

Limited Submissions

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Limited Submissions

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Definition

- ❖ Limited Submissions occur when sponsoring agencies restrict the number of applications allowed per institution.
- ❖ Language restricting the number of applications is often found in the RFA's Eligibility section. For example:
 - *“An institution may submit only 1 new or resubmission application under this RFA during this funding cycle”*

Examples

- ❖ Both federal and private sponsors use the limited submission mechanism
 - NIH Director's Early Independence Award
 - CPRIT High Impact High Risk Research Award
 - CPRIT Core Facilities Support Award
 - Pew Scholar Award
 - Searle Scholar Award
 - Brain Research Foundation
 - Ted Nash Long Life Foundation Award

Getting the Word Out

- ❖ Limited opportunities are publicized on behalf of Dr. Michael Blackburn, UTHealth's Executive Vice President & Chief Academic Officer, as they become known.

The screenshot shows the UTHealth website at the URL <https://www.uth.edu/evpara/funding.htm>. The page features a navigation bar with the UTHealth logo and various menu items including ABOUT, CAREERS, DIRECTORY, A-Z, WEBMAIL, INSIDE THE UNIVERSITY, and a search form. Below the navigation bar, there are tabs for SCHOOLS, STUDENTS, PATIENTS, RESEARCH, and GIVE. The main content area is titled "Executive Vice President & Chief Academic Officer". On the left, there is a vertical menu with options like Home, Academic & Research, Educational Programs & Services, Research Programs & Services, Faculty Resources, Student Services, Financial Management, Limited Submissions (highlighted), Observers, Trainees & Visiting Scientists, Conflict of Interest, Investigator Briefing in the Responsible, Conduct of Research, and Contact Us. The main content area is divided into two sections: "Limited Submissions" and "Internal Review Process". The "Limited Submissions" section states "None currently. Please check back or call 713.500.3192 if any limited opportunities come to your attention." The "Internal Review Process" section explains that the Executive Vice President & Chief Academic Officer (EVP&CAO) has instituted a Limited Submission pre-application process. It lists several bullet points: investigators must submit a pre-application packet to Deanne Hernandez by the specified internal deadline; if the number of interested investigators exceeds allowable proposals, an internal committee will review pre-applications; the EVP&CAO will communicate results of the selection process; and selected investigators are responsible for submitting a full proposal by the program deadline. A note at the bottom states that if a faculty member identifies a funding opportunity for which UTHealth is only allowed a limited number of applications, they should contact Deanne Hernandez as soon as possible (713-500-3192). Another note mentions that if ARA is contacted two months or more in advance of the agency's submission deadline, an internal competition will be announced on this page.

Getting the Word Out

- ❖ At the point when the office becomes aware of a limited submission opportunity and need for an internal competition, staff will:
 - Send an email announcement on behalf of Dr. Blackburn (EVP/CAO) to the school-based Associate Deans for Research for dissemination to their faculty. The email will provide information on both the opportunity and the internal competition;
 - Publish the announcement and link to the RFA in *InsideUTHealth*; and
 - Post the internal competition details at <http://www.uth.edu/evpara/funding.htm>

Internal Competition: Pre-apps

- ❖ There is a prescribed format for pre-applications. Elements include:
 - a completed pre-application cover page/template (available on the limited submissions site);
 - a current CV or NIH biosketch; and
 - a brief description (3 page max) of the proposed research that includes an explicit description of the significance, innovation, and potential impact of the proposed work in the field of study.

Internal Competition: Committee Composition

- ❖ If the number of pre-applicants exceeds allowable slots, Dr. Blackburn will convene a review committee (*if not, applicants are selected on a first-come, first-served basis*).
- ❖ The composition of the committee will vary based on the specifics of the RFA and the pool of pre-applicants.

Internal Competition: Committee Composition

- ❖ If the RFP receives broad interest across the university, Dr. Blackburn will solicit senior research faculty to assist in the review.
- ❖ If the RFP focuses on a specific discipline (i.e., Neuroscience), Dr. Blackburn will ask the pertinent school to coordinate the review.

Internal Competition: Review and Notification

- ❖ University-wide reviewers will assign an impact score for each pre-application using the NIH 0-9 scale.
- ❖ Scoring mechanisms for school-based reviews are at the discretion of school leadership.

Internal Competition: Review and Notification

- ❖ EVP/CAO will communicate internal competition results via email to each pre-applicant.
 - Tailored emails will inform the pre-applicant if he or she was selected to apply.
 - SPA will also receive this notification.

Internal Competition: Identifying Opportunities

- ❖ While we do our best to identify and post limited submission opportunities, we may miss a few.
 - If an investigator or pre-award specialist identifies a limited opportunity that is not posted or otherwise communicated, s/he should contact [Deanne Hernandez](#) at 713.500.3192 as quickly as possible.

Internal Competition: Identifying Opportunities

- ❖ If the EVP/CAO is contacted two months or more *in advance* of the agency's submission deadline, an internal competition will commence and be posted at <https://www.uth.edu/evpara/funding.htm>.
- ❖ If the EVP/CAO is contacted *less than two months before* the agency's application deadline the UTHealth nominee(s) will be selected on a first come, first served basis, *i.e.*, the first faculty member to inquire will be the UTHealth nominee.



Questions?

Thank you!

For questions on the Limited Submissions process, please contact:

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