

## University of Florida Guidelines for Limited Submission Programs

Funding agencies (sponsors) are increasingly restricting the number of applications an institution may submit in response to funding opportunities. 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 critical.

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 policy will be implemented through the Strategic Research Development (SRD) office.

### 1. **Announcement:**

- Information on limited submission programs will be published by SRD on the [Funding Opportunities page](#) as soon as possible following the release of the announcement by the sponsor. While SRD will make every effort to identify all limited submission program 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 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](mailto:limitedprograms@research.ufl.edu) as soon as possible to determine whether an internal selection process is necessary.***
- Once you click on the link to the internal announcement it will display the detailed announcement 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 provide guidance about 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.
- To access the internal announcement on the IRR site, you will need to login 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 on the APPLY button next to the internal announcement and upload their profile information (this is a one-time system requirement) and upload the requested information for the specific program.
- 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, it is the responsibility of the unit to ensure that the selected applicant(s) upload their information and internal concept into IRR for SRD review and DSP notification.***

- If a college is interested in internally coordinating an area- or field-specific Limited Submission program, they should contact SRD at [limitedprograms@research.ufl.edu](mailto:limitedprograms@research.ufl.edu). All requests will be considered.
2. ***Internal Selection Process:*** All limited programs announced require submission of an internal Concept Paper (see section below *Requirements for Internal Limited Submission Programs Formats* for details), as detailed in the internal announcement. The Concept Paper is a requirement only for the internal review and selection process. It is not expected to be the final version that is 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, who have 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). It is the PI's responsibility to find out if their college or school has set an earlier internal college review deadline.
  - Submissions to 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 used for evaluating the concept/pre-proposals will reflect the criteria stated in the sponsor's program announcement. Generally, 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, inclusion of minorities, sustainability beyond 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](mailto:limitedprograms@research.ufl.edu)

4. **Selection notification:** The Vice President for Research will review the recommendations of the review committee for 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 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.
6. **No internal applicants:** If the internal deadline for submission has passed and SRD does not receive any interest, these opportunities will be re-announced via a weekly "LAST CHANCE FOR LIMITEDS" 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, for the same program to the sponsor.
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 department 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 have the responsibility of submitting a timely application. Should a candidate decide to not submit an application, they need to inform SRD in writing (Attn: [limitedprograms@research.ufl.edu](mailto:limitedprograms@research.ufl.edu)) within 5 business days of selection notification.** If the selected applicant withdraws their proposal, the applicant who received the next 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, all unauthorized proposals will be administratively withdrawn by UF.**

## Requirements for Internal Limited Submission Programs Formats

Internal Concept Paper Format: Unless otherwise noted in the UF announcement in the IRR article, internal concept papers should include:

- **Personal Details**  
As required by the IRR system. Required fields will be marked by an asterisk. 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 clearly address the program's objectives and funding criteria.
- **Budget**  
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.
- **Budget justification**  
A budget justification (1 page max) should also be attached.
- **Biographical Sketch of PI and Co-PIs**  
Please upload Biosketches in the format provided ([Biosketch Format](#)). NIH style Biosketches are also acceptable.

Pre-proposal Format: 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 a different set of requirements to be addressed in the concept paper to reflect the program announcement. **The requirements listed in the UF announcement in the IRR article will always take precedence.**

Any questions regarding these policies should be directed to Dr. Irene Cooke, Assistant Vice President for Research ([irenecooke@ufl.edu](mailto: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 not yet listed on the Funding Opportunities page, please contact SRD at [limitedprograms@research.ufl.edu](mailto:limitedprograms@research.ufl.edu).

### Important links:

Opportunity Manager

(<http://my.research.ufl.edu/ProgramDevelopment/FundingOpportunities/OpportunitiesManager.aspx> )

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