

## PROCESS FOR LIMITED SUBMISSION COMPETITIONS

The process described below is the result of several meetings of a committee composed of administrators, associate deans for research, and the Office of Research with the express purpose of developing a process that is both fair and does 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 Purdue as competitive as possible for the various limited competitions.

### I. Overall Process

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 an internal review committee to recommend projects moving forward to a sponsor;
- a notification from the Office of Research to Sponsored Program Services (SPS) identifying the candidate(s) recommended to move forward; and
- a final proposal which will be forwarded to the sponsor through SPS.

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 Office of Research limited submission website (<https://www.purdue.edu/research/oevprp/funding-and-grant-writing/limited-submissions.php>); posted in the Office of Research weekly funding newsletter; and in the instance of center-type and/or broad interest programs announced via e-mail to appropriate research deans, department heads, and institute/center directors for distribution as the college or institute/center sees fit.

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

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

**Note:** Preproposals must be submitted through the InfoReady on-line management program (<https://purdue.infoready4.com/>) and *must* be received by midnight (ET) of the stated deadline date to be eligible.

## II. Preproposals

Researchers will submit electronic preproposals through the InfoReady on-line management program (<https://purdue.infoready4.com/>). A preproposal template will be posted on the Office of Research website (<https://www.purdue.edu/research/oevprp/funding-and-grant-writing/limited-submissions.php>) and included in any other advertisements of the opportunity. The template will request information based on the same review criteria noted in the sponsor's solicitation. This format is required in order to assist the review panel in making an equitable, informed decision. Biosketches/CVs for the principal investigator(s) also should be attached to the preproposal.

*Please note:* Similar to many agency and foundation selection panels that include individuals from many disciplines, the internal review 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 group with diverse expertise.

For those competitions where the number of internal preproposals exceeds the number of submissions allowed by the sponsor, the review committee will review and rank the preproposals. The results will be summarized and discussed. A recommendation will be made for which proposal(s) should be invited to move forward to the sponsor.

## III. Review Committee

The internal review committee will consist of the associate deans for research and/or non-conflicted subject matter experts, as warranted. An Assistant Vice President for Research will chair each competition. Each participant on the review committee will have a faculty appointment or have had faculty experience. The committee will meet to discuss the relative merits of each preproposal and will recommend the preproposal(s) that will be invited to submit to the sponsor. Committee members will recuse themselves from discussion of any opportunity whereby 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 funding sponsor. On rare occasions, the committee's recommendation may not be accepted by the Office of Research based on University priorities or best interests. The committee will be notified of such changes should this occur.

The Office of Research will make the preproposals available to the committee members through InfoReady for review and ranking.

## 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. PIs will be notified in advance of these sessions to allow adequate time for preparation.

## V. Feedback

**Internal Preproposals:** Feedback for authors of both successful and unsuccessful preproposals will be available. 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 Office of Research may 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.