

# Syracuse University Limited Submission Process

## Overview

A Limited Submission Opportunity (LSO) is a funding opportunity in which the sponsor sets an institutional limit for the number of proposals it will accept. These opportunities may be from federal sponsors, state sponsors, corporations, or foundations. In order to participate in an LSO, Syracuse University must organize to submit our most competitive proposal(s). This requires an internal competition and institutional peer review. The process is critical to ensure a stronger chance of awards granted, while preventing the submission of more proposals than allowed, possibly leading to the rejection of all proposals from Syracuse University.

This process does not include opportunities which are limited at the individual PI or department level. Additionally, this process does not address any student programs.

## Our Process

The Office of Proposal Support Services (OPSS) will list limited submission opportunities on the [Syracuse University Application Portal](#) (SUAP), post each LSO to the Office of Research [Limited Submission web page](#), and e-mail LSO notices to appropriate deans, department chairs, and faculty. Additionally, active LSOs will be included in the monthly Office of Research newsletter. If you do not currently receive the newsletter, please email [vpr@syr.edu](mailto:vpr@syr.edu) to request your addition to the distribution list.

If you are interested in applying to an opportunity that is not posted on the portal and Limited Submission web page, please email the solicitation details to [LimitedSubmissions@syr.edu](mailto:LimitedSubmissions@syr.edu). OPSS staff will evaluate the solicitation and determine how to proceed.

### *Call for Letters of Intent*

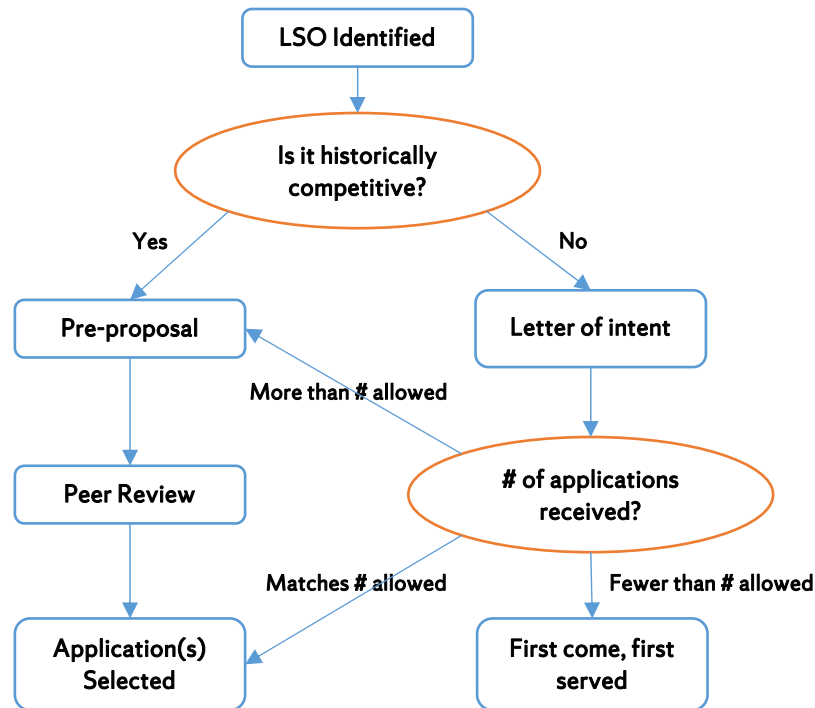
In most cases, OPSS will first post a *call for letters of intent* to gauge faculty interest in a particular funding opportunity. At this stage, only submission of a form and abstract is required to express interest in the opportunity. If there is more interest than the number of submissions allowed by the sponsor (e.g., four faculty have expressed interest in applying to an opportunity where the sponsor only allows one proposal from the University), we will announce an internal competition for pre-proposals.

If no applications are received by a call for letters of intent deadline, the LSO will become “first come, first served.” At this stage, eligible applicants may express interest in the opportunity any time before the sponsor deadline. Please e-mail [LimitedSubmissions@syr.edu](mailto:LimitedSubmissions@syr.edu) to express your interest in these LSOs.

