UNIVERSITY OF DELAWARE
RESEARCH OFFICE

Policy Name: Internal Limited Submission Process
Responsible Office: UD Research Office, Research Development Group
Origination Date: October 1, 2026
Revision Date(s): September 1, 2026

1. Context

The Research Office's Research Development Group is responsible for the oversight and management of all limited submission research funding opportunities. Limited submission opportunities are those where an external sponsor restricts the number of applications an institution may submit.

This document describes the process for managing limited submission (LS) funding opportunities, including (a) how LS opportunities are announced, (b) the classification of LS opportunities based on the time interval between the funding announcement to the UD community and the sponsor deadline, and (c) the review and notification process.

2. Scope

This policy applies to all faculty, staff, and departments intending to apply to an LS opportunity. It governs the process from the moment an opportunity is announced through submission to the sponsor.

3. Announcement of Limited Submission Opportunities

Limited submission opportunities are communicated to the UD research community in multiple ways:

a. Announced via email to faculty and staff that have joined UD's LS listserv (join here)
b. Launched on the university's proposal management portal, InfoReady
c. Posted on the Limited Submission webpage on the RO's website

4. Classification of Limited Submission Opportunities

The LS process is scaled to the time interval between when the funding announcement to the UD community is made and the sponsor deadline. Three tracks apply:

TRACK	TIME TO SPONSOR DEADLINE	LS APPLICATION MATERIALS	PREPARATION WINDOW	REVIEW WINDOW
STANDARD	9+ weeks	2-page White Paper	3-4 weeks	2+ weeks
RAPID	4-8 weeks	1-page White Paper	5-10 days	3-7 days
EMERGENCY	Under 3 weeks	Statement of Interest	1-2 days	1-2 days

Note: *The Research Office may periodically review and adjust timelines to match review capacity*

5. Process by Track

Within each track, the process below runs from opportunity identification through submission to the sponsor.

STANDARD TRACK: 9+ Weeks to Sponsor's Submission Deadline[1]

Applies when 9 or more weeks remain before the sponsor deadline.

1. Opportunity identified - 9+ weeks before the sponsor deadline
2. Call announced – Limited Submission listserv email, InfoReady portal, RO website, targeted outreach to PIs
3. 2-page White Papers due (use ***Standard Timeline Template***) - 3-4 week preparation window
4. Panel review - 2+ week review window; scored based on sponsor fit and institutional priorities
5. Candidate(s) selected and notified - Forfeiture rule communicated at time of notification. Once selected candidate(s) confirm(s) they will be submitting, the PIs not selected will be notified.
6. Proposal development - Candidate works with pre-award team and with Grants Facilitators as needed. *As early as possible, discussions around cost-share/effort/space and other institutional obligations should be engaged in with relevant parties. PIs should obtain approvals for these commitments from chairs and/or college deans at the start of the proposal process*.
7. Institutional sign-off - Compliance and budget review
8. Submitted to sponsor

RAPID TRACK: 4-8 Weeks to Sponsor's Submission Deadline

Applies when 4 to 8 weeks remain before the sponsor deadline.

1. Opportunity identified – 4-8 weeks before the sponsor deadline
2. Call announced - Limited Submission listerv, InfoReady portal, RO website, direct outreach to likely PIs
3. 1-page White Papers due (use ***Rapid Timeline Template***) - 5-10 day preparation window
4. Rapid review - 3-7 day review window
5. Candidate(s) selected & notified - Forfeiture rule communicated at time of notification. Once selected candidate(s) confirm(s) they will be submitting, the PIs not selected will be notified
6. Proposal development - Candidate works with pre-award team and with Grants Facilitators as needed. *As early as possible, discussions around cost-share/effort/space and other institutional obligations should be engaged in with relevant parties. PIs should obtain approvals for these commitments from chairs and/or college deans at the start of the proposal process.*
7. Institutional sign-off - Expedited compliance and budget review
8. Submitted to sponsor

EMERGENCY TRACK:
3 Weeks or Less to Sponsor's Submission Deadline

Applies when fewer than 3 weeks remain before the sponsor deadline.

