**Interdisciplinary Grant Development (IGD)**

**Proposal Format**

This program was introduced in FY 17 and requires participation from two or more colleges or departments.

Many federal agencies stress the importance of interdisciplinary research, and this internal funding opportunity is designed to support a team focused on writing competitive, interdisciplinary, federal proposals (or comparable non-federal proposals). This opportunity requires collaboration between two different departments or two different colleges. The aim of the program is to stimulate fundable, interdisciplinary research across disciplines that are substantially distinct. Collaborations between closely aligned fields are unlikely to be funded. Projects involving new collaborations are likely to be more successful than those involving existing collaborations. The overall likelihood of developing a federally (or comparable) fundable, interdisciplinary project will be the major factor in funding decisions.

Funding priorities include collection of preliminary data, planning and writing of grant proposals for external federal (or comparable) funding. Funding can be requested for release time during the academic year (pay for an adjunct), graduate student support, undergraduate support, up to one month of PI regular salary per PI/co-PI in the summer (plus current payroll benefits rate), research supplies, and scientific equipment.

**Budget Cap**: The maximum funding for this program will be **$17,500 per investigator** (direct costs) with up to two investigators allowed per project.

**APPLICATION DEADLINE: December 10, 2021**

**Submission Instructions**

All submissions must utilize the [Internal Grant Program (IGP) Application](https://sharepoint.uno.edu/research/igp/Shared%20Documents/Internal%20Grant%20n%20Awards%20FY%2020-21/Internal%20Grant%20Program%20App%20FY20-21.pdf) and the [UNO Proposal Routing form](https://sharepoint.uno.edu/research/_layouts/15/FormServer.aspx?XsnLocation=https://sharepoint.uno.edu/research/Proposal%20Routing/Forms/template.xsn).

1. Open and save the [Internal Grant Program (IGP) Application](https://sharepoint.uno.edu/research/igp/Shared%20Documents/Internal%20Grant%20n%20Awards%20FY%2020-21/Internal%20Grant%20Program%20App%20FY20-21.pdf), which is available in the right-hand sidebar of the [IGP SharePoint site](https://sharepoint.uno.edu/research/igp/default.aspx).
2. Complete your proposal. Your proposal must follow the format given in the IGP Application. Please include the current payroll benefits for appropriate salary lines.
3. Sign the IGP Application. A typed signature is acceptable.
4. Fill out the [UNO Proposal Routing form](https://sharepoint.uno.edu/research/_layouts/15/FormServer.aspx?XsnLocation=https://sharepoint.uno.edu/research/Proposal%20Routing/Forms/template.xsn).
	1. Attach your proposal and budget as indicated.
	2. Enter the email addresses for your department head/chair/director and your dean/VP.
	3. Submit the form.
	4. All PIs and Co-PIs must then electronically sign the form by signing the Conflict of Interest statements.
	5. The form will forward the proposal to your department head/chair/director and your dean/VP for their review and approval.

**Proposal Format & Contents**

1. **COVER PAGE**: The required cover page format is enclosed in the IGP Application. Each item on the cover page must be completed. The cover page MUST appear on the top (the first page) of the application.
2. **PROJECT SUMMARY**: The project summary may contain a maximum of 250 words and must be provided in the format supplied in the IGP Application. It should be a concise description of the project, containing a clear statement of objectives and an outline indicating how the project will operate to achieve its goals. The project summary should also explain concisely why and how the proposed project has strong potential to meet the objectives of the federal grant that the team is applying for.
3. **TABLE OF CONTENTS**: List all sections and subsections of the proposal, including appendices.
4. **GOALS AND OBJECTIVES**: The interdisciplinary federal (or comparable) proposal(s) to be submitted must be clearly specified, including the program title(s) and the corresponding deadline for submission to the sponsor. This section of the proposal must be no longer than the equivalent of one, single- spaced, typewritten page.

	1. At least **one *specific* federal (or comparable) funding opportunity** and an achievable deadline for proposal submission is required. For instance, proposals can list one or more federal award programs with an annual deadline

		1. **Inadequate Response:** “Iwill apply for NSF Funding.” This may disqualify a proposal.
		2. **Adequate Response:** “I will apply to NSF’s Research Advanced by Interdisciplinary Science and Engineering (RAISE) that is due on XX date.”
	2. The final report demonstrates that these proposals were actually submitted to the federal (or comparable) sponsors.
	3. *Use the External Proposal Plan Form on the last page of the IGP Application.*
5. **NARRATIVE AND BIBLIOGRAPHY**: The narrative must not exceed eight (8) single-spaced pages with a type size of 12 point or greater. Pages must have 1-inch margins and be numbered. Reviewers are not required to read additional narrative pages. Information applicable in several places may be referenced by page and paragraph. The narrative should conform to the following outline, including all major sections and subsections. If an item does not apply to the project, include the appropriate heading followed by "Does not apply." Proposal reviewers will assign points based on the quality and specificity of each section.

**NOTE**: The ten (10) page limit identified for the narrative does not include the bibliography. The bibliography shall not exceed two (2) pages.

* 1. **Rationale of the Project**

IGD proposals must include:

1. Assessment of potential for achieving national competitiveness for an interdisciplinary grant program, including current status and identification of barriers to achieving competitiveness.
2. A plan for achieving national competitiveness, including the specific strategies, actions, methods, and additional resources proposed to accomplish the stated goals.
3. If available, critiques of proposals submitted to Federal funding agencies (or other funding sources) should be appended to the proposal if they provide information that would help IGP reviewers assess either: (1) the potential competitive status of the applicant, in general; or (2) the potential competitive status of the same (or a very similar) proposal, in particular. IGP reviewers will be instructed to give additional consideration to those applicants and proposals for which such critiques indicate a high likelihood of success, contingent upon the applicant's overcoming certain barriers (e.g., collecting preliminary data).

	1. **Project Plan**

IGD proposals must:

1. Briefly summarize the expected significance, methods, limitations, and relationship of the study to the present state of knowledge in the field and to comparable work in progress elsewhere.
2. Justify the uniqueness of the collaboration and how it will contribute to solving an important problem. This section should specifically address how the project will improve the likelihood of receiving federal (or comparable) funding from an interdisciplinary program.
3. Provide a schedule of proposed activities within the grant period with benchmarks.
4. Include performance measures. Indicate how the Office of Research will determine whether your project has been a success and the degree to which it has achieved its goals.
5. Include plans for external grant proposals and/or publications and a description of how the level of competitive research achieved during the period of the grant would be maintained after IGP financing ends.

	1. **Involvement and Qualifications of Investigators, Other Faculty, and Students**

Qualifications of investigators to undertake the proposed research should be indicated. A brief statement should be included that describes the responsibilities of each person involved, the amount of time/effort each person will devote to the project, whether release time will be given and, if so, the amount, type, and duration of release time. In particular, IGD proposals must clearly identify the role of, and salary request for, any senior personnel. If funds for assistantships, postdoctoral appointments, visiting faculty, etc., are requested, their roles in accomplishing objectives of the program must be clearly identified.

* 1. **Institutional Capabilities and Commitment**

Institutional capabilities and commitment with respect to the proposed research must be described, including available facilities and major items of equipment especially adapted or suited to the proposed research.

* 1. **Bibliography**
1. **BUDGET AND BUDGET NARRATIVE**
2. **Format**

A completed budget must be submitted using the standard budget template in Excel that is on the Office of Research website; it can also be found embedded in the UNO routing Form. A justification page(s) must be attached to the budget page(s) which fully explains every item for which the expenditure of IGP money is proposed.

1. **Project Activation Date and Anticipated Date of Completion**

Activation date – July 1

Completion date – June 30

Interim Progress report due – January 1

Final Progress report due – July 31

1. **Disallowed Budgetary Items**

IGP money may not be used to support regular, ongoing operating costs of existing or proposed programs, entities, or projects. The scope of the IGP also does not permit: (1) purchase of office furniture or routine office equipment (e.g., Fax machines); (2) construction of facilities; (3) maintenance of equipment; (4) routine renovation, expansion in size, or upgrading; (5) paying faculty to train other faculty; (6) similarly, the payment of honoraria to faculty; or (7) memberships and subscriptions. Support may not be requested for shortfalls or deficits in budgets; scholarships or tuition for student workers; augmentation of salaries of individuals pursuing regularly assigned duties; or unspecified contingencies. Finally, funds may not be requested for proposed centers or institutes. Potential applicants should note that funds may be requested for foreign travel. If the project is funded, however, permission for foreign travel must be obtained following University regulations, as stipulated in the State General Travel Regulations.

1. **Funds for Principal Investigators and Support Personnel**

Principal Investigator(s) may request partial salary support at an annual amount not to exceed one-month regular salary support. If funds for assistantships, postdoctoral researchers, visiting faculty, etc., are requested, their roles in accomplishingobjectives of the program must be clearly identified, and the budget must clearly show the percentage of time they will beinvolved and the rate of pay. Employee payroll benefits must be included in direct costs for all non-student employees.

**No-cost extensions granted by the Office of Research will not entitle principal or co-principal investigators to re-budget funds for** **additional salary support.**

1. **Equipment**

The IGP program is not an equipment grant program. Equipment may be requested only in the context of the particular research initiative proposed.

1. **Facility and Administrative (F&A) Costs**

This is an internal award. Please do not include F&A in your budget.

1. **CURRENT AND PENDING SUPPORT/HISTORY OF SUPPORT**: Applicants **must** complete the "Current and Pending Support" form included in the IGP Application. (**If you previously received a UNO SCoRe or IGD award, the Office of Research will confirm if you submitted a proposal to an outside agency after your previous award as required.)**
2. **BIOGRAPHICAL SKETCH**: Biographical sketches for all key personnel are limited to two (2) pages per person and **must** use the form provided in the IGP Application.
3. **PROPOSAL APPENDIX**:
4. **Supplemental Information**

Essential material supplementary to the text of the proposal should be included in a single appendix. The appendix must be referenced in the proposal narrative, and under no circumstances may the total page count for all materials exceed ten (10) pages. It is inappropriate to include institutional catalogues, departmental curricula, publications, video tapes, computer diskettes, other non-print items, or general material.

1. **Attachments**

All general supporting materials (e.g., charts, photos) to which reference is made in the narrative section must be clearly marked and included in this section.

1. **Letters of Support**

Letters of support should NOT be included.

In acceptance of the award you are acknowledging the following:

**Interim and Final Report** – An interim and final report detailing the specific external grant proposals submitted as a result of the IGP. The report should be one (1) page or less. Eligibility for future Office of Research IGP awards will be jeopardized if the report is not submitted. Continuation of grant funds will be contingent upon submission of an acceptable interim report and demonstration of project progress.

**Interdisciplinary Grant Development** – As the recipient of an IGD award, these funds are intended as seed money for seeking external grants; you will not be eligible for subsequent Office of Research IGP funding until you have submitted one or more external grant proposals. The proposal should be reviewed by a grant writer in the Office of Research.

**Compliance** – IRB and IACUC committee approved protocols must be submitted to the Office of Research, if applicable, before an award will be provided in Workday.

***Innovate*UNO** – The Office of Research hosts *Innovate*UNO, an annual symposium for all IGP awardees to **present** their findings. By applying for this program, you agree to participate in *Innovate*UNO in November.