

TIGER TIPS

THE AUBURN UNIVERSITY LIMITED SUBMISSION PROCESS

What is a **limited submission**? A limited submission solicitation (RFA, RFP, etc.) places a cap on the number of proposals that an entity (i.e. Auburn University) may submit to a sponsor. If more than this set limit of proposals are submitted, the funder may refuse to review any or all of the submissions.

How do you know if it is a limited submission? If you are looking through the [Pivot Funding Database](#), you will see that Pivot identifies anything with a potential limited submission with a bold blue box with LIMITED in all capital letters.



There is also a limited submission note attached that directs investigators to contact the [Office of Proposal Services and Faculty Support \(PSFS\)](#) as soon as possible to start the limited submission process if it is necessary:

Notes (1)

Limited Submission Note
 This funder has limited the number of applications that may be submitted. Please notify Christine Cline with PSFS (clc0165@auburn.edu) as soon as you see a funding opportunity of interest so that we can review the guidelines, establish appropriate internal review dates, and post the competition in the AU Competition Space. For more information, please view the Limited Submission Procedures. (<https://cws.auburn.edu/OVPR/pm/psfs/lsprocess>).

Figure 1: Pivot Database Limited Submission Note

Investigators may also identify funding opportunities by searching on [Grants.gov](#) or going directly to a particular funder’s website. If you do this, be sure to look through the solicitation to find the **Eligibility Section**. Each funder will list any special eligibility requirements that pertain to the opportunity. Below are a few examples:

An entity may apply only once as a recipient; however, they may participate in any number of proposals as a subrecipient or collaborator.

Figure 2: Submission limited to one per institution.

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| <p>D. LIMITATIONS ON SUBMISSIONS</p> <p><u>Applicant institutions are limited to no more than 2 pre-applications</u> and applications as either a sole applicant or as the lead of a multi-institutional team. There is no limit on the number of pre-applications on which an institution may appear as a partner (not the lead institution).</p> <p><u>An individual is limited to be named as the Lead PI on no more than 1 submission.</u></p> <ul style="list-style-type: none">• Pre-applications in excess of the limited number of submissions may be discouraged.• Applications in excess of the limited number of submissions may be declined without review. |
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Figure 3: Submission limited to two per institution; but only one per PI.

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| <p>Number of Applications</p> <p><u>Applicant organizations may submit more than one application, provided that each application is scientifically distinct.</u></p> |
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Figure 4: Not a limited submission.

What is Auburn's policy?

PSFS consistently searches for limited submission opportunities that may be relevant to Auburn investigators regardless of the funding agency. Those opportunities that have been identified are posted in the [AU Competition Space](#), the online program that facilitates and simplifies the internal submission process for investigators. Investigators are encouraged to review the opportunities posted here and initiate the internal application process for any opportunity listed.

It is not possible for PSFS to identify and post all potential limited submission opportunities. If anyone wishes to respond to a limited submission RFP that is not posted, you must notify PSFS (Christine Cline at clc0165@auburn.edu) as early as possible so an internal selection process can be initiated. The email notification should consist of the Principal Investigator's Name, opportunity title, and a copy of or link to the program announcement. A PI should never assume they are the only ones applying. Failure to send this notification may result in disqualification of an applicant for that grant competition.

Once an opportunity has been identified, PSFS will review the guidelines, establish appropriate internal review dates, post the RFP to the AU Competition Space, and publish it in the [Funding Focus](#) newsletter when practical.

The PI will be required to upload the following into AU Competition Space for each competition. Some competitions may require additional information.

- **White Paper - Maximum Two Pages (unless otherwise specified in the online form, example: NSF MRI is 5 pages), PDF only, single spaced, 1 inch margins, minimum 12**

point font. Proposals that do not meet these specifications will be rejected. **This section is analogous to a mini-narrative.**

- **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. This section is best fulfilled by a paragraph or two describing the importance and impact of the research and a broad breakdown of costs (a full budget and timeline are NOT needed). [Click here to see an example.](#)
- **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.

If a competition closes with more proposals submitted than the number allowed by the funder, a review committee will be tasked to review the white papers. The committee, generally composed of Associate Deans for Research (ADRs) or their designees, will serve as the review panel. When deemed appropriate, at-large faculty experts may be identified to serve as needed. The committee members, utilizing the review criteria in the solicitation, will individually review and rank the internal white papers and submit their reviews to the facilitator. The applicant(s) with the top ranked proposal(s) will be notified that they have permission to proceed with submitting full proposals.

The strategy of the limited submission process is to select the highest quality proposal(s) that have the potential to advance the research enterprise and enhance scholarship at Auburn University. If you have any question about this process or whether a particular solicitation is a limited submission, please contact [PSFS](#) for more information.