

University of Florida Guidelines for Limited Submission Programs

Funding agencies (sponsors) increasingly restrict the number of applications an institution may submit in response to funding opportunities. The University of Florida (UF) designates these as “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 may be returned without review. Therefore, complying with the sponsor’s application limits is crucial.

UF Research has established the following process for selecting the PI(s) and proposal(s) approved to be submitted in response to a limited submission program. The Strategic Research Development (SRD) office will implement the policy.

While SRD will try to identify all limited submission program opportunities and announce them, this is not always possible. Therefore, ***faculty members who wish to apply to a program for which the number of institutional submissions is limited and where an internal selection process has not been announced should contact Limited Programs in SRD at limitedprograms@research.ufl.edu as soon as possible to determine whether an internal selection process is necessary. Additionally, faculty should contact SRD before the DSP deadline to obtain permission to submit.***

1. Announcement:

- All limited submission program opportunities will be announced in InfoReady Review (IRR) <https://ufresearch.infoready4.com/> - a web portal for managing the internal applications for limited submission programs, as well as applications for internal seed fund programs (Please see [Applying through InfoReady Review](#)). These announcements will guide the internal selection process, such as requirements for the concept papers/pre-proposals, internal deadlines, and, if the selection process is not being coordinated by SRD, the contact information for the individual, department, or unit coordinating the internal selection process.
 - Additionally, limited submission program opportunities are announced the first week of posting in the UF Research Weekly Digest, which is sent out Wednesdays at 10:30 am. If you are not currently receiving this email, please get in touch with SRD through researchdevelopment@research.ufl.edu
- To access the internal announcement on the IRR site, you must log in using your Gatorlink credentials.
- **NOTE:** The IRR platform is best accessed using Google Chrome – it is ***NOT*** well supported in Internet Explorer.
- Interested applicants should click the APPLY button next to the internal announcement and upload the requested information for the specific program.
 - First-time users will need to upload their profile information (this is a one-time system requirement)

- Certain program announcements may be specific to a college, department, or unit. In these cases, SRD will usually ask the respective college(s)/department(s)/unit(s) to coordinate the internal selection process. SRD will work with the college(s)/department(s)/unit(s) to ensure that appropriate contact information and internal deadlines are included in the UF announcement. ***Once the internal selection process is completed, the unit must ensure that the selected applicant(s) upload their information and project description into IRR for SRD review and DSP notification.***
 - If a college is interested in internally coordinating an area—or field-specific Limited Submission program, it should contact SRD at limitedprograms@research.ufl.edu. All requests will be considered.
2. ***Internal Selection Process:*** All limited programs announced require submission of an internal application (see section below *Requirements for Internal Limited Submission Programs Formats* for details), as detailed in the internal announcement. The project description is only required for the internal review and selection process. It is not expected to be the final version submitted to the sponsor. In some cases, pre-proposals (see section below *Requirements for Internal Limited Submission Programs Formats* for details) will be invited, which will involve submitting a more detailed internal proposal based on the program criteria (for example, NSF NRT, MRI, PIRE, etc.).
- When the number of internal concept submissions for an opportunity does not exceed the sponsor's limit, SRD will notify the internal applicants through IRR that they have institutional approval to submit their proposals to the sponsor following UF's guidelines and policies.
 - When the number of internal concept submissions exceeds the sponsor's limit, SRD will recruit ad-hoc reviewers with expertise in the program's subject area to evaluate and select UF's applicant(s).
 - Some internal competitions begin with a selection process within the colleges (the UF internal program announcement will indicate if this is the case). The PIs are responsible for determining if their college or school has set an earlier internal college review deadline.
 - **Submissions to the sponsor must be done through UFIRST. IRR only manages internal coordination and selection of UF applicant(s) approved to submit to a sponsor's limited program solicitation.**
3. ***Review Criteria:*** The criteria for evaluating the concept/pre-proposals will reflect the sponsor's program announcement requirements. The following are considered:
- Scientific merit of the proposal, based on the RFP requirements
 - Review of past submissions, feedback, and responses to reviewer comments
 - PI's funding record with the sponsor
 - Justification for requested budget
 - Broader Impacts, benefits to society, sustainability beyond the funding period, etc.

