



LIMITED SUBMISSION PROCEDURES

What are Limited Submissions?

Funding agencies occasionally place limits on the number of proposals, applications, or letters of intent that any one university may submit. These opportunities are referred to as “limited submissions.” In such cases, the Office of the Vice President for Research & Economic Development (OVPRED) pre-reviews internal applications to determine which 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 OPD webpage 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

The 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 sponsor, 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:

- NOI cover sheet (Attachment 1)
- NOI project description: not to exceed six (6) pages doubled spaced, Times New Roman, 12-point font. It should summarize the proposed project and briefly describe why the PI feels that the proposal will be successful.
- References not to exceed two (2) pages
- Biosketch/CV for the PI and each Co-I (not to exceed two (2) pages each)
- One-page budget. If cost sharing or matching is required, a statement specifying who will be providing 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. The timing between the NOI deadline and the selection is usually very short. 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 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. Budget preparations and submission procedures for all proposals will continue to be the responsibility of the Office of Sponsored Programs (OSP) contract 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 campus 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 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 Submission.

Principal Investigator Name:			
Announcement Number and Name:			
Proposed Title:			
Department/Center:		Campus Address:	
Phone Number:		Email Address:	
Fiscally Responsible Unit:		Thrust Area:	
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 <input type="checkbox"/> No <input type="checkbox"/>			
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 <input type="checkbox"/> No <input type="checkbox"/>			
Additional Information	<input type="checkbox"/> First time applying for this opportunity <input type="checkbox"/> I have applied before and: <input type="checkbox"/> Was not funded [attach comments from peer reviewers] <input type="checkbox"/> Was not selected by internal limited submission review process		
UAH Co-Investigators Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> (If Yes, list names and dept./center for each)			
List any external collaborating entities or key personnel (if applicable)			
List included supplemental documents (e.g., letters of support, cost sharing/matching commitments, etc.)			
Principal Investigator Signature:			Date:
Dean, Center Director, or Chair	Type Name:	Signature:	Date:
Co-Investigator Signature(s):			Date: