

Leveraging External Expertise Program (LEEP) Proposal Format

This program supports visits to UNO by external scholars, researchers, or artists in order to enrich the campus, improve scholarly productivity, or enhance the university reputation.

APPLICATION DEADLINE: Applications are accepted throughout the year but must be submitted at least 4 months prior to the planned event.

Submission Instructions

All submissions must utilize the [Internal Grant Program \(IGP\) Application](#) and the [UNO Proposal Routing form](#).

1. Open and save the Internal Grant Program (IGP) Application, which is available in the right-hand sidebar of the [IGP SharePoint site](#).
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](#).
 - a. Attach your proposal and budget as indicated.
 - b. Enter the email addresses for your department head/chair/director and your dean/VP.
 - c. Submit the form.
 - d. All PIs and Co-PIs must then electronically sign the form by signing the Conflict of Interest statements.
 - e. 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 subprogram under which it was submitted.
3. **TABLE OF CONTENTS:** List all sections and subsections of the proposal, including appendices.

- 4. GOALS AND OBJECTIVES:** The final goal to be reached by the end of the grant period must be clearly specified. Major changes in research/scholarly/creative programs and/or relevant personnel that can be expected when these goals are achieved must be described. This section of the proposal must be no longer than the equivalent of one, single-spaced, typewritten page.

The Final Report should state the progress made on the goals and objectives during the lifetime of the award as outlined in the proposal.

- 5. NARRATIVE AND BIBLIOGRAPHY:** The narrative must not exceed five (5) 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 five (5) page limit identified for the narrative does not include the bibliography. The bibliography shall not exceed two (2) pages.

a. Rationale of the Project

LEEP proposals must include:

- i. Expected impact on the campus scholarly productivity
- ii. Contribution of the project to the development of a department, college, center, or institute as a scholarly entity
- iii. Expected impact of the project on the quality of the University (e.g. reputation, student or faculty recruiting or retention, capabilities).

b. Project Plan

LEEP proposals must:

- i. Briefly summarize the expected significance, methods, limitations, and relationship of the project to the present state of the campus entities impacted.
- ii. Provide a schedule of proposed activities within the grant period with benchmarks.
- iii. 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.*
- iv. Include plans for publications, dissemination, and/or external grant proposals along with a description of how the level of scholarly activity achieved during the period of the grant would be maintained after financing from the IGP ends.

c. Involvement and Qualifications of Investigator(s) and Visiting Expert(s)

Qualifications of UNO scholars/investigators to undertake the proposed project should be indicated. A brief statement should be included that describes the responsibilities of each person involved and the amount of time/effort each person will devote to the project. In particular, LEEP proposals must clearly identify the expertise and reputation of the invited visitor(s) and justify how these qualifications

will serve to enhance UNO productivity or reputation.

d. Institutional Capabilities and Commitment

Institutional capabilities and commitment with respect to the proposed project must be described, including available facilities especially adapted or suited to the proposed project as well as any matching funds from other on or off campus constituents.

e. Bibliography

6. BUDGET AND BUDGET NARRATIVE: Cap: \$3,500 (direct costs)

a. Format

A completed budget must be submitted using the standard Office of Research 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. Applicants are encouraged to seek additional matching funds from departments, colleges, centers/institutes, or other on- or off-campus constituents.

b. Project Activation Date and Anticipated Date of Completion

Activation date – varies

Final progress report due – 30 days after event

c. Disallowed Budgetary Items

LEEP funds may only be used for visitor travel, visitor stipend if required, and costs directly associated with programming (e.g. supplies for a workshop). Potential applicants should note that funds may be requested for foreign travel. If the project is funded, however, permission for all travel must be obtained following University regulations, as stipulated in the State General Travel Regulations.

d. Funds for Principal Investigators and Support Personnel

LEEP funds may not be used to support salaries of UNO personnel.

e. Equipment

LEEP funds may not be used for the purchase of equipment.

7. 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.

8. PROPOSAL APPENDIX:

a. 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 appendix page count for all materials exceed five (5) pages. Background material on the invited visitor(s) is appropriate for this section.

b. 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.

c. Letters of Support

Letters of support should NOT be included.

In acceptance of the award you are acknowledging the following:

Final Report – A final report will be submitted to inform us as to the outcome(s) and product(s) of the work. The report should be no more than one (1) page and should include deliverables such as CD published, chapter written, etc. based on the rationale of the proposal. Eligibility for future Office of Research IGP awards will be jeopardized if the report is not submitted.

Compliance – IRB and IACUC committee approved protocols must be submitted to Office of Research, if applicable, before a grant number will be provided.

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