

Limited Submission Internal Competition

Division of Research, Innovation and Economic Development

Funding agencies and sponsors often limit the numbers of proposals that they will accept from an institution. The Division of Research, Innovation and Economic Development (RIED) has established the following internal review process for the selection of applicants to submit full proposals to a particular funding opportunity that limits the number of submissions per applicant institution.

8 weeks prior to deadline – submit the Notice of Intent to Seek External Funding (NOISE) form to our office. The form can be found at: [Notice of Intent to Seek External Funding \(NOISE\) form!](#) **Only PIs who submit NOISE will be eligible to be selected to submit a full proposal.**

6 weeks prior to deadline – send our office your narrative of the proposed project and draft budget. should be a maximum of **one cover page, three pages of project summary narrative, and one preliminary budget page**. Also, include the CV of the PI (or a recent NSF Biosketch, if available). You do not need to submit CVs for Co-PIs. Submit your preproposal to research@tarleton.edu

4 weeks prior to deadline – REID will notify the investigators as well as deans, through email of the decision to submit/not-submit a full proposal

NSF Guidelines

Cover Page

1. Project Title
2. Type (Acquisition or Development)
3. Project Personnel: (PI, Co PIs, senior personnel, including name, title, department)
4. Estimated Total Project Budget

Project Summary (limit 3 pages)

1. Overview of Project: Brief description of primary research projects that will be enhanced by the equipment, including student involvement in each project and the sources of funding (current awards and planned proposal submissions) that support the research
2. Intellectual Merit
3. Broader Impacts
4. The extent to which the proposed project will make a substantial improvement in the organization's capabilities to conduct leading-edge research, to provide research experiences for undergraduate students using leading-edge capabilities, and to broaden

the participation in science and engineering research (especially as lead PIs) by women, underrepresented minorities, persons with disabilities and/or early-career investigators.

5. Location: Proposed physical location of the instrument and any renovations/utilities needed.

BUDGET PAGE

1. Clearly show the amount requested for the acquisition of the relevant equipment.
2. Maintenance and operations costs may not be requested from the NSF. Please clearly state your estimate for ongoing maintenance and operations of the requested equipment, and provide the account number from which your department head or Dean says such costs could be paid.

NIH Guidelines

Cover Page

1. Project Title
2. Type (Acquisition or Development)
3. Project Personnel: (PI, Co PIs, senior personnel, including name, title, department)
4. Estimated Total Project Budget

Project Summary (limit 3 pages)

1. Project Summary/Abstract
2. Specific Aims
3. Research Strategy/Research Education Program Plan. The extent to which the proposed project will make a substantial improvement in the organization's capabilities to conduct leading-edge research, to provide research experiences for undergraduate students using leading-edge capabilities, and to broaden the participation in science and engineering research (especially as lead PIs) by women, underrepresented minorities, persons with disabilities and/or early-career investigators.
4. Location: Proposed physical location of the instrument and any renovations/utilities needed
5. Budget: Clearly showing the amount requested. **Any ongoing maintenance and operating expenses must be addressed.**

USDA Guidelines

Cover Page

1. Project Title
2. Type (Acquisition or Development)
3. Project Personnel: (PI, Co PIs, senior personnel, including name, title, department)
4. Estimated Total Project Budget

Abstract (limit 3 pages)

1. Project Description / Overview following RFP criteria
2. The extent to which the proposed project will make a substantial improvement in the organization's capabilities to conduct leading-edge research, to provide research experiences for undergraduate students using leading-edge capabilities, and to broaden the participation in science and engineering research (especially as lead PIs) by women, underrepresented minorities, persons with disabilities and/or early-career investigators.
3. Location: Proposed physical location of the instrument and any renovations/utilities needed
4. Budget: Clearly showing the amount requested. **Any ongoing maintenance and operating expenses must be addressed.**

All Others

Cover Page

1. Project Title
2. Type (Acquisition or Development)
3. Project Personnel: (PI, Co PIs, senior personnel, including name, title, department)
4. Estimated Total Project Budget

Project Summary (limit 3 pages)

1. Overview of Project: Brief description of primary research projects that will be enhanced by the equipment, including student involvement in each project and the sources of funding (current awards and planned proposal submissions) that support the research
2. The extent to which the proposed project will make a substantial improvement in the organization's capabilities to conduct leading-edge research, to provide research experiences for undergraduate students using leading-edge capabilities, and to broaden the participation in science and engineering research (especially as lead PIs) by women, underrepresented minorities, persons with disabilities and/or early-career investigators.
3. Location: Proposed physical location of the instrument and any renovations/utilities needed
4. Budget: Clearly showing the amount requested. **Any ongoing maintenance and operating expenses must be addressed.**

Selection process and criteria: RIED will assemble a review committee who will review the submitted preproposal and make recommendations to the Vice President of Research, Innovation and Economic Development who will make the final decision.