

**MEMORANDUM**

To: University Research Community  
From: Andrés G. Gil, Vice President for Research & Economic Development  
Date: March 1, 2016  
Re: Streamlined Changes to FIU's Limited Submission Process

FIU's Office of Research and Economic Development (ORED) has streamlined the limited submission process considerably. These changes are designed to reduce the burden on faculty preparing internal applications, and to quicken ORED's selection of internal applications.

Limited Submission funding opportunities are those in which the sponsor places restrictions on the number or type of proposals an eligible institution may submit. The guidelines for these grant programs require ORED to screen pre-proposals or nominations to determine which applications will be submitted for competition. Limited submission [opportunities are posted](#) on the ORED website, with deadlines for internal applications listed. Internal applications are reviewed, and investigators are informed as to whether they may represent FIU in a particular limited submission program.

Effective immediately, all faculty interested in applying to a Limited Submission Program are required to complete a one-page [Notice of Intent to Apply](#) by 5 PM on the date listed as the internal deadline. Only faculty members who submit a Notice of Intent will be considered in the selection process. This new step will allow for immediate selection if the number of Notices of Intent to Apply received by ORED for a particular limited submission opportunity equals or is less than the maximum number of applications permitted by the sponsoring agency. In such cases, investigators will be informed immediately that they may proceed with preparation of their applications following the electronic proposal routing approval form (ePRAF) process.

If the number of Notices of Intent to Apply received by ORED for a particular limited submission opportunity exceeds the maximum number of applications permitted by the sponsoring agency, potential applicants will be alerted that they must complete the Limited Submission [Internal Proposal Application](#). This Internal Proposal Application is now briefer, consisting of a signed cover page, biosketches, budget, and responses to three, rather than the prior seven, questions. When advised of the need to prepare an Internal Proposal Application, PI's will be informed that they have five business days to submit the requested information to ORED.

If you have any questions about the new process for limited submission opportunities or are aware of upcoming limited solicitations that are not listed on ORED's website, please contact [Maureen Pelham](#), Director, [Research Development](#), ORED.