

LIMITED SUBMISSION PROCESS

Limited Submissions are funding opportunities in which the sponsor restricts the number of applications or proposals that can be submitted by an institution or a college/unit within an institution. Additional submissions above the sponsor's limit(s) could result in rejection of all applications or proposals submitted by that institution.

University of Cincinnati (UC) - Office of Research (OoR) has developed a portal in which Limited Submissions will be listed, recorded, and processed. Please note the following:

- The previously used excel spreadsheet will NO LONGER be updated or utilized and will be removed from the SRS website.
- Investigators are encouraged to check the Limited Submission portal regularly for new / updated opportunities;
- <http://research.uc.edu/funding/limited-submission>
- An update/informational e-mail will be sent monthly from UCLimitedSubmissions@uc.edu.
- Investigators/staff can also access the Limited Submission portal through **SPIN** (<https://spin.infoedglobal.com/Home/SOLRSearch>). Every opportunity in SPIN has a link to the portal in the box titled "Institutional Instructions" (see below);

Institution Instructions
Edit

For inquiries about Limited Submission opportunities or profile set-ups please send an email to UCLimitedSubmissions@uc.edu and someone from the Office of Research (OoR) will contact you.

UC Limited Submission website:

<http://rsrch-websvr.uc.edu/view/open-limited-submissions>

- The Limited Submission Portal will allow for investigators to see the history of an opportunity, the outcome of internal competitions, and if an opportunity was awarded. The portal allows for more longitudinal data.
- After submitting interest an automated e-mail will be sent to the investigator with further information

In order to be considered for approval to submit an application/proposal to a Limited Submission opportunity, interest must be expressed through the Limited Submissions Portal by clicking "I'm interested".

I'm Interested

←

1 person interested
Submission History

Express Interest By:	5/19/18
Letter of Intent (optional):	7/18/18
Sponsor Deadline:	8/17/18

Future Deadlines

Interest should be expressed by the date listed next to "**Express Interest By**"; investigators will be required to enter **ALL** information requested which includes the following: Proposed Project Title, Principal Investigator First and Last Name, E-mail address, and UC six plus two. If an investigator only wishes to see if anyone else has expressed interest please e-mail UCLimitedSubmissions@uc.edu with the inquiry.

If interest is expressed prior to the date in which interest should be expressed by an e-mail will be sent to the Deans and/or designees for review. A new internal deadline date will be noted in the e-mail. It will be the responsibility of the colleges to disseminate this information to their faculty.

Please note that opportunities with an asterisk (*) listed in the portal are opportunities in which the deadline to express interest has passed but are still open for investigators to submit interest on a first come first serve basis.

Identification of limited submission opportunities are done in a number of ways. Opportunities are identified through automatic pulls from SPIN (<https://spin.infoedglobal.com/Authorize/Login>), internet searches, historical opportunities, notifications from sponsors themselves or investigators. Please note that the Limited Submission portal is **NOT** a comprehensive list; therefore, it's possible that an investigator or college staff member could identify an opportunity that has inadvertently been missed. If an investigator/staff identifies an opportunity that is not listed in the portal and is interested in applying, please send an e-mail to UCLimitedSubmissions@uc.edu with details of the opportunity. Once an e-mail is received and reviewed, the opportunity will be manually added to the portal. It will be imperative that the following information be sent when notifying the OoR: Sponsor, RFP (or link to RFP), due date, and the number allowed per sponsor.

Note: When an investigator/staff identify an opportunity and it is manually added by the OoR, the following will occur:

- An e-mail will be sent to the research deans and/or designees of the opportunity noting the following information:
 - Link to or attachment of the opportunity
 - **Internal deadline (express interest by)** date
 - **Letter of Intent (LOI)** due date (if applicable)
 - **Sponsor deadline**

For the names of staff in the colleges / departments that can assist faculty with this process a list can be found on ResearchHow2 (<http://researchhow2.uc.edu/>), click [HERE](#) to access that list.

Internal Proposal Submission/Competition, Review, and Selection will be decided based on the following at the time of the Internal Deadline date:

- 1) Should the number of expressed interest be less than the number of proposals allowed by the sponsor, those who have expressed interest will be approved for submission. Any remaining slots will be approved on a first-come-first-serve basis.
- 2) Should the number of expressed interest be equal to the number of proposals allowed by the sponsor, those who expressed interest will be approved for submission and no more interests will be taken.
- 3) Should the number of expressed interest be greater than the number of proposals allowed by the sponsor, the following steps will be taken:
 - a. An e-mail with the information submitted at the time of interest will be sent out to the deans and/or designees and those expressing interest with a table including the information submitted through the portal (PI, Co-Investigators (if applicable) and Proposed Title). This e-mail will include a **pre-proposal template** for completion, see below (c.).
 - b. The interested parties are welcome to contact each other if they are interested in a collaboration. If a collaboration is formed the newly developed collaboration should notify their business offices/dean and the OoR at UCLimitedSubmissions@uc.edu.
 - c. If there is no interest in collaboration, the interested faculty will prepare and submit the requested pre-proposal template that was provided in the initial e-mail and submit to UCLimitedSubmissions@uc.edu within ten (10) **business days** (subject to change at the discretion of the OoR). The deadline date will be included in the e-mail. These documents will be forwarded on to the **Internal Review Committee (IRC)**.
 - d. Once the IRC has reached a decision, an e-mail will be sent with the outcome to the deans and/or designees and all those expressing interest indicating the person(s) approved to submit.

NOTE: If no interest expressed by the interest deadline the opportunity will remain open and investigators can express interest on a first come first serve basis.

Questions about the Limited Submission Process should be directed to Sarah Cliff, contact information as follows: phone: (513) 558-1417 / e-mail: UCLimitedSubmissions@uc.edu

*****NOTE***** If there are updates to the Limited Submission portal there is the possibility for minor changes to the Limited Submission Process. Any updates to the process will be sent out via e-mail, available in the Limited Submission portal and included in Research How 2 (<http://researchhow2.uc.edu/>). Please click [HERE](#) to be taken directly to the document.

Acronyms and Glossary

Business days are considered Monday through Friday from 8am until 5pm. Official national and state holiday and University of Cincinnati closure days are not considered business days and will not be considered when providing deadlines, unless necessitated by a rapidly approaching sponsor deadline.

Internal Deadline (express interest by) is the date (typically 90 days before the Sponsor Due Date) in which the OoR needs to know an investigators interest in submitted and Limited Submission opportunity.

- For some of the larger/competitive programs the interest deadline may be greater than 90 days.
- Continuous Submissions are opportunities in which have been identified as having no specific deadline and can be applied to at any time.

Internal Review Committee is a committee that is selected to review pre-proposals submitted by investigators when an internal competition is necessary.

Letter of Intent - LOI

Letter of Intent Due is the date in which the LOI requested by the sponsor is due.

Office of Research - OoR

Pre-proposal template / documentation is a template specifically created to gather pre-proposal information for consideration in the OoR internal review process.

Post Date is the date when the opportunity was posted by the sponsor. The post date is also used in the Limited Submission portal for sorting purposes (newest to oldest).

SPIN is a database of funding opportunities. UC Investigators and staff are eligible for a SPIN log-in using their UC e-mail address. Having a log-in allows for customizable searches and pushes to your e-mail account. ADD SPIN location.

Sponsor Deadline is the date in which the application being submitted is due to the sponsor.

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