

## LIMITED SUBMISSION COMPETITIONS PROCESS<sup>1</sup>

The process described below is designed to be both fair and not overburden either the Principal Investigators or the pool of reviewers required to make high quality decisions. The overall objective of this process is to make the University of Memphis as competitive as possible for the various limited competitions.

### I. Overall Process

Definition and scope: A limited submission competition exists when the sponsor limits the number of applications that the University can submit. This process does NOT include coordinating the number of applications that an individual investigator can submit to a competition, when limited. The investigator must manage that him/herself.

The process for submitting and selecting proposals for limited submissions consists of:

- a contact deadline to express interest in an opportunity AND/OR
- an internal preproposal written as a condensed version of the actual proposal and based on the review criteria noted in the sponsor's solicitation.
- a ranking and subsequent meeting or discussion board review by the standing Limited Submission Review Committee members to recommend projects moving forward to a sponsor.
- a notification from Research Development to the Office of Sponsored Programs (OSP) identifying the candidate(s) recommended to move forward.
- a final proposal which will be forwarded to the sponsor through OSP.

Deadlines for expressions of interest and/or electronic submission of preproposals will be established as soon as the solicitation for a limited submission program becomes available. The deadlines will be posted on the Research Development limited submission website, in the instance of center-type and/or broad interest programs, announced via e-mail to appropriate research deans, department heads, and center directors for distribution as the college or center sees fit.

Faculty should notify [ResearchDev@memphis.edu](mailto:ResearchDev@memphis.edu) *immediately* in the event they intend to submit to a limited submission opportunity that has **not** already been identified/posted by Research Development as such. The stated process will then be initiated, time permitting. OSP consults with Research Development before allowing a limited submission proposal to move forward, so it is critical that faculty notify Research Development in the event an opportunity is not posted on the limited submission website.

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<sup>1</sup> Adapted from Purdue University's Limited Submission Process.

In rare instances, such as when a sponsor's deadline is too short to allow the above process to take place, Research Development may allow an interested participant to move forward without the full internal review process based on a "first to notify" basis.

**Note: Preproposals must to be sent to [ResearchDev@memphis.edu](mailto:ResearchDev@memphis.edu) and *must be received by midnight (CT) of the stated deadline date to be eligible.***

## II. Preproposals

Researchers will complete and e-mail the Preproposal Template to submit electronic preproposal information for review to [ResearchDev@memphis.edu](mailto:ResearchDev@memphis.edu), unless otherwise instructed. Some competitions may require specialized documents for review. Brief CVs for the principal investigator(s) also should be attached to the preproposal.

*Please note:* Just as many agency and foundation selection panels include individuals from many disciplines, the internal committee will include members from many disciplines. Therefore, it is important that the preproposal be written in a manner such that it can be evaluated by a scientifically-literate lay reviewer.

For those competitions where the number of internal preproposals exceeds the number of submissions allowed by the sponsor, the Limited Submission Review Committee will meet (in person or through a discussion board) to discuss of merits and concerns of each preproposal and make a recommendation for which proposal(s) should be invited to move forward to the sponsor.

## III. Limited Submission Review Committee

The internal Limited Submission Review Committee will consist of the associate deans for research (or a designee in the event of his/her absence) and additional, non-conflicted subject matter experts, as warranted. The Senior Director of Research Development (or designee) will chair each meeting. Each participant on the review committee will have a faculty appointment or have had faculty experience. The committee will provide feedback on the relative merits of each preproposal and will rank and recommend the preproposal(s) that will be invited to submit to the sponsor. Committee members will recuse themselves from review if they are listed as a participant or have other potential conflicts of interest. The ultimate goal of the review committee's effort will be to identify the very best proposal(s) to send from the university to the sponsor. On rare occasions, the committee's recommendation may not be accepted by the Executive Vice President for Research and Innovation. The committee will be notified should this occur.

## IV. Committee Question & Answer Meetings with PIs

In certain competitions, such as center proposals or those with similar broad impact, a question and answer session may be conducted with the PIs of the top-ranking

preproposals. Should this be necessary, PIs will be notified in advance of these sessions to allow time for preparation.

## V. Feedback

**Internal Preproposals:** Research Development will assemble and provide feedback from the review committee to all PIs submitting preproposals. The feedback will be a compilation of comments from the committee, not the opinion of any particular individual or individuals. Additional resources, such as advice from key administrators and proposal writing assistance, will be offered for those researchers whose proposals are chosen to go forward.

**Proposals to Agencies:** If a proposal is submitted to an agency, but not funded, the review committee or Research Development staff will request feedback from the researcher (e.g., written reviews from the agency), to help in understanding how to better select and prepare proposals for the next round of that particular limited competition.