Reviewers' comments will be provided to the PIs whenever available.

Throughout this process, the anonymity of the reviewers will be maintained. If you wish to serve as a reviewer, please reach out to limitedprograms@research.ufl.edu

4. **Selection notification:** The Vice President for Research will review the review committee's recommendations and make a final decision. SRD will notify all candidates of the review outcomes via IRR notifications.

SRD will also provide the name(s) of the approved candidate(s) to the Proposal Processing offices in the Division of Sponsored Programs (DSP).

5. **Final Submission to Sponsor:** Submissions to sponsors must be made through UFIRST. IRR only manages internal coordination and selection of UF applicant(s) approved to submit to a sponsor's limited program solicitation.
6. **No internal applicants:** If the internal submission deadline has passed and SRD does not receive any interest, OR if there are still open slots for a multi-slot limited opportunity, these opportunities will be re-announced as "Last Chance Limiteds" via the UF Research Weekly Digest email. Concepts received in the IRR system under these circumstances will be approved on a first-come, first-served basis until the maximum number allowed by the sponsor is reached.
7. **Resubmissions by UF Faculty:** Only one resubmission from a PI/team will be allowed for the same proposal to the sponsor for the same program.
8. **Multiple applicants from the same PI/department:** If a program allows two or more submissions and multiple internal proposals are submitted from the same PI(s) or the same department, SRD may choose to select only one proposal from this group of PIs or departments or encourage collaboration. Such actions are intended to maximize UF's chances of receiving funding from the sponsor.
9. **Selected internally but not applying:** **Once a faculty member is selected to apply for a limited submission program opportunity, they are responsible for submitting a timely application. Should a candidate decide not to apply, they must inform SRD in writing (Attn: limitedprograms@research.ufl.edu) within five business days of selection notification.** If the selected applicant withdraws their proposal, the applicant who received the highest ranking will be notified that they may submit a proposal.
10. **Multiple submissions to a sponsor:** If UF submits more than the approved number of proposals for a limited program, the sponsor may disqualify all submitted UF proposals or request UF to approve one proposal for submission. In the second instance, UF will administratively withdraw all unauthorized proposals.

Requirements for Internal Limited Submission Programs Formats

Unless otherwise noted in the UF announcement in the IRR article, internal applications should include:

- **Personal Details**
As required by the IRR system. An asterisk will mark required fields. Please indicate a contact person and their email if you wish for someone other than yourself to receive notifications.
- **Project Description**
Please upload your project description (two pages). Pay close attention to the program announcement and address the program's objectives and funding criteria.
- **Budget**
A one-page budget that reflects the entire project period (requests for matching funds or any exceptions to campus policies must be identified at this process stage and included in the budget page).
- **Budget justification**
A budget justification (1 page max) should also be attached.
- **Biographical Sketch of PI and Co-PIs**
Please upload biosketches using the provided format ([SciENCv](#)). NIH and NSF-style biosketches are acceptable.

Pre-proposal Format: The Required format will be dependent upon the solicitation and described in the internal announcement

Note: The UF announcement in the IRR article may sometimes outline different requirements to be addressed in the project description to reflect the program announcement. **The requirements listed in the UF announcement in the IRR article will always take precedence.**

If you have any questions regarding these policies, please get in touch with Dr. Irene Cooke, Assistant Vice President for Research and Interim Director, Strategic Research Development (irenecooke@ufl.edu).

If you have any questions about limited funding program opportunities or find a limited submission program opportunity for which you would like to apply that is not yet listed on the Funding Opportunities page, please get in touch with SRD at limitedprograms@research.ufl.edu.

Important links:

InfoReady Review (<https://ufresearch.infoready4.com/>) NOTE: The system is best accessed using Chrome or Firefox; it is **not** well supported in IE.