



Limited Submissions Policy and Procedures

Introduction

Limited Submissions are funding opportunities where the sponsor has limited the number of applications accepted from one institution or organization. Faculty members interested in submitting a proposal to a limited submission opportunity (LSO) must submit an internal pre-proposal for internal review and a competition will be held to determine which faculty member may submit their proposal. Limited submission opportunities are listed on the [Limited Submissions Table](#) with corresponding internal due date and external due dates.

It is imperative that PIs/Teams follow the limited submissions process detailed in this document. Failure to do so may result in Rutgers having applications returned without review or being rendered ineligible to apply to future funding cycles.

Types of LSOs

There are several types of limited submissions that Rutgers' faculty can apply to. The type of limited submission depends on how the language used by the sponsor in the RFP or on how they define an organization. For example, when an NIH solicitation says "1 application per institution" they define an institution based on DUNS number and Rutgers can submit up to 11 applications total. However, when an NSF solicitation says "1 per organization" they define an organization based on distinct campuses, and Rutgers can submit a total of 3 applications. Many private foundations and corporate foundations will state "1 per organization" and they mean one submission for all of Rutgers. When a new LSO is identified, the RD team will identify which type of LSO the opportunity falls under and will provide this information in the advertisement for the opportunity.

The type of limited submission determines who is responsible for coordinating the internal competition and selection of applicants. The type of limited submission also determines how faculty should submit an internal pre-proposal for consideration. Please see the table on the next page for a summary of the types of LSOs and how they are coordinated.



Type of Limit	Total Rutgers submissions allowed if "1 per ____"	Who Coordinates	How to Apply
Rutgers-wide or Per Rutgers	1	Office for Research (Tanya Volkert)	On the InfoReady Portal
Per Campus	3	New Brunswick (including RBHS)- Tanya Volkert Newark- Joe Broderick Camden- Jeannie Garmon	On the InfoReady Portal
Per Chancellor Unit or Per DUNS	4	New Brunswick- Tanya Volkert Newark- Joe Broderick Camden- Jeannie Garmon RBHS- Neil Grant	On the InfoReady portal
Per School	29	Each school's research dean	By reaching out to your school's research dean. Departments will coordinate the selection of applicants and will submit names to the Office for Research.
Per Department	236	Department chairs	By reaching out to your department chair. Departments will coordinate the selection of applicants and will submit names to the Office for Research.



Identification and Advertisement of LSOs

Research Development actively searches for limited submission funding opportunities and advertises these opportunities the following ways:

1. Posting to the [Limited Submissions Table](#) on the InfoReady portal.
2. Announcement in the Limited Submissions Newsletter. This newsletter is sent to subscribers during the first week of the month and lists upcoming limited submissions. Anyone may [subscribe here](#).
3. Direct communication, if applicable, with the Deans, Center/Institute Directors, Associate/Assistant Deans for Research, and Faculty.

Our goal is to advertise limited submissions opportunities at least 12 weeks prior to the sponsor's deadline, also called the "external" deadline.

Faculty, Student, or Staff Discovery of a Limited Submission

RD makes every effort to identify limited submissions opportunities well in advance; however, some limited submission funding opportunities may not be discovered through our search methods. If faculty, students, or staff become aware of a limited submission funding opportunity that is not currently listed on the [Limited Submissions Table](#), notify RD at researchdevelopment@research.rutgers.edu before any applications are submitted to the funder. If there is time for a full competition to be posted (more than 6 weeks before the external deadline) the opportunity will be posted, and an internal competition will be held. If there are less than six weeks, the opportunity will be treated as a first-come first-serve opportunity.

Internal Pre-proposal Preparation

RD attempts to align pre-proposal requirements with those of the sponsor as well as collect sufficient information to ensure a quality internal review. Most internal competitions will require a two page Project Summary, Department Chair/Dean Letter of Support, and Biosketches for each PI and Co-PI at Rutgers. When applicable, additional documentation will be required when the sponsor requires cost sharing from the applicant. If your proposal is a resubmission, you are required to submit the scores and reviewer comments from the prior review, as well as describe how you plan on addressing the reviewers' comments.



Review

An internal peer review will be run if the number of internal pre-proposals received exceeds the sponsor's limit. RD utilizes Rutgers' faculty and qualified staff to conduct the internal review. A minimum of two reviewers are sought for each competition, although three or more is preferred. Conflicts of interest are considered during reviewer selection; preference is given to complementary expertise outside of the applicant's department. Each reviewer will normally review all pre-proposals. In addition, Associate/Assistant Deans for Research, Deans, and Rutgers Foundation staff may be asked to be part of the internal review and selection process.

Reviews are based on the sponsor's criteria and will differ for each funding opportunity. Generally, review criteria include:

- PI and investigator team qualifications;
- The relevance between the proposed project and the program requirements;
- The impact of the proposed project;
- Responsiveness to review comments from a previous submission, if applicable; and

Additional criteria that reviewers may consider:

- Alignment with Rutgers strategic objectives;
- The impact of proposed cost sharing on the University.

Open Opportunities

Sometimes an internal deadline will pass without any pre-proposals submitted for internal review. In these cases, the opportunity will be opened on a first come, first serve basis. In the [Limited Submissions Table](#) the title of the opportunity will be changed and will say **OPEN** in front of the opportunity title. Once a limited submission is designated as **Open**, the first submission request that RD receives from an eligible principal investigator (PI) will be accepted as the institutional submission. Once the opportunity is **Open**, the PI should apply by submitting the form in InfoReady when InfoReady is being used or by emailing the designated contact person. The PI will not be required to upload a full internal proposal. If the sponsor allows more than one application, applicants will be accepted for **Open** limited submissions in the order in which RD receives them.

Anticipated Opportunities

Limited submissions noted as **Anticipated** are for upcoming internal competitions that have historically opened during a known time frame but have not yet been released by the funder. RD pro-actively advertises and runs internal competitions for these **Anticipated** opportunities to maximize the time interested applicants have to craft a competitive proposal. If updated funder guidelines become available during the internal competition, any changes will be noted in the [InfoReady](#) competition and in the RD limited submissions advertisement.



Notification

Our goal is that selected applicants are notified at least 6 weeks prior to the external deadline. Selected applicants will receive a confirmation email that they have been selected to move forward as the Rutgers' applicant. This email should be uploaded as an attachment in RAPSS so that the Grant Specialists have confirmation that the applicant has been approved by RD.

Exception: Inadequate Time for an Internal Competition

While every effort is made to adhere to the procedures and process listed above, there are instances when the interval between becoming aware of a limited submission and the external deadline makes it impractical to follow the limited submissions process above. In these cases, broad announcements may not be made, expedited reviews may be performed, and/or submission slots may be awarded on a first-come first-serve basis. If there are less than six weeks between identification of the funding opportunity and the funder's deadline, an internal competition will not be held, and the competition will be listed as **Open** and permission to submit will be granted on a first-come first-serve basis.

No Submission

If you receive authorization to be an institutional submission for a competitive limited submission opportunity (i.e., an opportunity where there were more interested faculty than spots available to submit) and you choose not to submit, you must notify Research Development of your decision as soon as possible. ***Failure to notify Research Development may result in a PI's ineligibility to reapply for future cycles of the limited submission funding opportunity.***

Questions?

Contact RD at researchdevelopment@research.rutgers.edu with any questions about this process.