

## **Title: Limited Submission Process**

**Summary/Purpose:** Certain external funding opportunities limit the number of applications an institution may submit. To ensure compliance and promote competitive submissions, CWRU manages a *Limited Submission Process* coordinated by ORTM. All limited submission opportunities are administered through the InfoReady competition management platform.

**Background and Rationale:** CWRU requires an internal pre-review and selection process to ensure the best-qualified candidate or proposal is submitted to represent the University when sponsors impose restrictions on the number of submissions per institution, school and/or discipline.

### **Procedure/Process:**

#### **Limited Submission Opportunity Internal Selection Process**

##### **Stage 1: Announcement and Internal Competition Setup**

1. Identification of LSOs
  - a. LSOs are identified by the Limited Submissions Team through communications from private foundations, federal agencies, or other external sponsors.
  - b. Any party (i.e. faculty) who receives notifications regarding LSOs should forward the information to the Limited Submissions Team at [lsmgmt@case.edu](mailto:lsmgmt@case.edu).
2. Internal Posting
  - a. The Limited Submissions Team reviews and posts the opportunity in InfoReady, including sponsor details, eligibility criteria, internal deadlines, and submission requirements.
3. Internal Communication of LSOs
  - a. The Limited Submissions Team notifies Research Deans of relevant schools directly by email.
  - b. ORTM announces the opportunity through the Research Funding Newsletter.
  - c. The Foundation Relations Team may conduct targeted outreach to faculty members whose research aligns with a specific foundation sponsor's priorities.

##### **Stage 2: Internal Review and Selection**

1. Internal Submissions
  - a. Faculty submit internal applications through InfoReady by the posted internal deadline.
2. Review Process
  - a. Research Deans from each school submitting applications review and score all applications using the funder's review criteria.
3. Final Selection
  - a. The SVPR reviews the Deans' recommendations and makes the final institutional selection(s).
  - b. The Limited Submissions Team notifies all applicants of the outcome via email.

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### **Stage 3: Proposal Development and Submission**

1. Federal Opportunities
  - a. The selected PI develops and submits the full proposal in coordination with their department in accordance with ORTM's standard proposal submission requirements.
2. Foundation Opportunities
  - a. The Foundation Relations Team partners with the selected PI to assist in developing the proposal, which is then submitted via the PI's department in accordance with ORTM's standard proposal submission requirements.

### **Roles and Responsibilities**

Stakeholder	Responsibilities
Office of Research and Technology Management (ORTM)	Oversees the limited submission process, ensures compliance, and manages InfoReady platform access.
Limited Submissions Team	Administers daily operations, posts competitions, manages deadlines, coordinates reviews, and notifies applicants.
Research Deans	Review and score internal applications using sponsor-specific criteria.
Senior Vice President of Research	Makes final institutional selection decisions.
Foundation Relations	Supports proposal development, conducts outreach for foundation related funding opportunities.
Faculty Applicants	Submit internal proposals and, if selected, develop full proposals with department or Foundation Relations.

### **Typical Timeline**

Step	Responsible Party	Typical Duration
Opportunity identified	Limited Submissions Team	Ongoing
Internal competition posted in InfoReady	Limited Submissions Team	Within 1 week of opportunity release
Internal submission deadline	Faculty	8–16 weeks before sponsor deadline
Internal review and scoring	Research Deans	1–2 weeks
Final selection and email notification	SVPR / Limited Submissions Team	2–3 days
Proposal development and external submission	PI / Foundation Relations	As required by sponsor deadline

### **Ad Hoc and Expedited Limited Submission Identification Process**

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If a faculty member identifies an LSO that has not yet been posted in InfoReady or when there is not enough time (typically less than 30 days) to hold an internal competition, an informal review process is initiated to ensure institutional compliance with sponsor requirements and equitable consideration of interested applicants.

### **Stage 1: Notification**

1. The faculty member promptly notifies the Limited Submissions Team of the opportunity, providing the sponsor link and any available details (eligibility criteria, submission limits, deadlines).

### **Stage 2: Verification**

1. The Limited Submissions Team verifies whether the opportunity is truly limited and whether any internal candidates have already expressed intent to apply.
2. The team confirms sponsor limits and deadlines.

### **Step 3: Internal Coordination**

1. If only one PI expresses interest, the application is reviewed by SVPR or AVPR and allowed to proceed as the applicant.
2. If multiple PIs express interest, the Limited Submissions Team coordinates with the Research Deans to determine whether an expedited internal competition is needed. Depending on timing, the review may be abbreviated or handled by a small panel appointed by the SVPR.

### **Definitions:**

- **ORTM** - Office of Research and Technology Management
- **Limited Submission Opportunity (LSO)** - A funding opportunity with a limit on the total number of applications allowable from one institution.
- **InfoReady** - ORTM uses InfoReady Review to manage limited submission opportunities for CWRU. <https://cwru.infoready4.com/CompetitionSpace/#homePage>
- **SVPR** - CWRU Senior Vice President for Research
- **AVPR** - CWRU Associate Vice President for Research
- **PI** - Principal Investigator

**Audience:** ORTM, Limited Submissions Team, Foundation Relations, Research Deans, Faculty

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