

Limited Submissions Process (for Applicants)

Limited Submission funding opportunities have a restricted number of applications allowed per institution. Limited Submission opportunities are posted at the [InfoReady](#) website with instructions and distributed to UCF faculty in a Weekly Alert email from limitedsub@ucf.edu

Please add limitedsub@ucf.edu and support@inforeadyreview.com to your Safe Senders list so correspondence isn't routed to the Junk Email folder by mistake.

Submission Requirements for Internal Limited Submission Participation:

Notice of Intent (NOI)

- Log in to [InfoReady](#)
- Click on the button “**Submit (Notice of Intent or Internal White Paper – see deadline requirements)**”
- Complete the fields for the specific opportunity posting in InfoReady including the names of 3-5 recommended *available* reviewers.
- Note: The NOI is optional, but strongly recommended.

Internal White Papers

- Log in to [InfoReady](#)
- Click on the button “**Submit (Notice of intent or Internal White Paper – see deadline requirements)**”
- Complete the fields for the specific opportunity posting in InfoReady including the names of 3-5 recommended *available* reviewers.
- Upload the documents required in the InfoReady posting. These instructions appear on the “Submit Application” page.
- **Note: Each posting has specific document uploading requirements (e.g., page limits, draft budget, match info if applicable, etc.). White papers that do not follow the detailed requirements will not be considered. White papers emailed or submitted after posted deadlines will not be accepted or considered.** The only exceptions will be emailing limitedsub@ucf.edu for “Unclaimed” Opportunities.
- If you have any questions, or if you need any assistance, please do not hesitate to contact the Office of Research via email: LimitedSub@ucf.edu

Limited Submission Review Process:

- Step 1: PIs will submit a NOI and/or Internal White Paper to the specific posting at UCF [InfoReady](#). The Office of Research will review all white paper and draft budget submissions received by the required internal deadline to make sure that all internal guidelines and white paper document requirements have been met. **Any white papers received after the internal deadline or sent via email will not be accepted.**
- Step 2: The Office of Research will oversee the internal review comprised of UCF faculty who have expertise in the PI and opportunity’s subject area as well as experience in grant submission.

- Step 3: The Associate VP for Research or her appointee will review the recommendations of the review committee and make the final decision.
- Step 4: An autogenerated response from InfoReady (support@inforeadyreview.com), along with the review comments from the internal competition will be sent to the faculty that submitted a white paper.
- Step 5: Faculty selected to proceed with external submission to the sponsoring agency will be provided an emailed Notice to Proceed from limitedsub@ucf.edu with “next step” instructions. **(DO NOT PROCEED with the external proposal submission process until you have received a Notice to Proceed)**
- Step 6: In order to maximize the funding success of your proposal, the Office of Research requires final peer review(s). PIs must contact at least one faculty member to review their final proposal narrative. The Limited Submission office can also help coordinate this review by contacting available and willing faculty the PI has identified.
- Step 7: Any PI sent a Notice to Proceed with a full proposal, who is later unable to complete their proposal, is required to contact limitedsub@ucf.edu immediately so the Office of Research can offer this opportunity to other interested PIs.

“Unclaimed” Opportunities:

- All “unclaimed” opportunities will be posted in the Weekly Alert email up to five business days prior to the agency deadlines to abide by the Office of Research “[5 Day Rule](#)”.
- If a PI wishes to pursue an “unclaimed” opportunity, please email limitedsub@ucf.edu formally requesting to do so. If it is still available upon time of request, limitedsub@ucf.edu will reply with a Notice to Proceed.

****Please note that if proposals are submitted without Limited Submission approval to the sponsor, the proposal will be considered invalid by the UCF Office of Research.****