### *Internal Competitions with Pre-Proposals*

Internal competitions with pre-proposals will be announced for those LSOs that exceed the maximum allowable proposals from the call for intent, or for annual LSOs that have historically been competitive (for example, the National Science Foundation Major Research Instrumentation Program). If the number of pre-proposals submitted by the deadline exceeds the number that the University can submit, peer review will be triggered.

Below is a schematic of the process.



Under the peer review process, pre-proposals will be evaluated by an ad hoc committee established by OPSS. The associate deans of research from the appropriate schools and colleges will also be consulted in the review process. Reviewers will be asked to rank submissions according to the sponsor's criteria, while considering the following:

- Responsiveness to the guidelines set forth in the funding opportunity announcement;
- The competitiveness of the PI or PI's team, including funding record with the agency;
- The likelihood of receiving funding;
- The manner in which a subsequent proposal answers or overcomes previously identified deficiencies if submitted during an earlier session.

Standard application materials for pre-proposals include, but are not limited to:

- Brief project summary (2-5 pages);
- Biosketch or CV of PI (format noted in each competition);
- Budget estimate (in a format designated in the competition; does not need review by the Office of Sponsored Programs);
- Other materials specific to the requirements of the sponsoring agency or the opportunity, which may or may not be required, such as:
  - Confirmation from the appropriate dean(s) and chair(s) of commitment to cost share (copies of email correspondence are acceptable)
  - Letters of recommendation.

### *Selection Process*

With staff support from the Office of Proposal Support Services and the Office of Foundation Relations (if applicable), peer review panel members will be asked to access, review, and score the pre-proposals, and may also meet to discuss the combined scores. The panel will aim to determine which pre-proposal teams will have the best chance of success in external competition, and will also consider which pre-proposals are best aligned with the University's strategic goals. Panel members are encouraged to provide written feedback to be shared with faculty, along with any informal feedback that may be helpful in formulating a final decision. Every attempt is taken to ensure that panel deliberations and final decisions are completed in a timely fashion, thereby optimizing the time available to the faculty for preparation of the final proposal.

The peer review recommendations compiled by the Office of Proposal Support Services and the Office of Foundation Relations (if applicable) and forwarded to the Vice President for Research and the Director of Corporate and Foundation Relations (if applicable) for final decisions.

### *Timeline for Posting Limited Submission Opportunities*

To provide ample time for proposal preparation, one goal for the Limited Submission Process is to post calls for letters of intent twelve or more weeks prior to sponsor deadline. The internal deadline for pre-proposals will be approximately eight to ten weeks prior to sponsor deadline.

Some limited submissions may be released by the funder with very quick turnarounds (less than six weeks), particularly for any government stimulus funding. These LSOs will be classified as Internal Competitions, but the internal deadline to submit will be approximately one week after public posting of the opportunity.

If OPSS is notified by a potential applicant of a limited submission not already posted, the requestor will be designated as the applicant for that opportunity if:

- notification is received less than 45 days before the funder deadline;
- the opportunity has been publicly posted for at least two weeks; and
- an internal review by OPSS reveals no additional applicants.

### *PI Responsibilities*

If a proposal is selected and the PI or team decides to forgo an application, they must notify the Office of Research within five days of the selection notice. This allows another proposal to be selected and move forward. If the PI fails to submit a proposal and has not notified the Office of Research, the PI runs the risk of being disqualified from future LSO competitions.

If the proposal is submitted and not funded, the PI may be asked to share feedback received from the sponsor with the Office of Proposal Support Services, including summary statements and peer and sponsor review comments. This information may be helpful in the selection process for future proposals for that LSO.

For any sponsored research projects, the applicant must be eligible to serve as Principal Investigator for the project, unless otherwise noted in the LSO. Please see our [PI Eligibility requirements](#) to ensure you are eligible.