

### Notice of Intent to Submit

Due to the increasing number of limited submission opportunities available, we have instituted a Notification of Intent to Submit process. Internal Notices of Intent (NOI) will be required for all submissions effective September 1, 2019.

- NOIs should be sent to [Limitedsubmissions@utsa.edu](mailto:Limitedsubmissions@utsa.edu) and include the following information:
  - Program and sponsor name(s)
  - Proposed project title
  - A brief 3-5 sentence abstract of the project
  - List of key personnel and associated organizations

Information provided through NOIs can be modified/updated at time of full internal application submission, but is used to gauge the number of applications likely to be submitted and to identify required reviewer expertise.

### Pre-Proposal Submission, Review & Selection

1. Internal Pre-Proposals must be submitted through the online [Limitedsubmissions@utsa.edu](mailto:Limitedsubmissions@utsa.edu). Unless otherwise noted in the opportunity listing, be prepared to send:
  - No > five-page project overview addressing sponsor/program-specific evaluation/review criteria (*single spaced, 1" margins, Arial 11pt or greater font*)
  - No > two-page biographical sketch for each key person on project,
  - References cited (*no page limitation*), and
  - If opportunity requires cost-share/match or other resource commitments (i.e. renovation of space), a completed [Limited Submissions Resources Commitment Form](#), confirming all commitments.
2. Internal Pre-Proposals are collected, reviewed for compliance and passed on for review/scoring. Reviewers are provided with an evaluation matrix based on evaluation criteria identified in each specific program solicitation and/or used for all programs administered by that sponsor.
  - **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 3 external peer reviewers.
  - **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. Scores are returned to ORS and proposals ranked accordingly.
4. ORS notifies all applicants and other relevant units of the review outcome.