

- Limited Submission Funding Opportunities -

Background

Any funding opportunity where the sponsor limits submissions to one per institution or one per academic unit (e.g. one per College of Medicine), the FSU Office of Vice President for Research (OVPR) Limited Submission [Policy](#) must be followed to ensure fairness. This means posting the opportunity at the [FSU website](#) for a designated period of time, so that others can compete for selection.

In situations where only one applicant from the College of Medicine can submit, the Senior Associate Dean for Research should be involved in the selection process to decide the most equitable method for identifying a principle investigator. The College of Medicine, Office of Research Administration (Med-RA) can help you navigate this process.

Submission Process

Identifying Limited Submission Opportunities

Anyone wishing to apply through a limited submission Request for Proposals (RFP) that is not posted at the FSU Sponsored Research Administration (SRA) website (a unit of the OVPR) should contact SRA immediately. SRA will review the guidelines, establish an appropriate internal review date, and post the RFP to the website. NOTE: Many sponsors offering a limited submission RFA require evidence of an internal competition.

Pre-proposal Requirement

Once a PI is aware of a limited submission RFP and wishes to apply, s/he should prepare a pre-proposal for submission to the OVPR. The pre-proposal should consist of:

- (1) white paper (a.k.a. an abstract) describing the scope of the project, expected/intended outcomes, the personnel involved, and existing resources;
- (2) a detailed budget (i.e., salary, fringe, travel, tuition, equipment, subcontracts, indirect costs, as applicable);
- (3) a curriculum vitae; AND
- (4) cost sharing commitments (if applicable).

While the pre-proposal needs to be uploaded as ONE document, the white paper should be no more than two (2) pages in length, the budget should be no more than one (1) page in length, and

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the curriculum vitae should be no more than two (2) pages in length. Generally, each cost sharing commitment is no longer than one page each.

Steps

- (1) Applicants must create or have an account for the Limited Submissions [on-line system](#).
- (2) Generally, pre-proposals are to be uploaded to FSU's Limited Submission RFP website 60 days before the agency's deadline. This will ensure that the OVPR has adequate time to review and receive input on all of the pre-proposals and that the PI(s) selected to apply will have sufficient time to complete a full proposal.
- (3) Once a PI has uploaded his or her pre-proposal documents to the website, the pre-proposal will be routed to the PI's chair and dean. Once the chair and dean have approved the pre-proposal, the system will notify the OVPR selection chair that the documents are ready to be viewed.

NOTE REGARDING THE INTERNAL DEADLINE: The PI must submit his/her pre-proposal by 11:59 P.M. on the day of the internal deadline, but the chair AND dean must also approve the pre-proposal beforehand. **Thus, it is important for PI's to upload and submit their pre-proposals early enough so that chairs and deans will have enough time to approve before the internal deadline.** The OVPR recommends that the PI notify his/her chair and dean via separate email to confirm submission of the pre-proposal and to anticipate the system email requesting their approvals.

Selection and Next Steps

All applicants will be notified by the OVPR of their decision, and the limited submission winner will be posted on the website under Status. In the event you are chosen, the normal submission process for a full proposal to an external sponsor is then followed. A Med-RA Analyst will be assigned to assist you when you forward the OVPR confirmation and the limited submission documents to research@med.fsu.edu. Guidelines for proposal submission deadlines can be found at the [Med-RA website](#).

Withdrawal of selected applicant

If the selected applicant withdraws his or her proposal, the applicant who received the next highest ranking from the Vice President for research will be notified that s/he may submit a proposal.

Submissions without SRA approval

If a PI submits a proposal without following these procedures and does not get SRA's approval to submit, the University will withdraw the unauthorized proposal.