

LIMITED SUBMISSION COMPETITION GUIDELINES

In limited submission programs, sponsors restrict the number of applications or proposals an institution can submit for a competition. These programs require institutions to screen pre-proposals or nominations to determine which applications will be submitted for the competition. Generally, institutions are allowed to submit one or two proposals or nominations to the sponsor.

The Office of Research will maintain a list of known limited submission opportunities on the website, and will remind faculty of this policy through the website and newsletter. Prior to preparing a proposal, faculty should review the instructions from the funding agency for any limitations on proposals from an institution and notify the Office of Research of their intent to submit.

Investigators interested in submitting proposals to limited competition programs should notify the Director of Sponsored Programs in the Office of Research in writing at least 10 weeks prior to the grant submission date, provided that the solicitation is announced at least that far in advance. If more parties are interested in submitting proposals than allowed by the funding agency, interested faculty will be notified by the Office of Research to prepare and submit a pre-proposal to the Office of Research. The pre-proposal requirements will mirror the requirements of the awarding body to reduce duplication and extraneous paperwork and will be announced as soon as possible after the funding agency announces the solicitation, but no less than 2 months in advance of the proposal deadline, provided the solicitation is announced at least that far in advance and the Office of Research is aware of the announcement. The pre-proposal will generally include: a cover letter specifying the strengths of the proposal vis-à-vis the granting agency's requirements (one page), a statement of the problem, significance, and rationale (two pages), specific aims of the proposal (one page), specific aims of projects/subprojects/cores proposed (one page each), and biosketches of the principal investigator, co-investigators and other key personnel. All resubmissions shall include the reviewer comments from the prior submission(s). In cases where the interested investigators have all prepared a full proposal for the current submission or a prior submission, they will be allowed to submit their full proposals to the committee rather than preparing a separate pre-proposal. Investigators wishing to re-submit a proposal to a limited competition in a subsequent year must confirm their intent to do so each time they plan to re-submit.

A subcommittee with a minimum of five faculty members, including at least three from the membership of the Research Advisory Committee, will be selected to review all pre-proposals. Reviewers will be selected from the research faculty as needed to insure adequate expertise of the committee. Selection of the review committee will be made to insure that persons with conflict of interest are not involved in the review process or the final recommendation. In the event that the Chair of the Research Advisory Committee has a conflict of interest, the Vice Chancellor for Health Affairs will appoint the pre-proposal review committee.

Pre-proposals will first be reviewed to assure compliance with the solicitation/program requirements. Following this administrative review, the primary review considerations will be to select the proposal that is most competitive and has the highest chance of being funded, and which will provide the best outcome for UMC. When the committee review is complete, recommendations will be forwarded to the Research Advisory Committee for consideration. The Research Advisory will then make a recommendation for selection to the Vice Chancellor. Investigators will be notified of the Vice Chancellor's final decision through the Office of Research. The review process will be expedited as much as possible to maximize the amount of time available for preparation of the proposal selected for submission. Review comments will be made available to the investigators.