Limited Submission Proposals

General Information

Increasingly, funding agencies (sponsors) are placing special restrictions on proposals submitted by institutions, requiring institutions to assume more of the responsibility for screening proposals and selecting which ones to submit for consideration. Limited Submission proposals may be limited in various ways. The following are the most common:

- Only a specific number of proposals may be allowed from an institution;
- Only degree granting institutions may submit;
- Only a limited number of submissions may be made by a single principal investigator, department or other discipline.

Notification of Announced or Scheduled Limited Submission Proposals

The Office for Sponsored Programs (OSP) will announce limited submission proposal notifications.

1) Announcement

- OSP will send an email to appropriate school or department officials (e.g. Associate Deans for Research), notifying them of the proposal limitation along with necessary internal deadlines and instructions for submission.
- OSP will also post the notices of limited submission proposals on the OSP website at http://osp.ua.edu.

2) Response from interested personnel:

- Any person interested in submitting a proposal should immediately notify OSP of intent to submit and should also notify the appropriate director/dean or designated staff. The notification need only communicate an interest in submitting a proposal and that the notification is in response to the limited proposal announcement. If it is determined that an internal competition will be held, those providing notification of intent will be asked to follow the procedures described below.
  - It is recommended that notification of intent be sent to OSP via email with a "read receipt" requested. It is the individual's responsibility to ensure that OSP receives his/her notification of
intent. Under no circumstances will a late notification of intent be considered for submission.

3) Selection

- Based on the responses to the announcement, OSP may either:
  
  A. Coordinate an internal competition (if the respondents exceed the number allowed); or
  
  B. Designate the proposal(s) as the University’s candidate(s) (if the number of respondents does not exceed the limitation in place).

- OSP will notify all respondents of their selection status.

► Please note that if there is insufficient time for an internal competition to take place, an administrative decision may be made regarding which, if any, proposal(s) should be submitted.

PI Responsibility to Notify OSP of Limited Submission Proposals

- Programs that restrict the number of applications that can be submitted by an entity but that have not been announced by OSP should be immediately reported to the appropriate Director, Dean or designated staff as well as to OSP by any interested applicant.

- OSP will then follow the procedures listed above for announcement and selection.

Procedure for limited submission proposals:

To increase the chances of proposals succeeding, the following procedure shall be followed if an internal competition is needed:

1. A call for white papers (two page limitation) with a quick submission deadline to OSP will be issued by OSP to all schools that meet the eligibility for submission criteria.

2. An internal competition will be conducted to ensure fairness to all interested parties.
3. A review panel will evaluate the white papers and decide which PI(s) will submit a full proposal to the funding agency. The review panel will consist of the Associate Dean for Research from each school(s) in which a PI is submitting a white paper and the Associate Vice President of Research.

4. OSP will notify all PIs who submitted a white paper of the results of the review panel.