

TIGER TIPS

RESOURCES FOR AUBURN RESEARCHERS

AU Limited Submissions: Writing the White Paper

With ever increasing numbers of investigators and more and more submissions, federal agencies have had to shift the onus of the first down-select onto institutions. The increased use of limited submissions not only reduces review costs via decreasing the number of proposals an agency receives, but also cuts down on agency effort and time needed for the process. In light of this, Auburn University created and instituted its limited submission policy ten years ago and last revised it three years ago to deal with increases in agency requests for proposals (RFPs) with limitations on the number of proposals an institution can submit.

Even so, with the large number of submissions for every RFP, funding agencies have to pare down the number of proposals they receive. The easiest way to do this is by simply removing the proposals that do not adhere to the guidelines from the pile altogether. Something as trivial as using the wrong font or size can disqualify a proposal. This makes crafting your proposal all the more important as small discrepancies will land your proposal in the received, not reviewed pile. The AU policy has been a great success but faculty now face the challenge of writing for two audiences: the internal Auburn review committee and then (if chosen to move forward from Auburn) the funding agency.

Although sponsors' proposal requirements vary widely, AU's internal submission process is standardized across all sponsors. The internal applicants will be required to submit a proposal through the [AU Competition Space](#).

The (standard) required items are:

- White Paper - Maximum Two Pages (unless otherwise specified), PDF only, single spaced, 1 inch margins, minimum 12 point font. Proposals that do not meet these specifications will be rejected.
- Impact Summary Statement & Total Project Cost - Maximum One Page, PDF only, single spaced, 1 inch margins, minimum 12 point font. Proposals that do not meet these specifications will be rejected.
- Current & Pending Funding (pertinent to this proposal) - Maximum One Page, PDF only, single spaced, 1 inch margins, minimum 12 point font. Proposals that do not meet these specifications will be rejected.
- PI Biosketch - Maximum Two Pages, (If there are CO-PI'S, please upload a two page CV for each) PDF only, single spaced, 1 inch margins, minimum 12 point font. Proposals that do not meet these specifications will be rejected.

Exceptions to this, if any, will be listed in the announcement.

This link provides more detail on the limited submission policy, process, and requirements <https://cws.auburn.edu/OVPR/pm/psfs/lspprocess>