University of Arizona Limited Submission Process

Advertisement: Opportunities are advertised through: (1) posting on the Research Gateway, (2) announcement in The Current, 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 (see Figure 1).

Pre-proposal Preparation: RDS attempts to align pre-proposal requirements with those of the funder as well as collect enough information for a quality review. Text boxes are provided for: a summary, significance statement, description of the fit with the funder, approach, and expected outcomes. In addition, for NIH or NSF proposals a specific aims page or project summary, respectively, is required. Pre-proposals also require agency specific 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 enter the following into the optional textbox: (1) previous review score and (2) how you plan to address reviewer comments. Our goal is that internal pre-proposal deadlines are at least ten weeks prior to the sponsor’s deadline (see Figure 1).

Review: If a peer review is triggered (i.e., interested applicants exceed the funder’s limit), RDS utilizes UA faculty and qualified staff 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. Each reviewer will normally review all pre-proposals. In cases of large multi-investigator applications, external reviewers may be used. In addition, Research Associate/Assistant 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.

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; and
- Any other criteria deemed important for submission of a competitive application.
Notification: Peer review and applicant notification is handled through Competition Space and ResDev@email.arizona.edu email. Notifications of selected applicants will be sent to the applicant’s Dean, Research Dean, and research administrator. In addition, UA Sponsored Projects & Contracting Services 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 (see Figure 1).

Exceptions & Special Considerations:

Inadequate Time for Competition: 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 sponsor’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-identified basis. Generally, if there are less than six weeks between identification of the opportunity and the sponsor’s deadline, a competition will not be run and the competition will be listed as Open or submission permission awarded on a first-identified basis.

Competitive Renewals: Existing programs or centers with no break in funding will have the opportunity to recompete to the sponsor without internal competition for two cycles. If, however, the existing program or center is unsuccessful in obtaining its renewal, on the third cycle an internal limited submission competition will occur.

No Submission: Certain limited submissions are very competitive at UA, e.g. the National Science Foundation Major Research Instrumentation program. If you receive permission to be the institutional submission for a competitive limited submission opportunity (i.e. an opportunity where there was competition for the application spot) and you choose not to submit and not notify us within four weeks of the sponsor deadline of your decision, you will be ineligible to reapply for the following cycle.

Using the Limited Submissions Table(this link is external): An OPEN designation in the table 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. 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 Minimum Timeline for UA Limited Submissions
## Change Log:

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<th>Date</th>
<th>Change</th>
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<td>July 1, 2018</td>
<td>Updated the Pre-Proposal requirements and the Exceptions &amp; Special Considerations sections.</td>
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