

 <b>Research &amp; Sponsored Programs</b> UNIVERSITY OF DENVER	<b>Office of Research and Sponsored Programs Policy Manual</b>  <b>Limited Submission Proposals</b>
	Policy Number: ORSP-35
<b>Recommended By:</b> Senior Director of Sponsored Programs Administration; Director of Research Grant Development; Sponsored Program Academic Research Council <b>Approved By:</b> Senior Vice Provost for Research and Graduate Education	Effective Date: 03/20/2024

## 1. PURPOSE

The Office of Research and Sponsored Programs (ORSP) is committed to providing the highest quality Sponsored Program proposal submission services to the University. ORSP does so in an environment of very complex regulations and institutional policies. For all limited submission funding opportunities, ORSP coordinates an internal competition to identify the project(s) with the highest likelihood of funding competition.

## 2. DEFINITIONS

- 2.1. Limited Submission Funding Opportunities are funding opportunities where the Sponsor limits or restricts the number of applications a single institution may submit.
- 2.2. Expression of Interest (EOI) is a short pre-proposal application submitted for internal competition relating to Limited Submission Funding Opportunities for the purpose of selecting internal applicants that will progress to full proposal.
- 2.3. Principal Investigator is a University employee that leads a given program or project and is responsible for the proper conduct of research or other activity described in the proposal, grant, or instrument of agreement for the specific program or project.
- 2.4. Request for Proposal (RFP) is a document announcing funding available for a project, soliciting proposals from qualified applicants.
- 2.5. Sponsored Programs are programs or projects that are funded by an external entity through a written agreement (grant, agreement, or other instrument) with the University. Sponsored Programs include specific research, training, or service programs and projects.

## 3. POLICY

- 3.1. In the event of a Limited Submission Funding Opportunity no Principal Investigator will submit a proposal in response to an RFP until first submitting an appropriate EOI to ORSP.
- 3.2. ORSP though a review committee comprised on faculty appointed by the Vice Provost for Research (VPR) will screen all EOIs submitted in response to a Limited Submission Funding Opportunity RFP to determine which Principal Investigator is most competitive in the Limited Submission Funding Opportunity.

- 3.3. To prevent the University from being disqualified from a Limited Submission Funding Opportunity, ORSP will assemble a review committee to conduct an internal selection process by screening all EOIs.
- 3.4. Application materials in response to a Limited Submission Funding Opportunity will not be submitted to the external entity funding the Limited Submission Funding Opportunity until a selection is made by the ORSP selection committee based on the internal screening of EOIs.
- 3.5. The ORSP review committee responsible for screening Limited Submission Funding Opportunity EOIs will consist of faculty and staff with expertise in the relevant discipline. The VPR and the Director of Research Grant Development will select the faculty who will serve as members of all review committees.
- 3.6. A Principal Investigator selected by the ORSP review committee to submit a proposal in response to a Limited Submission Funding Opportunity RFP will complete a full proposal pursuant to the Policy on Proposal Submission Review and Approval, (ORSP-16).
- 3.7. If a Principal Investigator is selected during an internal competition but does not submit a proposal to the Limited Submission Funding Opportunity, the Principal Investigator will not be permitted to apply to any Limited Submission Funding Opportunity for a period determined by the VPR that will be no shorter than two years.

#### **4. PROCESS**

- 4.1. The call for EOI in response to a Limited Submission Funding Opportunity RFP will be announced by email addressed to the University's Principal Investigator email list as well as all other distribution methods available to ORSP. Opportunities may also be cross posted on relevant Microsoft Teams channels, internal department newsletters, and other electronic mechanisms as necessary.
  - 4.1.1. Limited Submission Funding Opportunity details will be posted on the University's website.
  - 4.1.2. If employees become aware of a Limited Submission Funding Opportunity not posted through the above sources, they should notify ORSP immediately by emailing [ORSP@du.edu](mailto:ORSP@du.edu). Include "Limited Submission" in the email subject line.
- 4.2. Internal EOI process Timeline
  - 4.2.1. Notice of internal competition EOI will be posted no less than ten (10) weeks in advance of the external entities funding the awards deadline.
  - 4.2.2. No longer than four (4) weeks will be allotted for the internal review .
  - 4.2.3. No fewer than six (6) weeks will be available to the selected Principal Investigator to complete a full proposal to the external entity funding the award for the internal EOI winner to develop their proposal.
  - 4.2.4. Limited Submission Funding Opportunities that cannot be advertised in this timeline will be evaluated and shared with the University on a case-by-case basis.
- 4.3. The submission mechanism for the EOI will be announced alongside the call for an EOI. The submission mechanism may vary and may include submission via email, via web form, or other electronic method.
- 4.4. Internal application requirements may vary based on funding source requirements but will typically include 1) a project summary; 2) A budget overview outlining basic project costs; 3) A curriculum vitae /bio sketch of the Principal Investigator (s); and 4) Discusses the opportunity requirements with the Principal Investigators department, affirming support for the application. EOI requested content and formatting details, will vary depending on the funding source requirements.