# Stimulating Competitive Research (SCoRE)
# Proposal Format

The goal of the SCoRe award is to enhance the UNO faculty's ability to successfully compete for extramural sponsored research funding.

**APPLICATION DEADLINE:** **December 9, 2022**

The goal of the SCoRe award is to enhance the UNO faculty's ability to successfully compete for extramural sponsored research funding. The SCoRe award is intended as seed money for faculty to develop a new area of research activity, and it is expected that a SCoRE award will result in a proposal being submitted to an external funding agency. Funding priorities include collection of preliminary data, planning and writing of grant proposals for external funding, maintenance of laboratory activities while preparing for a new area of research, and the purchase of research equipment. As a rule, the SCoRe award will not be used for ongoing support of existing projects for which outside funding might reasonably be expected. Funding can be requested for graduate student support, undergraduate assistants, academic year course release for the PI, up to one month of PI regular salary (plus current payroll benefits rate), research supplies, travel and scientific equipment. **Cap: $15,000 (direct costs)**

## 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 appendixes.

4. **GOALS AND OBJECTIVES**: The final goal to be reached by the end of the grant period must be clearly specified and must include specific external funding opportunities. Major changes in research programs and/or scientific 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.

   a. Proposals **listing a specific federal funding opportunity**, or opportunities, and an achievable deadline for proposal submission **may be given preference**.
      i. List the program title(s) and the corresponding deadline for submission.

   b. Proposals **listing a specific state or private funding opportunity** and an achievable deadline for proposal submission **will be accepted**.
      i. List the program title(s) and the corresponding deadline for submission.

   c. Goal Examples
      i. Inadequate Response: "I will apply for NSF funding." This may disqualify a proposal.
      ii. Adequate Response: "One proposal I plan to apply for is NSF Innovative Technology Experiences for Students and Teachers (ITEST) with an annual deadline of the second Wednesday in August."

   d. *Use the External Proposal Plan Form on the last page of the IGP Application.*

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 one (1) page.

   a. **Rationale of the Project**

SCoRe proposals must include:
 i. Assessment of potential for achieving national competitiveness, including current status and identification of barriers to achieving competitiveness.
 ii. A plan for achieving national competitiveness, including the specific strategies, actions, methods, and additional resources proposed to accomplish the stated goals.
 iii. 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).

**b. Project Plan**
SCoRe proposals must:
 i. 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.
 ii. Provide a schedule of proposed activities within the grant period with benchmarks on the attached form.
 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 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 financing from the IGP ends.

**c. 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, SCoRe 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.

**d. 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.

**e. Bibliography**

**6. BUDGET AND BUDGET NARRATIVE:**
 **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 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.

b. **Project Activation Date and Anticipated Date of Completion**
<u>Activation date</u> – July 1
<u>Interim Progress report due</u> – January 1
<u>Completion date</u> – June 30
<u>Final Progress report due</u> – July 31

c. **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.

d. **Funds for Principal Investigators and Support Personnel**
Principal Investigator(s) may request partial salary support at an annual amount not to exceed one month of regular salary support. Release time may be requested at the instructor/adjunct salary and payroll benefits amounts. If funds for graduate assistantships, postdoctoral researchers, visiting faculty, etc., are requested, their roles in accomplishing objectives of the program must be clearly identified, and the budget must clearly show the percentage of time they will be involved 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.**

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


7. **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 award, the Office of Research will confirm if you submitted a proposal to an outside agency after your previous SCoRe award as required.**)

8. **BIOGRAPHICAL SKETCH**: Biographical sketches for all key personnel are limited to two (2) pages and **must** use the form provided in the IGP Application.

9. **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 page count for all materials exceed ten (10) pages. It is inappropriate to include institutional catalogues, departmental curricula, publications, video tapes, other non-print items, or general material.

   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.

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In acceptance of the award you are acknowledging the following:

**Interim and Final Reports** – 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.

**SCoRe** – As the recipient of a SCoRe award, these funds are intended as seed money for seeking external grants; you will not be eligible for subsequent 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 a grant number will be provided.

*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.

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