

University of Florida Guidelines for Limited Application Programs

Funding agencies (sponsors) are increasingly restricting the number of applications an institution can submit in response to many funding opportunities. The University of Florida (UF) designates these “Limited Application Programs.”

If more than the specified number of applications is submitted in response to a “Limited Application Program,” all applications from the institution will be returned without review. Therefore, complying with the guidelines is critical.

The Office of Research has established the following process for selecting the proposal (or proposals) that will be submitted in response to a limited application program.

Internal Selection Process:

1. Information on limited application programs will be published by the Office of Research in the subsequent issue of the FYI Funding Newsletter (www.research.ufl.edu/fyi/) following the release of the announcement by the sponsor. While the Office of Research will make every effort to identify all limited application opportunities and announce them in the FYI Funding Newsletter, this is not always possible. Therefore, faculty members who wish to apply to a program for which submission is limited, and where an internal selection process has not been announced, should contact the Research Support Unit in the Office of Research (Attn: Mary Vallianatos, mvallian@ufl.edu) as soon as possible to determine whether an internal selection process is necessary. If there are less than 15 working days to the agency deadline, the proposals will be approved for submission on a first come, first serve basis. Proposals received by the Office of Research after UF has reached its maximum number of submissions will be rejected and cannot be submitted. The FYI announcement will provide guidance about the internal selection process such as requirements for an internal Letter of Intent and pre-proposal, internal deadlines and contact information for the Office of Research personnel (or designee) coordinating the process.
2. When the number of internal applications does not exceed the sponsor’s limit, the Office of Research will notify the internal applicants that they have received institutional approval to submit their proposals to the sponsor.**
3. When the number of internal applications exceeds the sponsor’s limit, the Office of Research will form a review committee of faculty members who have expertise in the program’s subject area to evaluate the pre-proposals and select UF’s applicant(s).
4. The criteria used for evaluating the pre-proposals will reflect the criteria stated in the program announcement.
5. Some internal competitions begin with a selection process within the colleges (the FYI announcement will indicate if this is the case). It is the PI’s responsibility to find out if his/her college or school has set an internal college review deadline.
9. The Vice President for Research will review the recommendations of the review committee for a final decision.
10. The Office of Research will notify all candidates of the results by email. The Office of Research will also provide the name(s) of the approved candidate(s) to the Proposal

Processing offices in the Division of Sponsored Research. Reviewers' comments will be provided to the faculty. Throughout this process, the anonymity of the reviewers will be maintained.

11. Certain program announcements may be specific to a college or department. In these cases, the Office of Research will ask the respective college(s) or department(s) to coordinate the internal selection process. The Office of Research will work with the college(s)/department(s) to ensure that appropriate contact information and internal deadlines are included in the FYI announcement. After the internal selection process is completed, it is the responsibility of the college/department to provide the names of the successful candidate(s) to the Office of Research.
12. Proposals submitted to the agency for limited application competitions, not approved by this process, may disqualify all UF proposals. If the sponsor contacts UF to report that the application limit has been exceeded, all unauthorized proposals will be administratively withdrawn by the University.

**If the Office of Research receives internal LOIs or pre-proposals for a limited competition after the internal deadline, they will be rejected unless:

- The Office of Research did not receive any LOIs or pre-proposals by the original specified date, or;
- The Office of Research received fewer LOIs or pre-proposals than the number allowed.

LOIs or pre-proposals received under these circumstances will be treated on a first come, first serve basis until the maximum number allowed is reached.

Limited Application Internal Letter of Intent Format:

Letters of Intent for internal UF review will include a list of PIs and Co-PIs and their affiliations, the title of the proposal and a brief paragraph summarizing the intent of the proposal.

Limited Application Internal Pre-Proposal Format:

Unless otherwise noted in the FYI announcement, internal pre-proposals will include:

- Cover Page
 - Name of Sponsor and Program
 - Title of Proposed Project
 - Names, titles, affiliations of PI and co-PIs
- Three page project description (11-point type with 0.5 inch margins). Pay close attention to the program announcement and clearly address the sponsor's objectives and funding criteria.
- CVs of all PIs and Co-PIs (2 page maximum for each CV)
- One page budget that reflects the entire total project period (requests for matching funds or any exceptions to campus policies must be identified at this stage of the process and included in the budget page)
- One page budget justification

Note: The FYI announcement may sometimes outline a different set of requirements to be addressed in the pre-proposal to reflect the program announcement. **The requirements listed in the FYI article should be addressed if different than the above list.**

Once a faculty member is selected to apply for a limited submissions opportunity, s/he has the responsibility to submit a timely application. Should a candidate decide to not submit an application, s/he needs to inform the Office of Research in writing (Attn: Mary Vallianatos, mvallian@ufl.edu) within 5 business days of selection notification. If the selected applicant withdraws her/his proposal, the applicant who received the next highest ranking will be notified that s/he may submit a proposal.

Any questions regarding this policy may be directed to Dr. Sobha Jaishankar, Assistant Vice President for Research (sjaishan@ufl.edu), or Mary Vallianatos, Executive Assistant, Research Support Unit (mvallian@ufl.edu).