail to convince reviewers of the project's scholarly merit and be **written in lay language understandable to non-specialist reviewers**.

If the applicant has had previous support for an R&I Book Fellowship, an update (1-page maximum per previous R&I Book Fellowship) on the status of that funding (e.g., amount and purpose of the previous fellowship; how the previous funding was used; when the book was published relative to the previous fellowship; etc.) must be provided.

The proposal should include information to demonstrate to reviewers its merit and potential for publication of the book in a timely manner.

Faculty may request support for one or more of the following:

- A. Requests for an R&I Book Fellowship to support a course buyout or summer salary must include:**
 - Summary of the proposed book, description and justification of how these funds will be used, and timeline for course buyout and/or summer salary support to allow significant time for writing and publishing a book.
 - Summarize, where appropriate, the project's alignment with current national and/or institutional priorities (e.g., UNL's [N2025 Strategic Plan](#) and [portfolio of grand challenge themes](#)).
 - If the book is not published in a reasonable amount of time, the faculty member will be ineligible for all R&I funding for three (3) years.
- B. Requests for an R&I Book Fellowship to support subvention costs, indexing costs, and/or funds to obtain rights of clearance must include:**
 - Summary of the proposed book, description and justification of how these funds will be used, and timeline for publishing a book.
 - Summarize, where appropriate, the project's alignment with current national and/or institutional priorities (e.g., UNL's [N2025 Strategic Plan](#) and [portfolio of grand challenge themes](#)).
 - If the book is not published in a reasonable amount of time, the faculty member will be ineligible for all R&I funding for three (3) years.
- C. Requests for manuscript workshops:** will be accepted for 1) UNL faculty to participate in an external manuscript workshop to obtain expert review of their draft book manuscript or 2) for UNL to host a manuscript workshop with external expert reviewers.
 - Proposals to participate in an external manuscript workshop (3-page maximum) must include:
 - Brief description of the draft book or manuscript to be reviewed by experts
 - Justification of the need for expert review of the draft book or manuscript
 - Description of the applicant's goals and timeline for attending an external manuscript workshop
 - Proposals to conduct a manuscript workshop at UNL (3-page maximum) must include:
 - A plan to conduct the workshop in a suitable meeting space on campus.
 - Justification for an appropriate number of external, expert reviewers.
 - A description of the external, expert reviewers' credentials.

3. **List of faculty involved in the project:** Include a biographical sketch/vitae summary for the PI and any Co-Investigators participating in the project (2 pages maximum per person).
 4. **Current & pending support form:** Provide current and pending support information for the PI, including project title, award amount, funding period and funding agency.
 5. **Project budget and budget justification:** Provide a 1-page budget (Excel or Word document) and a one-page detailed justification. The total amount requested must be justified by the ability of the project to meet the goals of this program. If applicable, budget documentation must also include written approval of any matching funds from participating investigators, departments, colleges, and/or centers.
- A. Estimated budget and budget justification for course buyout, summer salary, subvention costs, indexing costs, and/or funds to obtain right of clearance:
- I. Allowable costs include:
 - a. Support for a course buyout (if requested by the author). If the applicant requests support for a course buyout, a letter (1-page maximum) from the applicant's DEO describing the total cost of a course buyout and approval of the request for a course buyout must be included. This letter does not count toward the 3-page proposal, the 1-page budget, or the 1-page budget justification.
 - b. Support for up to one month of summer salary (if requested by the author).
 - c. Support to publish a book (if requested by the author) include:
 - Book subvention costs up to \$5,000, if required by the publisher and if described in a letter from the editor (1-page maximum; does not count toward the 3-page limit). If the author does not know if the publisher will request a subvention at the time of submission of an application for this funding, do not include a request for subvention in the budget request. Authors with R&I Book Fellowships may request 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).
 - Costs for developmental editing, editing, and copy editing are **not** allowable.
- B. Estimated budget and budget justification to participate in an external workshop or to conduct a manuscript workshop at UNL:
- I. Allowable costs include:
 - a. Travel and per diem (lodging, meals, and incidental expenses)
 - b. Honoraria for external, expert reviewers
 - c. Food and beverages for participants attending manuscript workshops at UNL

***If you have questions, please contact Mari Greer at
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