



Office of

Research & Economic Development

LIMITED SUBMISSION GUIDELINES

ANNOUNCEMENT

Limited submission programs typically allow only one or a small number of proposals to be forwarded from a given institution to a sponsoring agency. The guidelines require the institution to internally screen applications and determine which research project(s) will go forward to the agency. At LSU, this responsibility lies with the Office of Research & Economic Development (ORED).

When limited submission programs come to the attention of ORED at LSU, the relevant program data is posted on the [ORED Grant Application portal \(http://lsu.infoready4.com/\)](http://lsu.infoready4.com/) as well as distributed via our listserv and the ORED Funding Opportunities Newsletter. Should a researcher identify a limited opportunity of interest that has not yet been announced by ORED, it is the responsibility of the researcher to notify ORED. Please email ora@lsu.edu with the name of the competition and a link to or PDF of the funding announcement as soon as possible.

LETTER OF INTENT

ORED requires an internal Letter of Intent (LoI) for all limited submission programs. To submit an LOI for upcoming limited submission opportunities, please visit the [InfoReady Internal Grants & Competitions](#) page.

The LoI must include:

- **PI Information:** Name, telephone, email, college and/or department
- **Descriptive Title of the Project**
- **List of Other Participating Institutions**
- **List of Co-PIs and Senior Key Investigators:** List co-PIs and senior/key investigators and their affiliation, including college and department for all LSU personnel.
- **Abstract:** 3 or 4 sentences or bullet points that provide an overview of the objective of your proposed research, how you plan to do it, and the expected outcome.

INTERNAL PREPROPOSAL

If the number of LOI exceed the sponsor's limitation, shortly after the due date for the LoI invitations to submit an internal preproposal will be sent to all faculty who submitted an internal LoI. Faculty should email ora@lsu.edu if they submitted an NOI and did not receive an invitation to submit an internal preproposal. **Please check your spam filter before contacting ORED.**

Preproposals will be due approximately one week after the invitation to submit an internal preproposal is sent.

Preproposals should consist of:

1. A summary of the proposed project, up to 2 pages (single spaced) in length. The summary should address the key requirements of the funding announcement. For NSF projects, the summary should include Intellectual Merit and Broader Impacts.
2. Estimated total funds requested.
3. Current CV of the Principal Investigator
4. List of Co-PIs and Senior Key Investigators
5. If cost sharing is required, provide a preliminary plan for obtaining these funds. This plan is not binding and will not be shared with the internal review committee. In accordance with university regulations, voluntary cost sharing is prohibited without the prior approval of the Vice President of Research & Economic Development.

Additional instructions may be provided in the email invitation to submit an internal preproposal. This email will also include a link for the electronic upload of the internal proposal.

REVIEW PROCESS

If an internal competition is required, the review process will take approximately 1 to 2 weeks. Internal preproposals will be reviewed by a committee composed of 3-5 members.

The committee's charge is to identify the nationally competitive candidate(s) with the best chance of success in the external competition. The internal committee will rank the internal preproposals according to their scientific merit, the funding announcement guidelines, and the investigator's ability to run the project. Notification will be given to the highest ranked proposal team(s) and those not selected to submit a full proposal as

soon as feasible. In the event that the selected application withdraws, the second ranked proposal team will be notified. If a PI submits a proposal to a limited submission program without participating in this process, the university reserves the right to withdraw the unauthorized proposal at its discretion.

In rare instances, such as when a sponsor's deadline is too short to allow the above process to take place, ORED may allow an interested participant to move forward without the full internal review process based on a "first to notify" basis.