UMass Lowell Limited Submissions

1

2

90 DAYS
before sponsor deadline

3

4

5

60 DAYS
before sponsor deadline

ORD shares limited submissions opportunities

PI submits Letter of Intent (LOI)

PI submits pre-proposal

Pre-proposals are reviewed

Applicants are notified of the decision

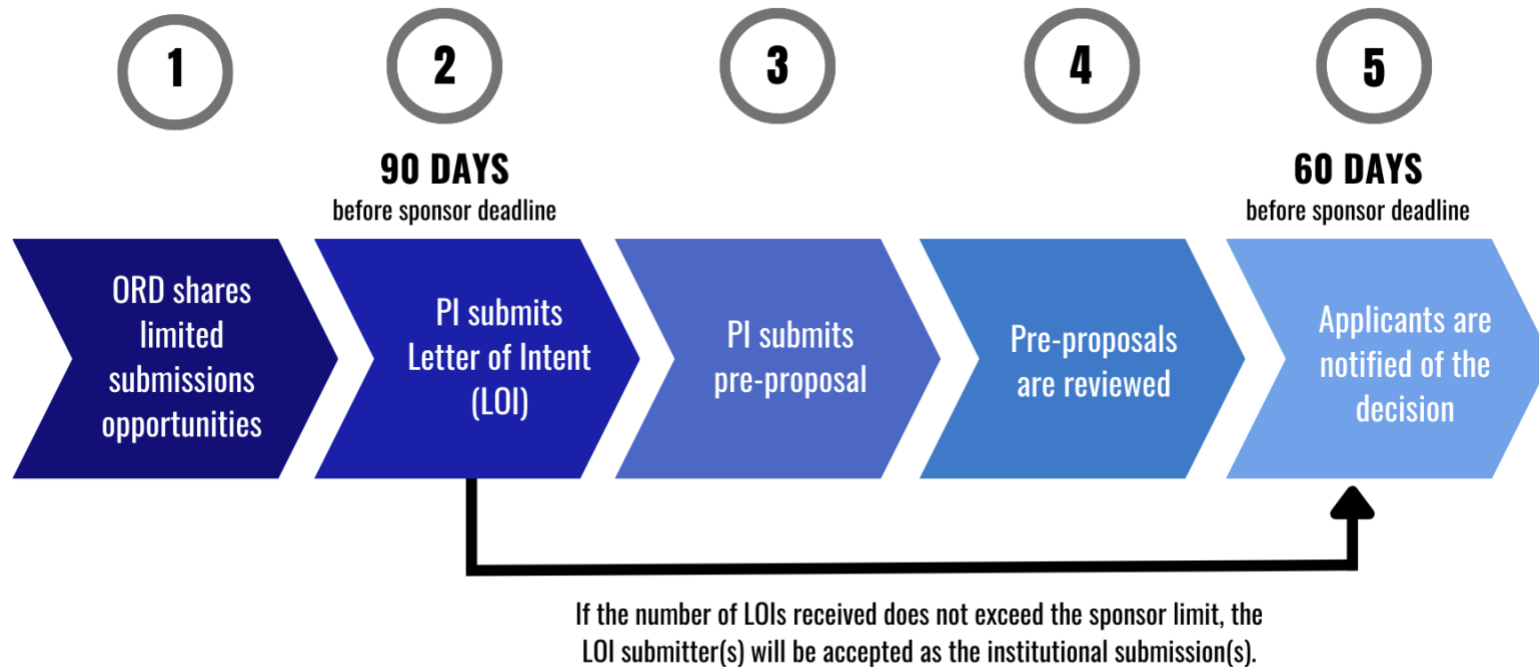If the number of LOIs received does not exceed the sponsor limit, the LOI submitter(s) will be accepted as the institutional submission(s).

Identification

Limited ubmission opportunities are those when a funding agency or sponsor limits the number of proposals that may be submitted by an institution. When preparing a grant proposal, read the solicitation carefully to determine if it is a limited submission opportunity. If you are not sure, contact the Office of Research Development (ORD) or your research administrator for guidance.

The Office of Research Development (ORD) curates an institutional list of limited submission opportunities through GrantForward. ORD will email this list regularly to the limited submissions listserv. To be added to the listserv, please email limitedsubmissions@uml.edu.

This list is not comprehensive, and ORD encourages researchers to curate their own search in GrantForward using additional criteria such as sponsors, categories, etc. Please review instructions for how to curate your own list.

Letter of Intent

Anyone who wishes to apply to a limited submission RFP should email limitedsubmissions@uml.edu with a Letter of Intent (LOI) as soon as possible, and no later than the deadline for opportunities we advertise.

The Letter of Intent email should include the following:
- Subject line: LOI – Sponsor Name and Program Name
- Project Title
- A brief 3-5 sentence summary of the project
- List of potential team members and/or collaborators

If the number of LOIs received by ORD does not exceed the sponsor limit, the LOI submitter(s) will be accepted as the institutional submission(s).

Pre-proposal Submission

If ORD receives more LOIs than the number of proposals the sponsor allows, ORD will conduct an internal competition. ORD will notify all LOI submitters of the internal pre-proposal deadline for the opportunity.

To submit your pre-proposal, please visit the UML InfoReady portal. Please note that you must submit an LOI to limitedsubmissions@uml.edu before submitting a pre-proposal.

Unless otherwise instructed, please upload a single PDF that includes:
- 3-page project overview (please include information responsive to the solicitation's proposal preparation instructions and review criteria)
- PI and team members to be involved
- 2-page biographical sketch for the Principal Investigator (PI)

Depending on the opportunity, ORD may require additional information. Please review the information in the opportunity's InfoReady competition to see if there are any other requirements.

Review and Selection

All pre-proposals will be screened for adherence to the sponsor's Request for Proposal (RFP). The pre-proposals that move forward will be reviewed by members of a committee comprising the Vice Chancellor for Research and Innovation (VCRI), Associate Deans for Research, the Office of Research Development staff, and other designees as needed. Reviewers will be provided an evaluation matrix based on evaluation criteria listed in the RFP.

Reviewers will also consider the project's alignment with UML priorities. For equipment proposals, reviewers will consider long-term maintenance costs and Facilities' ability to accommodate space and specification requirements.

In some instances, the VCRI, in consultation with university leadership, may select the PI based on institutional priorities or needs.

For the pre-proposals selected for submission, the PI will be notified by email. These PIs are required to provide immediate confirmation of their acceptance to submit the full proposal. The PI must also provide immediate notice to ORD if there are any incremental changes to the project or if they no longer wish to submit, so that others can be given the opportunity.

ORD will provide reviewer comments to all pre-proposal submitters.

Short Notice Opportunities

If ORD learns of a limited submission opportunity within 30 days of the sponsor deadline, ORD will transition to an expedited process:

1. ORD will check with the Research Centers and Institutes and the Office of Research Administration to ensure that no other PIs or teams have begun preparing to apply to the opportunity. If another team has begun work on a proposal, ORD will determine whether to quickly compete the opportunity or to allow the team already in progress to continue.
2. If no other teams have initiated the proposal development process, the team that inquired about the opportunity will be selected to submit a proposal.