

University of Florida Guidelines for Limited Submission Programs

Funding agencies (sponsors) are increasingly restricting the number of applications an institution can submit in response to many funding opportunities. The University of Florida (UF) designates these “Limited Submission Programs.”

If more than the specified number of applications is submitted in response to a “Limited Submission Program,” all applications from the institution will be returned without review. Therefore, complying with the guidelines is critical.

The Office of Research has established the following process for selecting the proposal (or proposals) that will be submitted in response to a limited submission program.

Internal Selection Process:

1. Information on limited submission programs will be published by the Office of Research on the Funding Opportunities page (www.research.ufl.edu/funding/) as soon as possible following the release of the announcement by the sponsor. While the Office of Research will make every effort to identify all limited submission opportunities and announce them on the Funding Opportunities page, this is not always possible. Therefore, faculty members who wish to apply to a program for which submission is limited, and where an internal selection process has not been announced, should contact Research Program Development in the Office of Research at programdevelopment@research.ufl.edu as soon as possible to determine whether an internal selection process is necessary. If there are less than 15 working days to the agency deadline, the proposals will be approved for submission on a first come, first served basis, and proposals received by the Office of Research after UF has reached its maximum number of submissions will be rejected and cannot be submitted. Typically, the UF announcement on the Funding Opportunities page will provide guidance about the internal selection process such as requirements for an internal Letter of Intent and pre-proposal, internal deadlines and contact information for the Office of Research personnel (or designee) coordinating the process.
2. When the number of internal applications does not exceed the sponsor’s limit, the Office of Research will notify the internal applicants that they have received institutional approval to submit their proposals to the sponsor.**
3. When the number of internal applications exceeds the sponsor’s limit, the Office of Research will solicit internal pre-proposals and form a review committee of faculty members who have expertise in the program’s subject area to evaluate the pre-proposals and select UF’s applicant(s). If the time between the internal deadline and the sponsor deadline is very short, the decision may be made based upon Letter of Intent content.
4. The criteria used for evaluating the pre-proposals will reflect the criteria stated in the sponsor’s program announcement. If a program allows two or more submissions and multiple internal proposals are submitted from the same PI(s) or the same department, the Office of Research may choose to select only one proposal from this group of PIs or department in order to maximize the chances of multiple submissions being funded by the sponsor.

5. Some internal competitions begin with a selection process within the colleges (the UF announcement on the Funding Opportunities page will indicate if this is the case). It is the PI's responsibility to find out if his/her college or school has set an earlier internal college review deadline.
9. The Vice President for Research will review the recommendations of the review committee for a final decision.
10. The Office of Research will notify all candidates of the results by email. The Office of Research will also provide the name(s) of the approved candidate(s) to the Proposal Processing offices in the Division of Sponsored Programs (DSP). Reviewers' comments will be provided to the PIs whenever available. Throughout this process, the anonymity of the reviewers will be maintained.
11. Certain program announcements may be specific to a college or department. In these cases, the Office of Research will usually ask the respective college(s) or department(s) to coordinate the internal selection process. The Office of Research will work with the college(s)/department(s) to ensure that appropriate contact information and internal deadlines are included in the UF announcement on the Funding Opportunities page. After the internal selection process is completed, it is the responsibility of the college/department to provide the names of the successful candidate(s) to the Office of Research.
12. Proposals submitted to the agency for limited submission competitions, not approved by this process, may disqualify all UF proposals. If the sponsor contacts UF to report that the application limit has been exceeded, all unauthorized proposals will be administratively withdrawn by the University.

****If the Office of Research receives internal LOIs or pre-proposals for a limited competition after the internal deadline, they will be rejected unless:**

- The Office of Research did not receive any LOIs or pre-proposals by the original specified date, or;
- The Office of Research received fewer LOIs or pre-proposals than the number allowed.

LOIs or pre-proposals received under these circumstances will be treated on a first come, first serve basis until the maximum number allowed is reached.

Limited Application Internal Letter of Intent Format:

A full description of the content required for the internal Letter of Intent may be found in the UF announcement on the Funding Opportunities page. If no specific guidance is given in the announcement, guidelines can be found here: <http://research.ufl.edu/faculty-and-staff/funding-funding/limited-submission/loi-guidelines.html>

Limited Submission Internal Pre-Proposal Format:

Unless otherwise noted in the UF announcement on the Funding Opportunities page or via email, internal pre-proposals will include:

- Cover Page
 - Name of Sponsor and Program
 - Title of Proposed Project

- Names, titles, affiliations of PI and co-PIs
- Three page project description (11-point type with 0.5 inch margins). Pay close attention to the program announcement and clearly address the sponsor's objectives and funding criteria.
- CVs of all PIs and Co-PIs (2 page maximum for each CV)
- One page budget that reflects the entire total project period (requests for matching funds or any exceptions to campus policies must be identified at this stage of the process and included in the budget page)
- One page budget justification

Note: The UF announcement on the Funding Opportunities page may sometimes outline a different set of requirements to be addressed in the pre-proposal to reflect the program announcement. **The requirements listed in the UF announcement on the Funding Opportunities page should be addressed if different than the above list.**

Once a faculty member is selected to apply for a limited submission opportunity, s/he has the responsibility to submit a timely application. Should a candidate decide to not submit an application, s/he needs to inform the Office of Research in writing (Attn: programdevelopment@research.ufl.edu) within 5 business days of selection notification. If the selected applicant withdraws her/his proposal, the applicant who received the next highest ranking will be notified that s/he may submit a proposal.

Any questions regarding this policy may be directed to Dr. Sobha Jaishankar, Assistant Vice President for Research (sjaishan@ufl.edu).