



LIMITED SUBMISSION WHITE PAPER TEMPLATE

Please complete the following form when applying to University of Delaware's internal limited submission programs. All white papers should be single spaced using 11-point Arial font with one-inch margins.

Questions may be directed to researchdev@udel.edu.

SUBMISSION CHECKLIST:

- Completion of this template
- Summary (Maximum one-page)
- Narrative (Maximum three-pages)
- Appendix for lead PI's CV (Maximum two-pages)
- Appendix for equipment/instrumentation project, if applicable
- Appendix for large interdisciplinary/multi-institutional project, if applicable

Include the name of, department/college of the principal investigator:

Name of submitting unit if different than PI's department/college listed above.

Please list the name(s) of any Research Institute(s) involved in the project.

Name(s), department(s)/college(s) of UD co-investigators:



Title of the project:

Sponsor:

- NIH
 NSF
 DOE
 USDA
 NASA
 ORAU
 Foundation/Other

Name of program, solicitation number and url:

Does this proposal require mandatory cost share from the sponsor? Yes No

For ALL proposals, please provide a rough estimate of the total budget below. Once selected to go forward, the UD Research Office will work with the PI and other stakeholders to develop a plan to satisfy sponsor requirements.

Is the sponsor's F&A (IDC) capped at a rate below the [University's prevailing rate](#)?

Yes If yes, please provide the sponsor's rate.

Budget Category	Sponsor	Required Cost Share	Total Budget
Personnel			
Fringes			
Supplies & Materials			
Travel			
Other			
Total Direct Costs			
F&A (IDC)			
Total Cost			

Does this proposal require an institutional Letter of Support?

Yes No

If yes, check all that apply:

- Dept. Chair Dean(s)
 VPRSI Provost
 President EPSCoR Jurisdiction
 Other

Once selected to go forward, the UD Research Office will work with the PI and institutional leaders to finalize these letters.



REVIEW CONSIDERATIONS

Internal applications are reviewed by a [panel of researchers](#) whose expertise is as close as possible to the content area. Primarily, reviewers internal to UD are used but in exceptional cases external reviewers may be utilized. For large multidisciplinary proposals [research deans](#) of the colleges provide further review and help to make final decisions. If the review process is different from the norm it will be so noted on the website and in the announcement disseminated through the limited submission listserv. Every effort is made to get at least two if not three reviews for every proposal submitted and to make the process fair and transparent. Reviewers' feedback is provided as a guidance for both successful and unsuccessful applications. Please complete the following fields to help with the identification of appropriate reviewers.

Name(s) of UD faculty with potential conflicts of interest:

The UD Research Office definition of a conflict of interest is when the proposed reviewer is a current research collaborator with the applicant. Reviewers from the same department is allowed when appropriate.

Name(s) of potential UD reviewers:

SUMMARY/NARRATIVE/PI CV

For **ALL** proposals, please provide a maximum one-page summary and a maximum three-page narrative for the proposal. Faculty are encouraged to organize this information by addressing the individual review criteria disseminated via the limited submission listserv and the web. (4-page total)

All narratives should include a description of the intellectual merit and:

- Public health relevance for NIH.
- Broader impacts for NSF.
- Relevant significance for all other sponsors.
- Appendix with a two-page CV for the lead PI. Co-investigators' CVs should not be included.
This appendix does not count toward the page limit.

Equipment/instrumentation proposals should include the following in the proposal narrative.

- For NSF MRI please state, as part of the title, if the proposal is for acquisition or development.
- Description of the equipment/instrument and why it is needed.
- Description of the plan for maintenance, operation, space/location, sustainability beyond sponsor's funding period, technical support of the instrumentation and expected utilization by other researchers (UD and external).
- An appendix that includes a list of potential UD and external users supportive of the equipment.
This appendix does not count toward the page limit.

Large interdisciplinary/multi-institutional proposals should also include the following in the narrative.

- A description of how the project fits with the University's strategic initiatives.
- A plan for long term sustainability after the sponsor funding ends.
- A brief description of how the project will be organized and managed.
- A brief plan addressing project's space needs and potential locations.
- An appendix that provides a table listing of all UD faculty and any external collaborators and their affiliations. **This appendix does not count toward the page limit.**