



VCU

Limited Submission Opportunities

Policy Type: Administrative
Responsible Office: Office of Research and Innovation
Initial Policy Approved: 10/22/2012
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Policy Statement and Purpose

This policy has been established to prevent any potential disqualification of funding submissions from Virginia Commonwealth University (“VCU” or “University”) and to ensure that the strongest applicant from the University is selected through a fair process. Many funding agencies place limits on the number of Proposals or applications that an organization may submit in response to a particular announcement. Principal Investigators (“PI”) should not begin preparation of a Proposal in response to a Limited Submission Opportunity until notified by the Office of Research and Innovation.

Limited Submission Announcements

The Office of Research and Innovation notifies the VCU research community of relevant Limited Submission Opportunities as soon as it becomes aware of them. Announcements of Limited Submission Opportunities are made by way of an email sent to VCU’s Research Administration listserv and to the members of the Research Development Advisory Council (“ReDAC”). If a Limited Submission Opportunity has not been distributed by the Office of Research and Innovation, please forward it as soon as possible via email to the Coordinator of Research Development Services with the subject line: Limited Submission Opportunity – [Title of Funding Opportunity].

Noncompliance with this policy may result in disciplinary action up to and including termination. VCU supports an environment free from retaliation. Retaliation against any employee who brings forth a good faith concern, asks a clarifying question, or participates in an investigation is prohibited.

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Who Should Know This Policy

All individuals involved in Sponsored Programs are responsible for knowing this policy and familiarizing themselves with its contents and provisions.

Definitions

Limited Submission Opportunity

A Sponsored Program solicitation in which the funding agency limits the number of submissions per organization.

Principal Investigator (“PI”)

a) The individual with final responsibility for the conduct of research or other activity described in a Proposal or an award; b) the individual with fiduciary responsibility for an award’s management. Usually these are the same individual. However, VCU has a requirement that the fiduciary responsibility vest in an employee, so on occasion they may be different; a common example is that the recipient of a research fellowship is explicitly not an employee, so that person’s faculty advisor normally manages the award’s account.

Proposal

An application for funding that contains all information necessary to describe project plans, staff capabilities, and funds requested. Formal Proposals are officially approved and submitted by an organization in the name of a PI. A Proposal (application) can be considered an offer to do business and requires the signature of an institution’s Authorized Official.

Research Administration Management System – Sponsored Programs Online Tracking (“RAMS-SPOT”)

The electronic system implemented by the Office of Sponsored Programs that supports paperless routing and approval of all major sponsored project transactions, paperless record storage, in-system budgeting, and in-system communications. Access is by EID and password.

Sponsored Program

A grant, contract, or other agreement awarded to accomplish a specific goal or project.

Contacts

The Office of Research and Innovation officially interprets this policy. The Office of Research and Innovation is responsible for obtaining approval for any revisions as required by the policy *Creating and Maintaining Policies and Procedures* through the appropriate governance structures. Please direct policy questions to the Coordinator of Research Development Services.

Procedures

Submitting a Limited Submission Application

All Limited Submission Opportunities are created and processed in RAMS-SPOT.

Those who are interested in a particular limited submission announcement must respond by creating an “internal application” in response to the Limited Submission Opportunity that has been created in RAMS-SPOT. For specific instructions regarding the creation and submission of a limited submission application, please see the Limited Submission Opportunities webpage.

Failure to follow the instructions may result in disqualification of the limited submission application.

The deadline for submitting the limited submission application is set based on a timeframe that takes into account the possible need for an internal review committee and the sponsor’s application deadline. If a PI misses the internal deadline for submitting a limited submission application, the PI may contact the Coordinator of Research Development Services to determine the status of the particular Limited Submission Opportunity.

In general, the Office of Research and Innovation has adopted a first-come, first-served approach with respect to notices of interest received after the internal deadline has passed for submitting a limited submission application. Please note that in the above described circumstance, “first-come, first-served” refers to the submission of a Proposal to the Office of Sponsored Programs (“OSP”).

Notification of Internal Review

If the number of potential applicants exceeds the number the funding agency allows, an internal review will be held to select the Proposal(s) that will go forward. PIs will be notified of the need for an internal review on the day following the internal deadline. If the number of potential applicants does not exceed the number of allowable submissions, no internal review will be necessary.

Internal Review and Selection

For each instance when the number of potential applicants for a particular Limited Submission Opportunity exceeds the number allowed, the Vice President for Research and Innovation or his/her designee will determine:

1. Whether a review committee should be established to review the potential applications and recommend selections; or
2. Whether it is more appropriate to ask the Dean of a specific School or College to review the potential applications and determine selections; or

3. Whether a specific individual should be asked to review the potential applications and recommend selections.

The Vice President for Research and Innovation or his/her designee shall decide which, if any, of the above processes will be implemented based on the specific requirements for each Limited Submission Opportunity. The Vice President for Research and Innovation reserves the right to make the final decision on any Limited Submission Opportunity.

Notification of Selection

All outcomes of the internal review are conveyed by email. Selected applicants are informed that they may proceed with the process of submitting their Proposals to OSP.

Detailed review results and names or topics of other potential applicants will not be released. Those not selected will be reminded in their notification that details of the review will not be shared.

Forms

There are no forms associated with this policy and procedures.

Related Documents

1. [Limited Submission Opportunities](#)

Revision History

This policy supersedes the following archived policies:

10/22/2012

Limited Submissions Programs

FAQs

1. **What if a PI doesn't learn of a Limited Submission Opportunity until after the internal deadline?**

All PIs interested in being notified of Limited Submission Opportunities should subscribe to VCU's Research Administration Listserv at <http://www.research.vcu.edu/osp/res-adm.htm>. All relevant Limited Submission Opportunities are announced through this listserv.

If the PI has missed the internal deadline for submitting a limited submission application, the PI may contact the Coordinator of Research Development Services to determine the status of the particular Limited Submission Opportunity.

2. The instructions for the limited submission application require submission of information or documents that I don't have time to complete. Will my limited submission application still be reviewed?

No. Failure to follow the instructions results in immediate disqualification.

3. How long does an internal review take?

We cannot give you a specific time estimate as each internal review is unique to the particulars of the Limited Submission Opportunity and the number of limited submission applications received; however, the internal review committee will review the limited submission applications as quickly as they can.

4. I want to know why my limited submission application wasn't selected. Why aren't detailed review results released?

Internal reviews are often scheduled within a short time frame. Reviewers are asked to participate, documents are reviewed, and a meeting to discuss selection(s) occurs – all within a few days. To minimize the time commitment required in that short time period, written reviews/comments are not generated for distribution to potential applicants.