

Yale University

Limited Submissions Process

Yale University has a limited submission selection process because government agencies, private foundations, and corporate sponsors often accept only a limited number of proposals, applications, or nominations from a single institution (thus the term "Limited Submissions"). These limited submissions may be for research proposals, broad initiatives or scholarship awards.

Oversight

The Vice Provost for Research (VPR) team oversees the limited submission selection process for sponsored research proposals, selecting through the following process those that will be submitted. The normal process for selection is outlined below, although exceptions are made in certain situations; for example, when the deadline is short, when the program is highly focused, or when a strategic interest of the University is impacted. The VPR normally delegates responsibility for programs related to graduate student education to the Graduate School and may delegate responsibility for other specialized funding opportunities to other campus units – e.g. the Cancer Center handles a subset of scholar awards. The delegated unit is responsible for the application process, reviews, and campus approval and may follow procedures different from those outlined below.

A researcher responding to a limited submission opportunity must follow the process outlined below and obtain approval from the VPR team or the delegated party prior to sending a proposal to the Office of Sponsored Projects (OSP), which in turn submits it to the sponsor.

Communicating Limited Submission Opportunities

The Office of Sponsored Projects (OSP) will notify the research community of limited submission funding opportunities through their website <https://your.yale.edu/research-support/office-sponsored-projects/funding/limited-submissions/internal-competition> and via targeted emails. You may subscribe to the Limited Submissions email list by emailing a request to internal.proposals@yale.edu. The VPR team will perform a "downselect" when the amount of interest exceeds the number of slots. If another unit will make the selection, this will be indicated in the notification to the research community.

OSP will make every effort to announce opportunities but new ones are being introduced on a regular basis. In these instances, we may rely instead on relevant administrative units to identify the opportunities and notify their researchers. Researchers intending to compete for such an opportunity are expected to submit a Letter of Intent (LOI) at least 14 weeks prior to proposal submission (or as soon as possible after the opportunity is posted if posted within 14 weeks of the due date) to make OSP aware of the opportunity and their interest. This will allow OSP and the VPR team to determine if an internal downselect is needed. Researchers who do not notify OSP at least 14 weeks prior to the sponsor's deadline are not guaranteed consideration in an internal downselect for such opportunities.

Downselect process

The normal selection process is straightforward: OSP announces opportunities, researchers express interest, then proposals are selected by the VPR. In certain instances, the VPR may delegate the process to another unit. In such cases, the process will be defined by that unit. See specific details below.

Campus Announcement

The Office of Sponsored Projects announces opportunities online <https://your.yale.edu/research-support/office-sponsored-projects/funding/limited-submissions/internal-competition> and via an e-mail announcement.

Letter of Intent (LOI)

Interested researchers are asked to provide a Letter of Intent electronically via the Info Ready Review system (<https://yale.infoready4.com/>) by the posted date (typically at least 14 weeks prior to the sponsor deadline).

Each LOI typically requires the following information:

- Principal Investigator name
- Title
- Department
- Phone number
- University email address
- Proposal title
- Answers to eligibility screening questions

This information facilitates the selection of reviewers.

Internal Application

The researcher must submit an electronic pre-proposal via the InfoReady Review system (<https://yale.infoready4.com/>) by the posted date (typically 12 weeks prior to sponsor deadline). Researchers who do not submit an Internal Application by the posted date are not guaranteed consideration in an internal downselect.

Internal Application guidelines vary according to the funding opportunity. Specific guidelines will be posted on the InfoReady application site.

Advisory Panel

The VPR team, in consultation with the relevant Deans of science/research, uses the LOI to identify a selection advisory panel. For research proposals, panels usually comprise deans for research or similar, institute directors representing appropriate disciplines, and faculty. When the funding opportunity is from a private foundation, the panel usually includes a representative of the Office of Corporate and Foundation Relations.

The standing Scholar Awards Committee (<http://provost.yale.edu/committees#sac>) has been appointed to review limited submissions that fall in the category of scholar award applications (<https://your.yale.edu/research-support/office-sponsored-projects/funding-opportunities/scholar-awards>).

Selection Process

Selection advisory panel members review and rank the internal applications, considering which teams will have the best chance of success in external competition and which applications are best aligned with the University's strategic goals. They may meet to discuss the combined rankings. The recommendations are forwarded to the VPR for approval. Panel members are encouraged to provide written feedback to be shared with applicants, along with any informal feedback that may be helpful in formulating a final decision. To ensure that PIs have adequate time to prepare final proposals, the reviewers and the VPR team work to provide PIs with a rapid response.

Selection Notification

The VPR team electronically notifies the faculty member(s) and OSP.

Faculty Responsibility

Researchers who are selected to apply for limited submission opportunities are expected to work with the appropriate administrative units to prepare strong proposals and to submit those proposals by the designated deadline. A researcher who declines the selection must notify OSP and the VPR as soon as possible so that another researcher may compete.