

Limited Submission Review and Selection Process  
Tarleton State University  
Office of Research and Innovation

Funding agencies and sponsors often limit the numbers of proposals that they will accept from an institution. The Office of Research and Innovation (ORI) has established the following internal review process for the selection of applicants to submit full proposals in response to a particular funding opportunity for which the number of submissions per applicant institution is limited.

**Notice of Intent to Seek External Funding – Due 9 weeks prior to sponsor’s deadline**

When an investigator finds a limited submission funding opportunity for which they are interested in applying, the investigator is required to submit the Notice of Intent to Seek External Funding (NOISE) form to the ORI ([www.tarleton.edu/ori](http://www.tarleton.edu/ori)). The investigator should check the box for “Limited Submission” to indicate that the submission is limited in the number of proposals allowed for submission for the particular opportunity and complete all required information. The NOISE form is due at least 9 weeks prior to the sponsor’s deadline.

**Brief Proposal – Due 8 weeks prior to sponsor’s deadline (1 week after submission of the NOISE form; see above)**

All investigators who submit a NOISE form for a limited submission opportunity are required to submit a brief proposal for internal review and selection of applicants for full submission to the program opportunity.

The Brief Proposal should contain the following (single-spaced, 10 pt. or larger font, 1 inch margins):

1. Cover page (1 page)
  - a. Funding opportunity title and type
  - b. Project Title
  - c. Names, departments, and contact information for all investigators (indicate institution if for non-Tarleton faculty, if applicable)
  - d. Estimated total funding request
  - e. Description of cost share, if applicable (amounts and sources)
2. Two-page narrative
  - a. Description of the project and how it will meet the requirements of the funding opportunity (1 page)
  - b. Description of how the project aligns with departmental, college, and/or university strategic plans (1/2 page)
  - c. Statement of the proposed broader impacts of the project (1/2 page)

Proposals must meet the formatting requirements to be reviewed.

### **Selection Process**

The internal review and selection process will vary based on the college affiliations of the investigators who submit a NOISE form and brief proposal for a particular opportunity. The process will involve an ad hoc committee appointed by the Associate Vice President for Research to review and select applicants for submission of the full proposal. The composition of the committee will vary based on the college/departmental affiliations of the investigators who submit a NOISE form and brief proposal.

If fewer proposals than the number allowed by the sponsor have been received by the internal deadline, applications will be accepted on a rolling basis as LOIs are submitted in the order they are received.

The LOIs will be evaluated using the following criteria, with the proposal(s) with the highest scoring being invited to submit a full proposal(s).

- Degree to which the proposal meets the sponsors' program guidelines and review criteria
- Degree of availability or accessibility of the resources needed to complete the project
- Degree of alignment to the strategic plans of the department, college, and/or university
- Broader impacts of proposal
- Consideration of prior review results and/or internal grant performance (if applicable)

### **Notification**

Investigators who submit a proposal for a limited submission opportunity will be notified of the results of the internal review and selection process no fewer than 5 weeks prior to the opportunity deadline. The ORI will notify investigators as well as relevant department heads, deans, and other stakeholders through email.