

RSP Limited Submission Competition

Many funding agencies issue requests for proposals that limit the number of applications they will accept from an institution. These are referred to as Limited Submission Opportunities. To ensure the most competitive proposals are submitted in the instance where few may be accepted, the Division of Research and Sponsored Programs has implemented a series of policies and procedures regarding limited submissions. This will provide an objective means of determining the proposal to be selected for agency submittal. Limited Submission Opportunities still require the submittal of the RSP Intent to Submit a Proposal Form prior to any internal submission deadline set for the opportunity selection process.

Internal Competition Timeline

Internal competition deadlines are planned based on sponsor deadlines and managed by the Division of Research and Sponsored Programs.

- When sponsor deadlines change from one year to the next, the schedule for the internal competition will change as well. Anticipated dates for future internal competitions will be considered as approximate until sponsor deadlines are confirmed.
- Competition timelines are set to allow adequate time for internal submissions, review, and full proposal preparation
- If Research and Sponsored Programs is notified or discovers a limited submission opportunity with insufficient time to conduct an internal competition, an internal competition may not be announced. Available submission slots may be awarded on a “first to notify” basis.
- Some programs may have additional internal deadlines for College/School/Unit-level review; check with your department Chair or Dean’s office to ensure that deadlines at that level of review are met.
- RSP will use this internal submission procedure for all situations where there is a practical amount of time between receipt of the first notice from an interested faculty member and the date of the funding agency deadline

Internal Competition White Paper Application

When possible, requirements for the internal application will mirror the requirements of the funding sponsor to reduce duplication or extraneous paperwork. Depending on those requirements, internal applications may require any subset of these items:

- Abbreviated CV or biographical sketch of the PI including previous agency experience if applicable
- Brief (2-page maximum) project summary
- List of collaborators on this project

- For opportunities requiring cost share or match, a description of the mandatory institutional cost share for the project and how the cost share would be met (if known), and a letter of cognizance from Dean/Chair indicating support of the cost share or match.
- For proposal resubmission, copies of program reviews of prior submission and response to reviewers' remarks.
- For major equipment acquisition, a description of where the instrument will be housed and a plan for sustainability of equipment use and how it will be maintained.