

## 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 Internal Grants & Competitions application portal (<https://lsu.infoready4.com>) and distributed through a weekly email announcement (GeauxGrants) to all faculty. Please be aware that some competitions may be announced as "first-to-notify" or extended to first-to-notify if slot(s) remain and time permits. 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](mailto: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 ORED Internal Grants & Competitions application portal (<https://lsu.infoready4.com>).

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 (up to 3500 characters including spaces between words):** This should include how this proposal responds to the funding announcement, what the proposal plans to accomplish, and briefly how it plans to accomplish its goals.

### Internal Competition

If the competition is not "first-to-notify" and the number of LOIs exceed the sponsor's limitation, an invitation to submit an internal pre-proposal will usually be sent soon

after the LOI closes via email, along with its deadline. Faculty should email ora@lsu.edu if they submitted an LOI and did not receive an update/invitation to submit an internal pre-proposal shortly after the LOI closes. Faculty should check their spam filters before contacting ORED. Additionally, in some cases, if the turnaround time between the internal LOI deadline and the sponsor deadline for a particular program is short, it may be necessary for the submitted LOIs to be reviewed in lieu of a pre-proposal stage.

Pre-proposals will be due shortly after the pre-proposal invitation is sent and should consist of the following:

1. A summary of the proposed project, up to two pages (single spaced) in length. The summary should address the key criteria of the funding announcement. For instance, summaries for NSF projects should include discussion of Intellectual Merit and Broader Impacts.
2. A current biographical sketch or CV in the sponsor's format of the PI, and submission of biographical sketches or CVs of up to four other senior key personnel.
3. A list of key personnel and their roles.
4. (Optional) Any previous reviews of submissions to the particular program.

All documents should be uploaded as a pdf. No budget or budget justification is required, unless specifically requested. Furthermore, additional instructions may be provided in the email invitation to submit an internal pre-proposal. This email will also include a link for the electronic upload of the internal proposal.

## Review Process

Internal competitions will be reviewed by a committee. The committee's charge is to identify the nationally competitive candidate(s) with the best chance of success in the external competition. Applicants will be notified of their award status as soon as possible. For all steps of the review process, please take note of and keep in mind all internal deadlines. If you are unable to submit your LOI or pre-proposal by the established deadline, please contact ORA (ora@lsu.edu) as soon as possible as this may impact the review process. If you are unable to meet internal deadlines and you do not communicate with ORA, your application may be dismissed from the competition.