Oregon State University Limited Submission Process

Purpose

A **Limited Submission** funding opportunity means that the sponsor has set an *institutional limit* for the number of proposals it will accept. Oregon State University (OSU) must coordinate internally to (1) identify our most competitive proposal(s) and (2) submit no more than the allowed number to avoid the sponsor rejecting all OSU proposals for this opportunity.

Notification

The OSU Office for Research Advancement (ORA) will post limited submission opportunities on the Oregon State InfoReady portal and list them on the ORA Limited Submission web page. Note this process does not include opportunities which are limited at the departmental or College level only or which limit the number of proposals from an individual person. It also does not include awards which require University nomination but do not involve grant funding.

Limited Submission Process

The process for selecting applicants is driven by three key decision points:

(1) Is it a regularly occurring funding opportunity currently monitored by our office?

(2) Is a newly identified or released opportunity within 6 weeks of the first sponsor deadline?

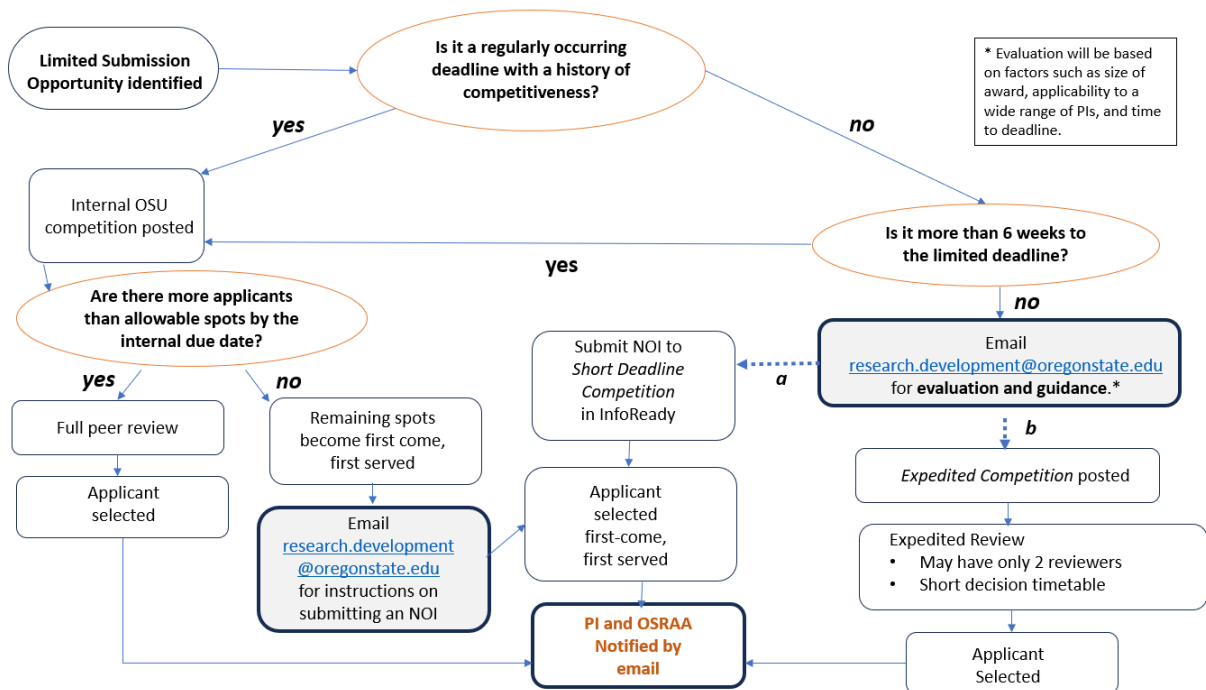(3) Does the ORA receive a Notice of Intent (NOI) from more OSU applicants than allowed by the due date?

Fig. 1. Office for Research Advancement Limited Submission process overview at Oregon State University.

Notice of Intent

In most cases, ORA will post an **internal competition** call for Notice of Intent (NOI) in our [Oregon State InfoReady portal](#). The internal NOI requirements ***will mirror the funding sponsor's requirements,*** when possible, to (1) reduce duplication of effort and (2) reduce bias in peer review by emphasizing the sponsor review criteria. Typical application materials for NOIs include but are not limited to:

- **Principal Investigator (PI) Info:** name, title, and contact information.
- **Descriptive Proposal Title**
- **Project Summary:** 3 to 4 sentences or bullet points that provide an overview of the objective(s) of your proposed project, how you plan to do it, and the expected outcome.
- **Budget Overview:** Provide a budget and short justification including for any cost share, if required. For example, the total cost of the project is anticipated to be $X, with $Y from sponsor and $(X-Y) from the department. Sponsor funds will be used as follows: $A for personnel, $B for travel and supplies, $C for subcontracts.
- **Team Make-up:** Provide 5 to 6 sentences or bullet points that highlight the PI team's expertise as it relates to the project.
- **Submission History:** If applicable, indicate if this is a resubmission. If so, on a separate page, explain how this proposal is different and addresses previous reviewer comments?
- **Sponsor Communications:** If available, provide a short history of communications with the sponsor, in particular when working with private foundations.
- **Optional:** Suggest one or two (unconflicted) OSU colleagues to serve on the internal review committee.
- **Project Description:** Upload as a pdf, typically 1-3 pages, including:
  - Proposed research objective(s) and how the project will address them relative to the sponsor review criteria.
  - Proposed activities and milestones, how these will be undertaken and on what timeline, and what technical specifications are required to be competitive.
  - How the proposed research can lead to the advancement of research/knowledge in this area and relative to the OSU 2024-2030 Strategic Plan.
  - Describe the outcomes and impacts you anticipate from the research.
- **Abbreviated CV:** 1 to 2 page biographical sketch of PI

If no applications are received by an internal NOI due date, the opportunity will become "first- come, first-served." At this first-come, first-served stage, **eligible applicants should send an e-mail to research.development@oregonstate.edu to express your interest in an open opportunity**. You will receive instructions on how to submit a NOI to ORA and secure your spot to submit to this opportunity.

