**INSTRUCTIONS FOR SUBMITTING A LIMITED SUBMISSION INTERNAL APPLICATION**

Submission packages should be sent electronically to [limited@fiu.edu](mailto:limited@fiu.edu) by 5:00 PM Eastern Time on the day of the deadline. ***Please remember that all Internal Application materials and supporting documents must be submitted together in one package in PDF format.***

**PROPOSAL REQUIREMENTS—PLEASE SUBMIT THE FOLLOWING DOCUMENTS**

1. Signed Cover Page
   1. The application must be signed by your chair and dean or director. If you are selected to submit a proposal to the agency, your chair and dean or director will need to approve your final proposal along with an Electronic Proposal Approval Form (ePRAF).
2. Complete Attached Limited Submission Internal Application (see below)
   1. Include all three 3 items listed in the Application
3. Budget
   1. Please note that for solicitations that require match or cost share, selection by ORED to move forward with a limited submission is not to be deemed approval for any cost share or match requirements and does not preclude the applicant from following established institutional procedures in securing match or cost share approvals from the respective department/center/institute/ college.
4. List of all participating faculty and identify roles for each.
5. Biosketch (not exceeding two pages) for PI and Co-PIs.

Once applications are selected, Principal Investigators will be notified with sufficient time to prepare a competitive proposal. It is the main PI’s responsibility to notify all co-Investigators of the outcome of their application. Please note that reviewer’s comments are not generally provided for those applications not selected to move forward.

**LIMITED SUBMISSIONS INTERNAL APPLICATION COVER PAGE**

# Program Solicitation Title:

PI Name: Total Budget:

Department Name: College:

Targeted Funding Agency : Program Solicitation Title: Project Title:

The undersigned hereby acknowledges that s/he has read and agrees with/to the following:

* I understand that if my Internal Application is selected as the one to submit to the agency, I will commit the time required to write a competitive full proposal, which may involve using an external or internal reviewer prior to submission by the required deadline.
* I understand that the final proposal selections will be made by the Office of Research and Economic Development.

Principal Investigator’s signature Date

Chair’s signature Date

Center Director’s signature (if applicable) Date

Dean’s signature Date

# Limited Submission Internal Application Program Solicitation Title:

PI Name: Total Budget:

Department Name: Targeted Funding Agency: College:

Project Title:

***Please address the three questions below [Maximum of 2 and ½ pages, plus 300 words abstract. Pages must be letter size (8.5x11 inches), Arial 11 point or Times New Roman 12 point, single spaced with 1 inch margins)]. In summarizing the proposal, adhere as close as possible to the expectations and requests listed in the grant notification request of the funding agency.***

1. Abstract outlining proposed project and/or research (not to exceed 300 words) or the Project Summary as required by the funding Agency.
2. Describe the specifics aims and the significance of the proposed project/research (not to exceed 2 pages).
3. Describe the fit or connections between the proposal and the funding agency’s priorities and/or the agency’s program solicitation or RFA (not to exceed half a page).