



Applying for Limited Submission Funding Opportunities

Policy Objective:

Due to the large number of programs that prescribe institutional submission limits, it is not possible for the Office of Research and Economic Development (ORED) to provide notification of every limited submission opportunity. Therefore, it is the responsibility of the principal investigators to notify the Office of Research and Economic Development of their intent to submit an application to a limited submission opportunity.

Upon notification, ORED will distribute the limited submission opportunity announcement to appropriate members of the University Research Advisory Committee (URAC), College research leadership, and/or Department Chairs as needed to solicit any potential interest on the part of other faculty members. In order to be considered for limited submission opportunities, Principal Investigators must coordinate with ORED following the procedures outlined below. Failure to comply with these procedures may result in a denial of approval for submission.

I. Policy Statement:

Notification of Intent to Apply for a Limited Opportunity Submission

Principal Investigators (PI) interested in a limited submission opportunity must indicate, as required by ORED and receive written confirmation from ORED of their interest in the limited opportunity.

- ORED will be notified by the PI at least 4 weeks prior the submission deadline or as soon as the PI learns of the limited submission grant opportunity, but no later than 5 days before the application deadline.
- Upon notification, ORED will distribute the funding opportunity announcement to appropriate members of the University Research Advisory Committee (URAC), College Leadership and/or Department Chairs as needed to solicit any potential interest on the part of other faculty members.
- In order to be considered for limited submission opportunities, PIs must coordinate with ORED following the procedures outlined below. Failure to comply with these procedures may result in a denial of approval for submission.
- ORED will ascertain interest in the solicitation/opportunity from other parties and establish parameters and deadlines for an internal competition to select PIs for submission approval.

II. Procedure:

a) Selection of Projects

- If the number of interested applicants is fewer than the number allowed by the sponsor, then the normal process for submission will be followed and a limited submission internal competition will not be necessary.

- If there are more prospective applicants than the number of submissions allowed, ORED will request that all interested PIs submit via InfoReady a 3-page summary narrative of their proposal and a current CV or biosketch for the PI, co-PI and Senior Personnel.
- An ad hoc advisory committee will be convened from the University Research Advisory Committee to review and evaluate the documentation.
- Evaluation criteria will include, but not be limited to, the quality of the proposal and the work described therein, probability of successful funding, and support of the mission of the University. Other selection criteria utilized will include the published guidelines for the appropriate funding opportunity announcement.
- The AVP of Research and Economic Development will have final decision-making authority for the selection of PIs approved for application submission to all limited submission opportunities.

b) Full Proposal Submission

- PIs selected for approval will submit proposals or pre-proposals in accordance with the funding opportunity announcement using ORED's Pre-Award Clearance Routing Process.

c) Competitive Renewal/Continuation Request

- Priority will be given to competitive renewals or continuation requests providing that evidence is presented that the past reviews, reports, productivity, performance, and accomplishments of the prior award indicate enhanced likelihood for award success.
- A decision not to give priority to a competitive renewal can be based upon poor performance and reviews suggesting diminished likelihood for success and/or highly compelling arguments for a highly competitive new proposal.

d) Resubmission

- If a proposal is submitted for a limited submission opportunity and is not funded, that proposal will have no de facto preference over other projects in any subsequent limited submission opportunities.
- In order to be considered for a resubmission, the requester must provide the reviews and a statement of how the reviewers concerns and criticisms will be addressed. This documentation is required in addition to the 3-page summary and
- CVs as described above in section a. The resubmitted proposal will be evaluated against competing projects.

e) Penalty Clause – Failure to Submit upon Approval

PIs or academic units (departments/Colleges) who are selected via the competitive process but fail to submit a proposal may forfeit the right to compete or submit future proposals to a limited submission funding opportunity. The AVP for Research and Economic Development will ascertain the circumstances resulting in delinquency and will make the determination of the severity of the penalty on a case by case basis.

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