

CFAES – Limited Submission Proposal Process

The Research Development Office (RDO) through the Office of Research has changed how it processes limited submission proposals. The responsibility of selecting the CFAES successful internal applicant moving forward will be managed by the CFAES Office for Research & Graduate Education (R&GE). A limited submission occurs when the sponsor only allows a limited number of applicants from an institution to a particular funding opportunity.

The R&GE conducts the first round of reviews when the number of applicants from a college exceed the total amount permitted by the program. For example, if the program announcement allows two institutional nominations and three applicants have applied, the R &GE identifies the top two applicants for the second round of review.

Whenever more than the allowable number of applications are received by the internal intent deadline, the CFAES Associate Dean for Research & Graduate Education, and/or their designee, convenes a review committee, reviews the application materials, and recommends the Ohio State nominee(s).

Selection of the most competitive application(s) considering the strength of the preproposal, a review of the program solicitation criteria, and institutional priority to determine the most competitive Ohio State representative.

CFAES Process for Identifying Internal Applicants (Applicant Instructions)

Prepare a three-page or less description of how the project addresses this program's guidelines and attach, in the same document, a copy of the PI's two-page biosketch. Applications for limited submission programs also must include a cover sheet with the following information:

- Sponsor name
- Funding opportunity name
- PI's name, title, email address, telephone number, department, and college
- Title of the proposed project
- List of all other participants: include name, title, department and college (and organizations/collaborators not from Ohio State)

Proceed to the OSU Limited Submission Portal at: <https://orapps.osu.edu/fundops/opportunities> Upload your application as one combined PDF document. Include the preproposal and two-page biosketch (or brief CV) as one document. Save the filename as follows "lastname, first name_ funding opportunity name".

- ***If the Sponsor due date is within 6 weeks*** - the RDO will list the opportunity and designate the PI as the nominee. In other words, first come first served!
- ***If the Sponsor due date is more than 6 weeks*** - the RDO will post the opportunity to allow any other interested PIs a chance to submit a preproposal.