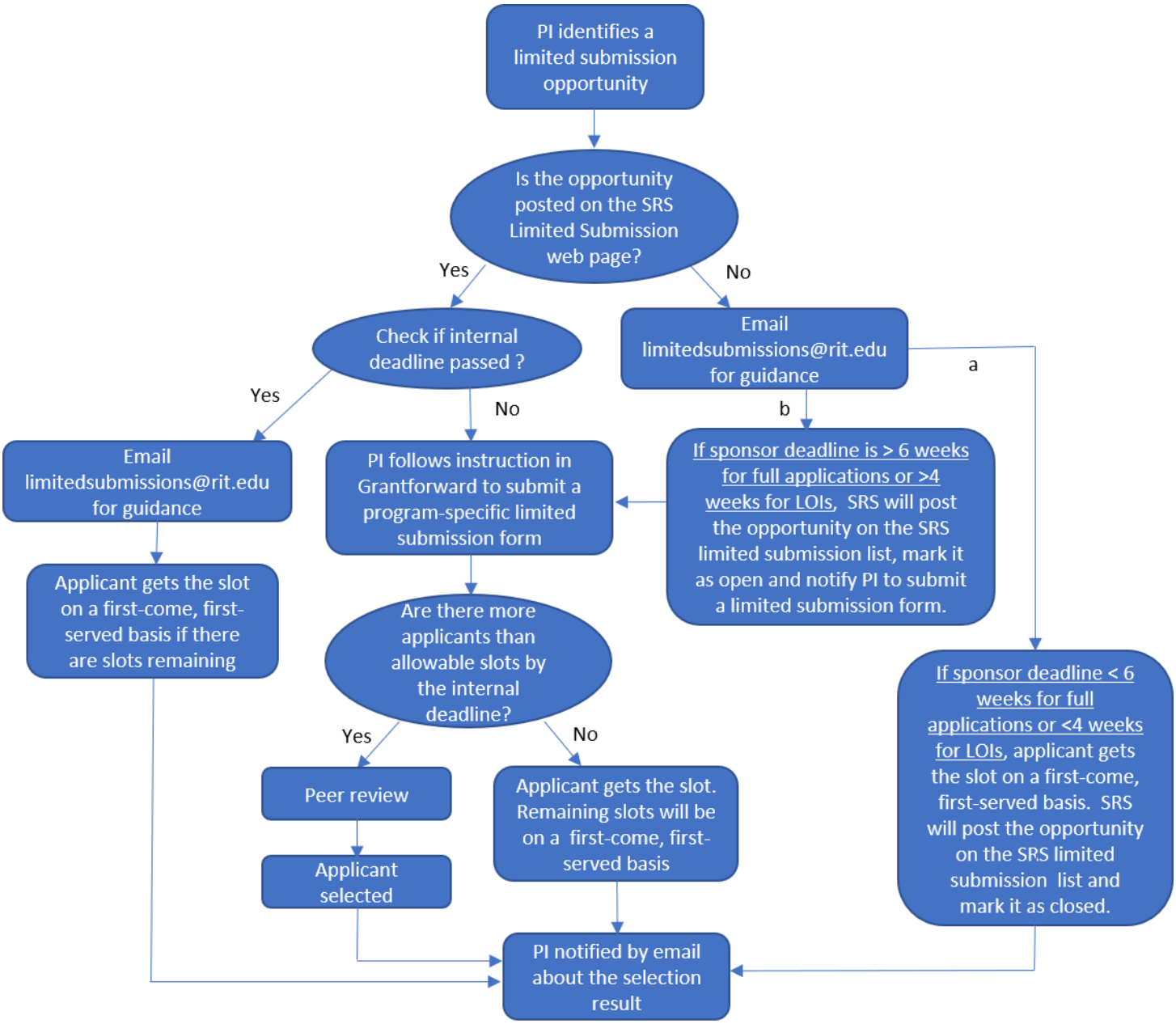
RIT Limited Submission

Purpose

Sponsors of all types are increasingly limiting the number of submissions an organization may make to any given program. This helps the sponsor manage workflow but places an additional responsibility on the submitting organization. Failure to comply with a limited submission requirement could cause all proposals from RIT to be ineligible or returned without review. Therefore, Sponsored Research Services (SRS) must coordinate internally to (1) identify our most competitive proposal(s) and (2) submit no more than the specified submission limit to avoid the sponsor rejecting all RIT proposals for this opportunity.

