

**Background**

Many funding agencies restrict the number of proposals or applications that may be submitted in response to a given program. To prevent multiple PIs from working on proposals, only to find out that only one applicant or a limited number of applicants is allowed to submit a proposal, the following procedure has been developed.

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**Internal procedures:**

Sponsored Research Services (SRS) will check Community of Science, [www.grants.gov](http://www.grants.gov), and state websites once a week for limited submission RFP's from our primary funding agencies and those RFP's that might be particularly relevant to research at FSU regardless of the funding agency. However, please be aware that the list will not be comprehensive. Anyone who wishes to apply to a limited submission RFP that is not posted on our website should contact SRS immediately. SRS will review the guidelines, establish an appropriate internal review date, and post the RFP to the website.

Once the limited submission RFP's are identified, we will attempt to have them posted to our website by Wednesday of the same week.

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**External procedures:**

## Initial Notification:

Once SRS has checked the RFP source websites, limited submission RFP summary data will be posted to the FSU website created for that purpose. The following information will be posted for each RFP on the website:

- Agency name (i.e. United States Department of Education)
- Program Name (i.e., Research in Innovative Approaches to Fusion Energy Sciences)
- Agency Deadline (i.e., July 10, 2009)
- Internal Deadline for uploading of documents (i.e., May 10, 2009)
- Short abstract (pasted from Community for Science, [grants.gov](http://grants.gov), etc. website)
- Specific limitation (i.e., one PI per university, one PI per department, one proposal per PI)
- Link to site where full text of RFP can be found
- Internal Status (whether a PI has been chosen or not)

The website is set up to sort the RFP's by agency name, program name, agency deadline, internal deadline, and other fields mentioned above. The website automatically calculates the internal deadline as sixty (60) days before the agency deadline. In the case of an RFP where the time line does not allow for sixty days' notice, the date of the internal deadline will be determined and manually posted to the website instead of having the automatic calculation occur.

Faculty can access the website to see if there are RFP's to which they would like to apply.

**Pre-proposal:**

Once a PI is aware of a limited submission RFP and wishes to apply, s/he should prepare a pre-proposal for submission to the Council on Research and Creativity (CRC). The pre-proposal should consist of:

- (1) white paper (a.k.a. an abstract) describing the scope of the project, expected/intended outcomes, the personnel involved, and existing resources;
- (2) a detailed budget (i.e., salary, fringe, travel, tuition, equipment, subcontracts, indirect costs, as applicable);
- (3) a curriculum vitae; AND
- (4) cost sharing commitments (if applicable).

While the pre-proposal needs to be uploaded as ONE document, the white paper should be no more than two (2) pages in length, the budget should be no more than one (1) page in length, and the curriculum vitae should be no more than two (2) pages in length. Generally, each cost sharing commitment is no longer than one page each.

Pre-proposals are to be uploaded to FSU's Limited Submission RFP website at <http://www.research.fsu.edu/limitedsubmission/> 60 days before the agency's deadline. This will ensure that the CRC has adequate time to review all of the pre-proposals and that the PI(s) selected to apply will have sufficient time to complete a full proposal. Once a PI has uploaded his or her pre-proposal documents to the website, the pre-proposal will be routed to the PI's chair and dean. Once the chair and dean have approved the pre-proposal, the system will notify the CRC chair that the documents are ready to be viewed.

**NOTE REGARDING THE INTERNAL DEADLINE:** The PI must submit his/her pre-proposal by 11:59 P.M. on the day of the internal deadline, and the chair AND dean must also approve the pre-proposal by 11:59 P.M. on the day of the internal deadline. Thus, it is important for PI's to upload and submit their pre-proposals early enough so that chairs and deans will have enough time to approve before the internal deadline.

**Selection:**

SRS will notify all applicants of the CRC's decision, and the successful applicant(s)' name(s) will be posted on the website under Status.

**Withdrawal of selected applicant:**

If the selected applicant withdraws his or her proposal, the applicant who received the next highest ranking from the CRC will be notified that s/he may submit a proposal.

**Submissions without SRS approval:**

If a PI submits a proposal without following these procedures and does not get SRS's approval to submit, the University will withdraw the unauthorized proposal.