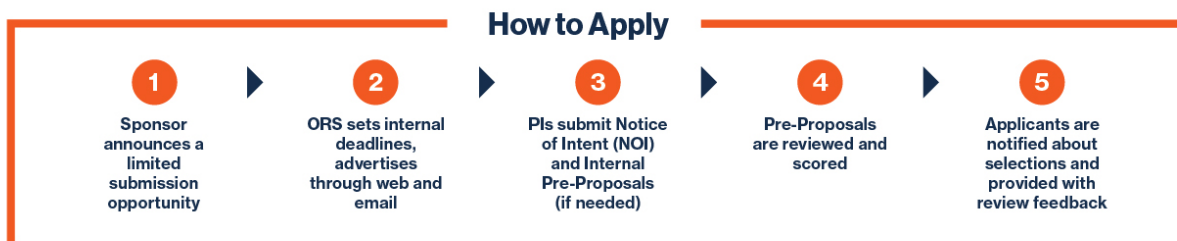


Limited Submissions

A “limited submission” refers to a funding opportunity that limits the number of proposals or applications that an entity can submit each cycle. UTSA has an internal selection process to determine which applicant(s) will submit to these opportunities. The Office of Research Support (ORS) oversees this process.

We have established a transparent and fair process that does not overburden the applicant(s) or reviewers charged with selecting the most competitive proposals to represent the university. Limited submission projects are considered institutional and should demonstrate benefits to UTSA. Exceptions to this process are made in certain situations, for example, when a deadline is short, when a program is highly focused, or when an opportunity reflects a strategic priority or requires significant institutional commitment.

UTSA uses **InfoReady Review** to automate limited submission competitions, reviews, approval processes, and post-award monitoring of applications submitted to the **Limited Submissions** program. View the InfoReady Review demo video here: (**Note: case-sensitive password needed to access the video is “InfoReady”**)



PROCESS and POLICIES OVERVIEW

Identification and Dissemination Process

The Office of Research Support (ORS) makes every effort to identify relevant limited submission opportunities and to disseminate these opportunities in a timely manner through several mediums:

- 1) **Announcement Emails** | Notifications are sent on the limited submissions listserv. To be added to the Limited Submissions listserv, please [contact us](#).
- 2) **Limited Submissions Funding Opportunities Website** | Funding opportunities are often updated weekly. Visit this site regularly to stay apprised of new announcements and deadlines.
- 3) **Forwarded/Targeted Emails** | Discipline-specific opportunities are often forwarded through the Colleges' Associate Deans for Research, Senior Grant Development Coordinators, or Research Service Centers.

Internal Competition Process

- 1) How to submit your Notice of Intent (NOI)
 - a) Send your NOI to limitedsubmissions@utsa.edu. Include:
 1. Program and sponsor name(s)
 2. Proposed project title
 3. A brief 3-5 sentence abstract of the project
 4. List of key personnel and associated organizations
 - b) Researchers will receive an email confirmation of NOI receipt
- 2) How to submit your Pre-Proposal
 - a) Submit internal Pre-Proposals using the online [Limited Submission Application Form](#). Unless otherwise noted, upload as a single pdf:
 1. Max. 5-page project overview (*single-spaced, 1" margins, Arial 11pt or greater font*)
 2. Max. 2-page biographical sketch for each key project personnel
 3. References (*no page limit*)
 4. A signed [Limited Submissions Resources Commitment Form](#) (*only for opportunities that require cost-share/match (see Cost-Share section below) or other resource commitments (i.e. renovation of space)*)
- 3) Review and Selection
 - a) Internal Pre-Proposals are collected, reviewed for compliance and passed on for review/scoring by reviewers who are provided an evaluation matrix based on the evaluation criteria listed in the

program solicitation or used for all programs administered by that sponsor.

1. **External Review** is utilized for the majority of limited submission competitions. ORS currently contracts with Oak Ridge Associated Universities (ORAU) to facilitate a scientific review process. Each application is scored by up to three external peer reviewers and the top-ranked proposal is chosen to move forward.
 2. **Internal Review** is primarily implemented for private opportunities that merit an institutional relationship with a funder and/or that will be evaluated by a lay or philanthropically-minded audience. An internal ad-hoc panel of reviewers is formed in collaboration with UTSA's Office of Corporate & Foundation Engagement.
 3. **Institutional Priority Selection** is made in cases where VPREDKE selects the PI based on a prioritized institutional need.
 4. **Automatic Selection** is made when there is only one eligible NOI received by the NOI deadline date. Proposal review comments and scores are not provided.
- b) For all selected pre-proposals, researchers are required to provide immediate notice of any incremental changes (i.e. Lead PI change, budgetary adjustments, no longer submitting, etc.).

Short Notice Opportunities

When we first learn of a limited submission opportunity within 45 days of the sponsor deadline, our approach changes. The limited submissions team will:

1. Check with the Research Service Centers to ensure that no other PIs or teams have begun preparing to apply to the opportunity. If another team has begun work on a proposal, ORS will determine whether to quickly compete the opportunity or to allow the team already in progress to continue.
2. If no other teams have initiated the proposal development process, we will invite the team that inquired about the opportunity to go forward and submit a proposal.
3. We update the Limited Submissions website to indicate that a team has been selected.

Cost-share or Matching Funds

When the funding agency has implemented a cost-share or matching funds requirement for the award, applicants must identify an allowable funding

source(s) at the time of pre-proposal submission. The source(s) of funds should be outlined on the [Limited Submissions Resources Commitment Form](#) and uploaded with your application materials by the pre-proposal submission deadline.

INTERNAL DEADLINES

All Notices of Intent (NOIs) and Internal Pre-Proposals **must be received by 11:59 pm** on the deadline date to be considered. If no notices of intent are received by the deadline, interested researchers are encouraged to submit as soon as possible after the deadline. Deadline dates for posted funding opportunities can be found on the [Limited Submissions Funding Opportunities web page](#).

CURRENT & EXPIRED OPPORTUNITIES

Visit the Limited Submissions Funding Opportunities website to find a list of the funding opportunities that ORS has curated as most relevant to UTSA researchers. *Please note that this list is not comprehensive.* Anyone interested in applying to a limited program that is not currently posted on our website should contact limitedsubmissions@utsa.edu immediately. ORS will review the opportunity and determine the next steps.

[Limited Submissions Funding Opportunities Listing](#)