1. Opportunity identified - Under 3 weeks before the sponsor deadline
2. Emergency notice sent – Limited Submission listserv, InfoReady portal, direct email to likely candidates
3. ½-page Statements of Interest due (use ***Emergency Timeline Template***) - 1-2 day prep. window
4. Emergency review - 1-2 day review window
5. Candidate(s) selected and notified - Same-day forfeiture rule applies. Once selected candidate(s) confirm(s) they will be submitting, the PIs not selected will be notified.
6. Proposal development - Candidate works with pre-award team and with Grants Facilitators as requested. *As early as possible, discussions around cost-share/effort/space and other institutional obligations should be engaged in with relevant parties. PIs should obtain approvals for these commitments from chairs and/or college deans at the start of the proposal process*.
7. Emergency sign-off - Same-day compliance check
8. Submitted to sponsor

The RO strictly enforces and adheres to internal deadlines for sponsored award competitions and limited submissions. If an applicant misses required deadlines and/or does not comply with routing policies, the office has the prerogative to decline endorsement, withhold institutional approval, or refuse submission of the application to the external sponsor. In addition, the RO may revise white paper preparation requirements and review timelines as needed (e.g., to accommodate staffing or reviewer changes). Unless otherwise noted, internal applications are due at 5:00 PM (Eastern) and must be submitted via the InfoReady online portal.

6. Proposal Review

Depending on the number of internal proposals submitted, two review scenarios exist.

Scenario 1, No Internal Competition: When the number of internal proposals received does not exceed the number of spots available to UD, the RO will not conduct an internal review competition and will grant PIs immediate approval(s) to submit.

Scenario 2, Internal Competition: When the number of internal proposals received exceeds the number of spots available to UD, the RO will conduct an internal review competition.

Internal applications are reviewed by a panel of at least two UD researchers. In exceptional cases, reviewers external to UD may be utilized.

- Ideally, proposals will be reviewed, and applicants will be notified within 2 weeks; however, in some cases (e.g., a large quantity of applicants, large/complex pre-proposals), additional review and notification time may be required.
- Unless stated otherwise, proposals are reviewed according to the criteria specified in the sponsor's solicitation. Other considerations may include:
  - The impact or "significance" of the proposed project
  - Alignment with the university's strategic priorities
  - Any other factors relevant as appropriate to the funding program
- Final selections are made by the Vice President for Research, Scholarship, and Innovation or their designee, based on guidance from peer review, standing committees, and/or other inputs.
- If the review process differs from the typical process it will be noted in the announcement and on InfoReady, the internal LS competition portal.

7. Selection, Notification & Forfeiture Rule

Regardless of track, the following rules apply once a candidate is selected:

- The selected candidate is notified in writing and must confirm their intent to proceed within the timeframe specified for that track (immediately for Emergency Review; within a reasonable period for Rapid and Standard Review).
- If the selected candidate cannot meet the sponsor's deadline, they must notify the Research Development Group (researchdev@udel.edu) immediately so the slot can be reassigned to another eligible candidate or the competition reopened.
- Failure to notify the office of a withdrawal in a timely manner may affect the candidate's eligibility for future limited submission opportunities.

8. Documentation Requirements

The office documents each limited submission decision, regardless of track or number of applicants, including:

- The opportunity, sponsor deadline, and date identified
- The track applied and rationale for track selection

- All candidates who expressed interest and materials submitted
- The selection decision and selecting body (panel or single reviewer)
- Confirmation of forfeiture rule communication and any reassignment

This record is retained so the process can be reviewed if a sponsor questions the number of applications submitted or if a candidate requests an explanation of the outcome.

9. Roles & Responsibilities

- Research Development Group: monitors for LS opportunities, applies track framework, announces calls, coordinates review, documents decisions, and communicates outcomes.
- Review Panel: evaluates white papers or statements of interest against sponsor fit and institutional priorities; may be a standing committee or ad hoc reviewers depending on track.
- Principal Investigator: submits required materials within the track's preparation window; confirms intent to proceed promptly upon notification; notifies the office immediately of any inability to proceed; ensures and attests that they are in compliance with a sponsor’s policies and regulations.
- Compliance and Pre-Award: completes institutional sign-off within the timeframe appropriate to the track.

