LIMITED SUBMISSION GUIDELINES

Limited Submission Opportunities

Limited submission programs typically allow only one or a small number of proposals to be forwarded from a given institution to a sponsoring agency. The guidelines require the institution to internally screen applications and determine which research project(s) will go forward to the agency. At Lamar University, this responsibility lies with the Office of Research & Sponsored Programs Administration (ORSPA). When limited submission programs come to the attention of ORSPA, the relevant program data is posted on Competition Space. Should a researcher identify a limited opportunity of interest that has not yet been announced by ORSPA, it is the responsibility of the researcher to notify ORSPA. Please email rspa@lamar.edu with the name of the competition and a link to or PDF of the funding announcement as soon as possible.

 Letter of Intent

ORSPA requires an internal Letter of Intent (LOI) for all limited submission programs. To submit an LOI for upcoming limited submission opportunities, please visit Competition Space. The LOI must include: • PI Information: name, telephone, email, college and/or department • descriptive title of the project • list of other participating institutions • list of Co-PIs and senior key Investigators: List Co-PIs and senior/key investigators and their affiliation, including college and department for all LU personnel. • Abstract: 3 or 4 sentences or bullet points that provide an overview of the objective of your proposed research, how you plan to do it, and the expected outcome.

Internal Preproposal

If the number of LOI's exceeds the sponsor's limitation, an invitation to submit an internal pre-proposal will be sent to all faulty who submitted an LOI. Faculty should email rspa@lamar.edu if they submitted a LOI and did not receive an invitation to submit an internal preproposal. Please check your spam filter before contacting ORSPA. Preproposals will be due approximately one to three weeks after the invitation to submit an internal preproposal is sent. Pre-proposals should consist of:

1. A summary of the proposed project as specified in the preproposal instructions. The summary should address the key requirements of the funding announcement. For NSF projects, the summary should include Intellectual Merit and Broader Impacts.

2. Estimated total funds requested.

3. If it's a resubmission then the summary of comments received from NSF in prior year's submission must be included. Proposal should also include responses to those comments.

4. Additional instructions may be provided in the email invitation to submit an internal pre-proposal. Pre-proposals should be sent to ORSPA at rspa@lamar.edu.

Review Process

If an internal competition is required, the review process will take approximately 2 to 4 weeks. Internal pre-proposals will be reviewed by a committee composed of 3-5 internal or external members. The committee's charge is to identify the nationally competitive candidate(s) with the best chance of success in the external competition. The committee will rank the internal pre-proposals according to their scientific merit, the funding announcement guidelines, and the investigator's ability to run the project. Notification will be given to the highest ranked proposal team(s) as soon as feasible. In the event that a selected proposal team withdraws, the next ranked proposal team will be notified. If a PI submits a proposal to a limited submission program without participating in this process, the university reserves the right to withdraw the unauthorized proposal at its discretion. In rare instances, such as when a sponsor's deadline is too short to allow the above process to take place, ORSPA may allow an interested participant to move forward without the full internal review process based on a "first to notify" basis.