THE UNIVERSITY OF
ALABAMA IN HUNTSVILLE

LIMITED SUBMISSION PROCEDURES

Funding agencies occasionally place limits on the number of proposals, applications, or letters of intent that any one university may submit, referred to as "limited submissions." In such cases, the Office of the Vice President for Research & Economic Development (OVPRED) reviews internal applications to determine which of them may be submitted on behalf of UAH.

Identifying Funding Opportunities

The Office for Proposal Development (OPD) makes every attempt to identify limited-submission opportunities and provide information in a timely manner; however, if a researcher should identify a limited submission that is not in the opportunities list, please forward the announcement to Nickolas Old at ngo0001@uah.edu as soon as possible. Current limited-submission programs are posted on the webpages of OPD, OVPRED, and the Office of Sponsored Programs (OSP) under "Limited Submission Opportunities." An archive of past programs and selectees is available under "Past Solicitations and Awards" at the bottom of the page.

Internal Review and Selection Process

An internal Notice of Intent (NOI) must be submitted to Nickolas Old in OPD at ngo0001@uah.edu by 5:00 p.m. CT on the date specified as the internal deadline on the Limited Submissions webpage.

If the number of NOIs received for a limited-submission competition does not exceed the number of proposals allowed by the funding entity, no internal selection process is necessary, and the interested PIs will be notified to proceed with their proposal. If the allowed number of proposals is exceeded, the internal selection process will apply.

Any PI proposing to a limited-submission opportunity is required to submit the following NOI package to OPD:

1. **NOI cover sheet** (Attachment 1) with requisite **signatures**
2. **NOI project description:** not to exceed three (3) pages single-spaced, Times New Roman, 12-point font. It should summarize the proposed project and briefly describe why the PI thinks that the proposal will be successful.
3. **References (citations) list**
4. **Biosketch/CV** for the PI and each Co-I
5. **Budget.** This need not be the finalized budget but should be a good-faith projection of the itemized costs. If cost sharing or matching is required, a statement specifying the source of the cost sharing must be included.

Note: Unless otherwise stated, all items should be compiled into a single PDF file and submitted to OPD on or before the internal deadline date.

Internal pre-proposals will be evaluated based on the following questions:

- Does the project fit with UAH's strategic strengths?
- Does the project fit with the agency's program objectives?
- Does the project present a clear plan of action?
- Does the NOI follow internal guidelines?

The OVPRED/OPD will notify applicants of the outcome of the internal selection(s) as soon as possible. The OVPRED reserves the right to submit the proposal it believes best fits with the particular limited-submission opportunity and may decline to submit any proposal.

Selected Proposer Requirements

As of August 2018, selected proposers are required to work with OPD to plan and prepare their proposal components prior to the agency deadline. However, budget preparations and submission procedures for all proposals will continue to be the responsibility of OSP administrators.

OPD will work with PIs to develop strategies for effective project planning, provide full proposal checklists and templates for proposal documents, and offer review and editing services for each proposal document in advance of submission.

Limited Submission Opportunities Cover Sheet

The limited-submission cover sheet will be used for internal proposals in response to all limited-submission opportunities that require an internal selection process. Please check the Limited Submissions webpage for any additional requirements related to this opportunity. Submit all materials in a single PDF to the Office for Proposal Development (OPD) on or before the internal deadline stated on the website. For more information about UAH's limited-submission process, please refer to Policy 07.02.17 Limited Submissions.

Principal Investigator Name:	
Announcement Number and Name:	
Proposed Title:	

Department/Center:	Campus Address:
Phone Number:	Email Address:
Fiscally Responsible Unit:	Thrust Area or Science Code:

Proposal Information
Confirmation that the PI's department chair/center director is aware of this proposal and will support any required cost share and/or matching funds if required: ☐ Yes ☐ No
Eligibility: It is the applicant's responsibility to ensure that he/she meets the eligibility requirements before submitting an internal proposal and, if selected, will submit the proposal in accordance with the Office for Proposal Development's established proposal submission policy. You may contact the Office for Proposal Development for any assistance in clarifying your eligibility for an opportunity. Internal applicants who do not meet the funding agency's eligibility requirements will not be selected to represent UAH for the opportunity. I have confirmed that I am eligible to apply for this opportunity: ☐ Yes ☐ No

Additional Information	☐ First time applying for this opportunity
	I have applied before and:
	☐ Was not selected by internal limited-submission review process
	☐ Was not funded [attach comments from peer reviewers]
UAH Co-Investigators Yes ☐ No ☐ N/A ☐ (If Yes, list names and dept./center for each)	
List any external collaborating entities or key personnel (if applicable)	
List included supplemental documents (letters of support, cost sharing/matching commitments, etc.)	

Principal Investigator Signature:			Date:
Dean, Center Director, or Chair	Typed Name:	Signature:	Date:
Co-Investigator Signature(s):			Date: