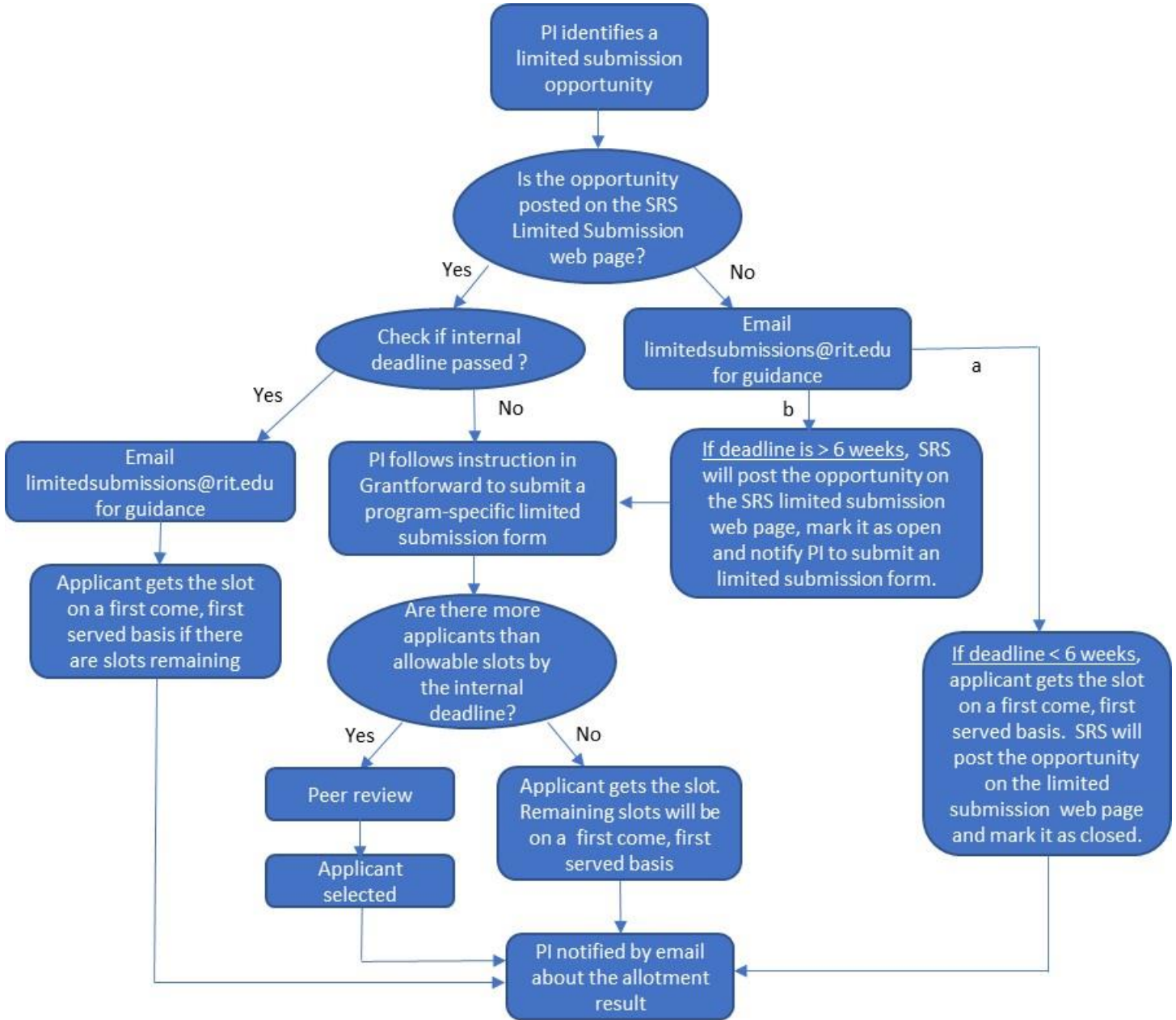


# RIT Limited Submission

## Purpose

Sponsors of all types are increasingly limiting the number of submissions an organization may make to any given program. This helps the sponsor manage workflow but places an additional responsibility on the submitting organization. Failure to comply with a limited submission requirement could cause all proposals from RIT to be ineligible or returned without review. Therefore, Sponsored Research Services (SRS) must coordinate internally to (1) identify our most competitive proposal(s) and (2) submit no more than the specified submission limit to avoid the sponsor rejecting all RIT proposals for this opportunity.

## Limited Submission Process



## Limited Submission Opportunities

Sponsored Research Services will list commonly competed limited submission opportunities on the SRS [Limited Submission](#) Web page. Other limited submission opportunities not listed but identified by faculty will be added as they are identified.

RIT uses GrantForward to provide further information and internal submission instruction about limited submission opportunities. PIs interested in submitting proposals to limited submission opportunities must have an active GrantForward account. For instructions on how to create an account, please go to our [GrantForward resources](#) page.

## PI Instructions

PI looks up SRS [Limited Submission](#) Web page to see if the limited submission opportunity he/she is interested in has been posted (tip: Press Ctrl F and search for funding opportunity number or title).

- If yes, click on the opportunity title on the web page. The PI will be redirected to a page in GrantForward that provides more information about the funding opportunity including internal submission instruction (tip: Please make sure you login your RIT GrantForward account in order to see internal submission instruction and internal submission URL).
  - If internal deadline hasn't passed, the PI should click on the "Internal submission URL" icon and follow the RIT submission instruction to submit a limited submission form to SRS. SRS will notify the PI about the selection result by email within 2 weeks after the internal deadline.
  - If internal deadline has passed, PI should email [limitedsubmissions@rit.edu](mailto:limitedsubmissions@rit.edu) for guidance. SRS will notify the PI whether there are any slots available ASAP by email.
- If no, PI should email [limitedsubmissions@rit.edu](mailto:limitedsubmissions@rit.edu) for guidance. Generally speaking,
  - If the sponsor deadline is less than 6 weeks from the date of enquiry, PI will be selected in the first come, first served basis. SRS will promptly notify the PI whether a slot is available by email. In addition, SRS will post the limited submission opportunity on SRS [Limited Submission](#) Web page but mark it as "closed" and list the number of slots are still available.
  - If the sponsor deadline is more than 6 weeks from the date of enquiry, SRS will post the limited submission in SRS [Limited Submission](#) Web page and set the internal deadline no less than 6 weeks from the sponsor deadline. PI will be notified by email to submit a limited submission form by following the instruction posted in GrantForward. SRS will notify the PI about the allotment result by email within 2 weeks after the internal deadline.

## Peer Review and Selection

Under the internal peer review process, limited submission materials will be evaluated by an ad hoc committee of 2 - 3 members established by VP for Research based on the subject matter of each limited submission program. Potential reviewers are asked to disclose any conflicts of interest that might bias their reviews. Selected reviewers are asked to rank submissions on a 5-point scale (5 is the best) and provide a summary statement that considers factors such as:

- fit with the sponsor's articulated goals and criteria,
- credentials of the PI,
- strength of the research team,
- clarity of the research plan, etc.

All peer review recommendations are forwarded to the Vice President for Research for final decisions. Decision will be made no more than 2 weeks after internal submission deadline.

---

<sup>1</sup> Last update: 7/29/2024

Principal investigators will be notified of decisions by email. SRS will record the results in a shared limited submission spreadsheet file visible to all SRS pre-award team members.

### **PI Responsibilities**

Principal Investigators are responsible for monitoring the SRS [Limited Submission](#) Web page for open competitions of interest and for notifying SRS at [limitedsubmissions@rit.edu](mailto:limitedsubmissions@rit.edu) if they do not see an open competition for a limited submission funding opportunity they plan to submit to.

If a slot is assigned to a PI but the PI decides to forgo an application, they must notify the SRS at [limitedsubmissions@rit.edu](mailto:limitedsubmissions@rit.edu) as soon as possible. Timely notification of the decision not to submit will allow another proposal to be selected and move forward. Failure to submit a final proposal to the funding agency after being selected as an internal competition winner will be a significant factor in considering future internal competition applications from a candidate.

When submitting a Notice of Intent to Submit Form via [SRS web page](#) or [Novelution](#), PI should specify their limited submission application has been approved by pasting an approval statement from [limitedsubmissions@rit.edu](mailto:limitedsubmissions@rit.edu) in the additional Information Section. This will streamline SRS's pre-award administrator assignment process.