

Research and Sponsored Programs Limited Submissions Guidelines

Effective Date: 10/01/2012/Revised 1/4/2024 - Office of Research and Sponsored Programs Guideline #03.00 Revised and authorized by the Associate Vice President for Research

Purpose of the Guidelines

Sponsors often limit the number of proposals an institution may submit to a given funding opportunity. To manage these limited submission competitions, and to prevent the possible disqualification of UNC proposals by sponsors, these Limited Submissions Guidelines have been put into place. This policy applies to any UNC employee who plans to submit an external proposal to a limited submission competition.

Guidelines for Limited Submissions

Announcement of Limited Submission Funding Opportunities: The Office of Research and Sponsored Programs (ORSP) will notify the campus community about limited submissions, including a date by which individuals interested in that competition must submit a pre-proposal/statement of interest/email notification, or other forms of electronic communications requested in the notification. This will allow the ORSP to determine if a competition is necessary. These documents will serve as placeholders for a limited submission opportunity. The materials requested will differ based on the opportunity and the sponsor's requirement. Note that in some cases, full proposals may be necessary for the screening process.

Should a principal investigator or project director (PI/PD) want to apply to a limited submission opportunity that was *not* announced by ORSP, it is the responsibility of the PI/PD to notify ORSP immediately of their interest so that the established limited submission process can proceed.

Internal Review and Selection Process: If the level of interest received for a limited submission competition does not exceed the number of proposals allowed by the sponsor, no internal selection process is necessary, and the interested PI/PDs will be notified to proceed with proposal development. If the allowed number of proposals is exceeded, the internal selection process will be triggered, and instructions for internal pre-proposals/statements of interest/email notifications will be sent to PI/PDs. The instructions will be based on the application guidelines issued by the funding agency and will specify the page limit and deadline for submission to ORSP. Only those individuals who submit notifications, as required, will be allowed to participate in the internal selection process.

Should a PI/PD wish to resubmit a proposal that was previously selected internally for submission to the sponsor that was not funded, they must complete the internal selection process again. As part of the internal review, they must explain how the resubmission will address reviewers' comments from the previously unfunded proposal.

Review of required documents will be conducted by the AVP for Research, or designee, who may consult with an applicant's chair/director/dean, and with others who have experience and/or knowledge of the funding agency, the grant program, grantsmanship, or relevant expertise. In cases for which all applicants are from the same college or other administrative unit, the dean or appropriate administrator will be asked to offer a recommendation for selection. PI/PDs may be asked to provide additional information. The required documents and information provided will be ranked on the project's likelihood for success with the funding agency.

To the extent possible, ORSP will manage the internal selection process within a three-week timeline to allow the selected PI/PDs as much time as possible to prepare and submit competitive proposals.

Contact Information

The Office of Research and Sponsored Programs (ORSP) is charged with implementing the Limited Submissions Guidelines and is responsible for managing the solicitation, review, and selection of UNC proposals for limited submission competitions. Questions should be directed to the Director of Research Development.

Policy Authority

This policy is authorized by the Associate Vice President for Research.