University of Arizona Limited Submission Process

Advertisement: Opportunities are advertised through: (1) posting on the Research Gateway[link is external], (2) announcement in The Current[link is external], the RDS weekly e-news, (3) direct communication with the Research Deans, Deans, and Center/Institute Directors. Our goal is to advertise limited submission opportunities at least twelve weeks prior to the funder’s deadline.

Pre-proposal Preparation: RDS attempts to align pre-proposal requirements with those of the funder. Generally, these include a one-page proposal summary and biographical sketch(es) for the PI and Co-PIs (if applicable). In cases where coordination with Deans is essential (e.g., for matching funds), a letter from the PI’s Dean, or designee, is required. If your proposal is a resubmission, please add no more than 1/2 page to the proposal summary indicating (1) previous review score and (2) how you plan to address reviewer comments. Our goal is that internal deadlines are at least ten weeks prior to the funder’s deadline, pending release of the solicitation by the funder.

Review: If a peer review is triggered (i.e., interested applicants exceed the funder’s limit), RDS utilizes UA faculty to conduct the review. A minimum of two reviewers are sought for each competition, although three is preferred. Conflicts of interest are considered during reviewer selection; preference is given to complementary expertise outside of the applicant’s college. Should college expertise be required, departmental conflicts are avoided. Each reviewer will normally review all pre-proposals. In cases of large multi-investigator applications, external reviewers may be used. In addition, Research Deans and Deans may be solicited for feedback.

If you are interested in serving as a reviewer for UA limited submissions, please complete this form[link is external].

Review is based on the funder’s criteria and thus differ for each funding program. Generally, review criteria include:

- PI and investigator team qualifications in the specific funding area, and if applicable, success leading multi-disciplinary/multi-institutional team efforts;
- The relevance or “match” between the proposed project and the program requirements;
- The impact or “importance” of the proposed project;
- Responsiveness to review comments from a previous submission, if applicable; and
- Any other factors relevant and appropriate to the funding program such as cultural competency; public outreach efforts; inclusion of under-represented groups; and quality of the evaluation design.

RDI will evaluate the peer reviewers' scores/comments and dean's input and select the most competitive pre-proposal(s). Additional criteria that may be considered include:

- Alignment with UA strategic objectives;
The strength and completeness of the proposed team for large, complex proposals;

- The impact of proposed cost sharing on the University's extant cost share exposure;

- Any other criteria deemed important for submission of a competitive application.

**Notification:** Peer review and applicant notification is handled through Competition Space. Notifications of selected applicants will be sent to the applicant’s Dean, Research Dean, and research administrator. In addition, UA SP&CS Proposal Team is notified. Ideally proposals are reviewed and applicants are notified in approximately one week; however, in some cases (large quantity of applicants or large/complex proposals) additional time may be required.

**Exceptions:** While every effort is made to adhere to the procedures listed above, there are instances when the interval between becoming aware of a limited submission and the funder’s deadline makes it impractical to follow the process outlined above. In those cases, broad announcements may not be made, expedited reviews with limited or no feedback comments may be performed, and/or submission slots may be awarded on a first-come first served basis. Generally, if there are less than six weeks between identification of the opportunity and the funder’s deadline, exceptions apply.

**Using the Limited Submissions Table**:

An OPEN designation in the table below means that the internal deadline has passed without any proposals submitted for review. Once a program is designated as OPEN, the first proposal that RDS receives will be accepted as the institutional submission (see Exceptions above). If the sponsor allows more than one proposal, applicants will be accepted for OPEN programs in the order in which RDS receives them. “Anticipated” indicates that the competition has historically opened during this time frame but is not yet released by the funder.

**Figure 1:** Preferred Timeline for UA Limited Submissions

- **Posting & Advertisement to Campus** 12 weeks prior
- **Internal Pre-Proposal Submission** 10 weeks prior
- **Review & Team Notification** 9 to 8 weeks prior
- **Proposal Preparation & Submission to Funder**