Limited Submissions Guidelines

Limited Submissions are funding opportunities where the sponsoring agency limits the number or type of applications that may be submitted from the University of Pittsburgh (Pitt). In these situations, Pitt must coordinate a review and selection process to identify the institutional applicants or nominees. **Applicants who submit directly to the sponsoring agency instead of going through the limited submission selection process may not be accepted and may result in the sponsoring agency rejecting all proposals from the University of Pittsburgh.**

Pitt's limited submission process is coordinated by the Research Concierge Program's Research Development Resources & Services staff and the Office of the Senior Vice Chancellor for Research. Research Development Resources & Services will notify the university community of limited submission opportunities through InfoReady and weekly funding newsletters. If a limited submission opportunity is from a Select Funder, Research Development Resources & Services coordinates the selection process with Philanthropic & Alumni Engagement's Office of Corporate & Foundation Relations (PAE CFR).

Announcements

Most limited submission opportunities are announced through InfoReady and the Research Development Resources & Services weekly funding newsletters. Notifications are ideally made **12 weeks before** the sponsoring agency's deadline, but this may vary depending on when the opportunity is released. If an upcoming limited submission opportunity is **not** listed on InfoReady, potential applicants must contact Research Development Resources & Services at researchdev@pitt.edu or complete the form "Apply for an opportunity not listed on InfoReady" so that a selection process can be coordinated. These competitions must be listed on InfoReady for **at least one week** to allow all Pitt faculty the opportunity to apply. If the deadline of the opportunity is less than four weeks away, the decision about whether to create a competition or select an institutional applicant or nominee will be made by the Office of the Senior Vice Chancellor for Research on a case-by-case basis.

How to Apply

To apply for a limited submission funding opportunity, interested applicants must follow this process:

1. Navigate to the Limited Submissions listing on InfoReady.
2. Click on "Apply for Internal Consideration".
3. Add appropriate departmental contacts (ADRs, grants administrators, co-investigators) within your application to ensure they are included in any notices regarding your submission.
4. Submit all required documentation by the internal submission deadline. **Applications received without all the required documentation will be rejected.**
5. Contact researchdev@pitt.edu with questions about the process or issues using InfoReady.

All applications are due by 12:00 PM on the day of the internal deadline. **No extensions or late submissions will be permitted.**

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Selection Process

All applications must be reviewed for eligibility and confirmed by the Office of the Senior Vice Chancellor for Research before the applications move forward into the "Selection Phase".

If the number of internal applicants exceeds the number of allowable submissions to the sponsoring agency, an internal review process will be used to select the applicants or nominees who will be permitted to proceed with the submission. Peer reviewers are chosen by the Office of the Senior Vice Chancellor for Research specific to the focus of the sponsoring agency. The reviewers rank internal applications using a defined rubric[i] to identify which applicants or nominees will have the best chance of being funded. Reviewers are anonymous, and their identities are never shared with applicants. **The review process lasts approximately two weeks**. Once the review process is complete, Research Development Resources & Services will notify the applicants or nominees via an email from InfoReady **within two business days** to ensure that the selected applicant or nominee has as much time as possible to prepare their proposal for submission.

If the number of applicants does not exceed the number of allowable submissions, no internal competition will be necessary.

Once the selected applicants or nominees confirm their intent to apply for funding, Research Development Resources & Services will provide them with relevant deadline information via an email from InfoReady. The applicants or nominees permitted to proceed should consult with their departmental grant administrators to determine appropriate next steps for submission.

If a selected applicant decides not to submit, Research Development Resources & Services must be notified at researchdev@pitt.edu as soon as possible.

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[i] Limited submission proposals are reviewed using a five-point scale to rate creativity, scholarly impact, and PI qualifications and prior accomplishments. Reviewers are also asked to highlight the strengths of the application and provide comments on opportunities for improvement. All review information is shared with the applicant. Please note that rubrics are subject to change depending on the requirements of the sponsoring agency.