Limited Submission Process



Last updated on Oct 12, 2026

Limited Submission Opportunities

Sponsored Research Services will post commonly competed limited submission opportunities on the SRS Limited Submission Funding Opportunities List within GrantForward. Other limited submission opportunities not listed but identified by faculty will be added as they are identified.

RIT uses GrantForward to provide further information and internal submission instruction about limited submission opportunities. PIs interested in submitting proposals to limited submission opportunities must have an active GrantFoward account. For instructions on how to create an account, please go to our GrantForward resources page.

PI Instructions

PI should check the SRS Limited Submission Funding Opportunities List to see if the opportunity of interested has been posted.

- If yes, click on the opportunity title in GrantForward for more information about the funding opportunity including internal deadlines and submission instructions.
    - If internal deadline hasn't passed, the PI should click on the "Internal submission URL" icon and follow the RIT submission instruction to submit a limited submission form to SRS. SRS will notify the PI about the selection result by email within 2 weeks after the internal deadline.
    - If internal deadline has passed, PI should email limitedsubmissions@rit.edu for guidance. SRS will notify the PI whether there are any slots available ASAP by email.
- If no, PI should email limitedsubmissions@rit.edu for guidance. Generally speaking,
    - If the sponsor deadline is less than 6 weeks away for a full application or less than 4 weeks away for an LOI, measured from the date of inquiry, PI will be selected on the first-come, first-served basis. SRS will promptly notify the PI by email whether a slot is available. SRS will also post the limited submission opportunity on the SRS Limited Submission Funding Opportunities List**,** marked as "Closed".
    - If the sponsor deadline is more than 6 weeks away for a full application or more than 4 weeks away for an LOI, measured from the date of inquiry, SRS will post the limited submission on the SRS Limited Submission Funding Opportunities List and set the internal deadline at least 6 weeks before the sponsor deadline for a full application or at least 4 weeks before the sponsor deadline for an LOI. PI will be notified by email to submit a Limited Submission Form following the instruction posted in GrantForward. SRS will notify PIs about the selection results by email within 2 weeks after the internal deadline.

PI Responsibilities

Principal Investigators are responsible for monitoring the SRS Limited Submission Funding Opportunities List for open competitions of interest and for notifying SRS at limitedsubmissions@rit.edu if they do not see an open competition for a limited submission funding opportunity they plan to submit to.

If a slot is assigned to a PI but the PI decides to forgo an application, they must notify the SRS at limitedsubmissions@rit.edu as soon as possible. Timely notification of the decision not to submit will allow another proposal to be selected and move forward. Failure to submit a final proposal to the funding agency after being selected as an internal competition winner will be a significant factor in considering future internal competition applications from a candidate.

When submitting a Notice of Intent to Submit Form via Novelution, PI should specify their limited submission

application has been approved by pasting an approval statement from limitedsubmissions@rit.edu in the additional comments Section. This will streamline SRS's pre-award administrator assignment process.

Peer Review and Selection

Under the internal peer review process, limited submission materials will be evaluated by an ad hoc committee of 2 - 3 members established by VP for Research based on the subject matter of each limited submission program. Potential reviewers are asked to disclose any conflicts of interest that might bias their reviews. Selected reviewers are asked to rank submissions on a 5-point scale (5 is the best) and provide a summary statement that considers factors such as:

- fit with the sponsor's articulated goals and criteria,
- credentials of the PI,
- strength of the research team,
- clarity of the research plan, etc.

All peer review recommendations are forwarded to the Vice President for Research for final decisions. Decision will be made within than 2 weeks after internal submission deadline. Principal investigators will be notified of decisions by email.