If the number of NOIs submitted in InfoReady by the internal NOI due date exceeds the number that the University can submit, a **peer review** process will be triggered.

Peer Review and Selection

Under the internal peer review process, Notices of Intent (NOIs) will be evaluated by an ad hoc committee established by ORA based on the subject matter of the proposed project. Reviewers are asked to disclose any conflicts of interest that might bias their reviews. Reviewers are asked to rank submissions on a 5-point scale and to provide a summary ranking and scale statement that considers factors such as:

- Responsiveness to the guidelines set forth in the funding opportunity announcement.
- The composition/strength of the PI or PI team.
- Integration of diversity, equity, and inclusion with research and other societal impacts.
- The manner in which a subsequent proposal answers or overcomes previously identified deficiencies if submitted during an earlier session.
- University strategic goals, such as laid out in the OSU 2024-2030 Strategic Plan.

For large applicant pools, the internal review panel may also meet to discuss the scores. The panel will aim to determine which proposal teams will have the best chance of success in external competition and will also consider which NOIs are best aligned with the University's strategic goals. Reviewers are encouraged to provide written feedback to be shared with faculty, along with any informal feedback that may be helpful in formulating a final decision. Every attempt is taken to ensure that panel deliberations are completed in a timely fashion, thereby optimizing the time available to the faculty for preparation of the final proposal.

All peer review recommendations are forwarded to the Associate Vice President for Research Advancement and Strategy and/or Vice President for Research for final decisions.

Principal investigators will be notified of decisions by email. ORA will notify the Office for Sponsored Research and Award Administration (OSRAA) by email and record the results in a shared Limited Submission spreadsheet file visible to OSRAA. When submitting full proposals, principal investigators should note in Cayuse SP that their limited submission application was approved. ORA will also notify the OSU Foundation Relations staff about candidates selected to apply to foundation sponsors. When required, ORA will submit *nominations* to sponsors on behalf of the principal investigator but are generally not involved in submission of proposals to the sponsor.

Timeline for Posting Limited Submission Opportunities

To provide ample time for proposal preparation, our goal for the Limited Submission process is to post regularly occurring calls for NOI eleven or more weeks prior to sponsor deadline. The internal due date for an NOI will be approximately eight to ten weeks prior to the sponsor's deadline. Regularly occurring large (regional and national) center, facility, and other complex proposals may have internal due dates months before the proposal deadline to allow time for successful coordination. In all cases, we strive to post new competitions one week from the date that we are notified of a limited submission opportunity with adequate time for internal review and for PIs to prepare the proposal well before the sponsor's deadline.

Sponsors may change deadlines from year to year. PIs should monitor sponsor web sites for the most up-to-date information. We maintain a list of **Regularly Occurring Limited Submission Opportunities** with links to external sponsor sites and the typical month internal competitions will be launched.

Notifying ORA about Limited Submission Opportunities

While the staff in Office for Research Advancement strive to stay informed, it is not possible to be aware of all limited submission opportunities. Should you identify a limited opportunity of interest that ORA has is not yet posted**, please contact our office at research.development@oregonstate.edu with the competition's name and a link to (or PDF) of the funding announcement as soon as possible. Say something about how the time will be accounted for in this case, one week or less again since ORA being alerted?

Rapidly Approaching Deadlines

If the Office for Research Advancement is notified by email of a limited submission opportunity by a PI or a sponsor, but there is insufficient time to conduct a full internal peer review (defined as 6 weeks before the limited deadline) ORA will either:

a. Waive the internal competition and use a **Short Deadline** "first-come, first-served" process (see Figure 1). Interested PIs will be instructed by ORA to follow the directions for a [Short Deadline Notice of Intent](#) in the InfoReady portal. Available submission slots in this process will be awarded on a "first to notify" basis. Timelines may vary based on the details of a given opportunity; however, the general guideline is six weeks or less to the first limited sponsor deadline (whether that is an LOI or a final full proposal) to ensure that we maximize the time PIs have to prepare the actual proposal submission. In these cases, internal competitions will not be posted or announced. If the opportunity is recurring annually, it will be added to our list and a competition will be held the following year.

b. Post an **Expedited Competition.** An expedited competition may be open for a week and seek peer review from only 1 or 2 reviewers. Every effort will be made by ORA to notify interested PIs of the results of an Expedited Competition within 10 days of initial notification, again to maximize the preparation time for the PIs in submitting the actual proposal.

PI Responsibilities

Principal Investigators are responsible for monitoring the ORA web page for open competitions of interest and for notifying ORA at research.development@oregonstate.edu if they do not see an open competition for a program they plan to submit to.

If a proposal is selected and the PI or PI team decides to forgo an application, they must notify the Office for Research Advancement at research.development@oregonstate.edu. **Timely notification of the decision not to submit** will allow another proposal to be selected and move forward. Failure to submit a final proposal to the funding agency after being selected as an internal competition winner will be a significant factor in considering future internal competition applications from a candidate.

If the proposal is submitted and not funded, the PI may be asked to share feedback received from the sponsor with the Office for Research Advancement, including summary statements and peer and sponsor review comments. This information may be helpful in the selection process for future proposals for that limited submission opportunity.