Limited Submission – Standard Timeline
White Paper Narrative

Use when 4-8 weeks remain until the sponsor's deadline

2 pages maximum, 11-pt font, 1-inch margins, single spaced, figures/tables count within the page limit; Submit as single flattened PDF

1. Project Summary / Significance *(suggested length: 1 paragraph)*

Please provide an overview of the problem or opportunity, your central idea/hypothesis, and the significance of the work to the field and to the sponsor's mission. End with a one-sentence statement of expected impact of this work.

2. Objectives / Specific Aims

List 2–4 concrete, measurable aims or objectives. Where possible, mirror the language and priorities of the solicitation.

- Aim 1: *[Objective statement — what will be done and what it will demonstrate/produce]*
- Aim 2: *[Objective statement]*
- Aim 3: *[Objective statement — optional]*

3. Approach & Work Plan

Summarize methodology, timeline/milestones by year/phase, how the approach is innovative relative to current practice, and any preliminary data or prior related work that supports feasibility or provides proof-of-concept for hypotheses. A brief timeline table or figure is often welcomed here if space allows (figures count toward the page limit).

4. Team Qualifications & Institutional Resources

Briefly establish the relevant expertise of the PI/team and that the team and the institution can execute the project. Describe/Name institutional resources (key facilities, centers, cores, equipment, existing collaborations or letters of support already in hand) that strengthen feasibility. Keep to 3–5 sentences.

5. Broader Impacts & Alignment with Sponsor's Priorities

Address expected broader impacts (training, outreach, diversity, translation/commercialization) and connect the project to the sponsor's strategic plan or research priority areas.

6. Preliminary Budget Estimate

A rough total and major cost drivers — a full budget is not required unless explicitly asked for. Estimate total direct + indirect costs; note any cost-share, matching funds, or major equipment requirements.

References *(optional — does not count toward the page limit)*

1–4 key citations only

Before submitting: delete all italicized instructions; confirm page count/font/margins against the internal solicitation

Limited Submission – Rapid Timeline
White Paper Narrative

Use when 4-8 weeks remain until the sponsor's deadline

1 page maximum, 11-pt font, 1-inch margins, single spaced, figures/tables count within the page limit; Submit as single flattened PDF

1. Project Summary / Significance *(suggested length: 2-3 sentences)*

Please provide an overview of the problem or opportunity, your central idea/hypothesis, and the significance of the work to the field and to the sponsor's mission. Address how the approach is innovative relative to current practice. End with a one-sentence statement of expected impact of this work.

2. Objectives / Specific Aims

Summarize the objectives/specific aims of the proposed project. Where possible, mirror the language and priorities of the solicitation.

3. Approach, Feasibility & Team *(suggested length: 4-6 sentences)*

Summarize methodology, timeline/milestones, team qualifications, and any relevant institutional resources or preliminary data that supports feasibility or provides proof-of-concept for your hypotheses.

4. Broader Impacts and Alignment with Sponsor's Priorities

Address expected broader impacts (e.g., training, outreach, diversity, translation/commercialization) and connect the project to the sponsor's strategic plan or research priority areas.

5. Preliminary Budget Estimate

Estimate total direct + indirect costs; note any cost-share, matching funds, or major equipment requirements.

References *(optional — does not count toward the page limit)*

1–3 key citations only

Before submitting: delete all italicized instructions; confirm page count/font/margins against the internal solicitation

Limited Submission – Emergency Timeline
White Paper Narrative

Use when 3 or fewer weeks remain until the sponsor's deadline

Half-page maximum, 11-pt font, 1-inch margins, single spaced, figures/tables count within the page limit; Submit as single flattened PDF

1. Objectives & Significance *(suggested length: 3-4 sentences)*

Provide an overview of the problem or opportunity, your central idea/hypothesis, 1-2 concrete aims, and the significance of the work to the field.

2. Approach & Feasibility *(suggested length: 3-4 sentences)*

Summarize the core methodology and why the team/institution can execute it now — include relevant expertise, existing resources, or preliminary data as appropriate. Address how the approach is innovative relative to current practice.

3. Alignment with Sponsor's Priorities *(suggested length: 2-3 sentences)*

Explain the project's direct connection to the solicitation's/sponsor's stated priorities or evaluation criteria.

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