

TIGER TIPS
RESOURCES FOR AUBURN RESEARCHERS
AU Limited Submissions: Writing the White Paper

Auburn University created and instituted the current limited submission policy more than five years ago to deal with an increase in agency proposals with limitations. In the current funding climate with reduced funding from all agencies, federal agencies have had to reduce overhead. One way they have achieved this reduction is through the increased use of limited submissions which reduces review costs by reducing the number of proposals that can be received and time needed for the process. This limitation 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 must now write for two audiences; the internal Auburn review committee and then if chosen to move forward from Auburn, the funding agency. The internal white paper is challenging to say the least. The PI must create a two page snapshot of their full proposal and respond concisely to the major points in the RFP providing enough detail to show that they are capable of performing the proposed work but not so much that they risk leaving out other pertinent details. The guidelines currently require the PI to include a lot of information in two single spaced pages with one inch margins and a twelve point font. The required items are:

- 1.) Title of Proposal
- 2.) Name of PI / PI's department name
- 3.) Email
- 4.) Office address
- 5.) Participants, departments and affiliations
- 6.) -Bulk of the proposal, the project summary-
- 7.) Impact statement
- 8.) Proposed budget identifying cost share if applicable
- 9.) Current and Pending support for the principals pertinent to the project (if any)

You should attach a two page vita.

Exceptions to this will be listed in the announcement.

The review committee, made up of selected Associate Deans for Research, first looks at the submission to ensure it follows the above formatting guidelines. While it is an internal white paper, spelling and grammar still count. Also, if you are cutting and pasting from other documents, please read the finished product to see if it is coherent and flows. If it passes the formatting guidelines, they then compare the proposals to the RFP and discuss the pros and cons of each of the white papers. The reviewers will look at the CV's, publications and current and pending support so see the strength and viability of the proposed teams. The committee also reviews the cursory budget numbers included to see on what and where the PI expects to use the requested funds. Based on these factors, they rank the proposals and decide which gave the best response to the call and has the highest likelihood of being funded.