

Did you know UTHHealth has a limited submission process?

What is a limited submission?

Limited Submissions occur when sponsoring agencies restrict the number of applications allowed per institution.

How do you submit a limited submission application?

If an investigator identifies a limited opportunity that is not posted on the [Executive Vice President & Chief Academic Office](#) webpage, he or she should contact Amy Hazen via email to express interest. Opportunities are considered first-come, first-served if the sponsor deadline is less than two months' away. If the deadline is more than two months' away, an internal competition within each school will launch.

If have a topic you would like to add or have additional questions please contact Lenora Trujillo, Lenora.G.Trujillo@uth.tmc.edu, in the Office of Research at the School of Dentistry.

READ BELOW TO LEARN MORE ↓↓

Definition

Language restricting the number of applications is often found in the RFA's Eligibility section.

For example:

– *“An institution may submit only 1 new or resubmission application under this RFA during this funding cycle”*

Examples of sponsors that use limited submission mechanism:

- NIH Director's Early Independence Award
- CPRIT High Impact High Risk Research Award
- CPRIT Core Facilities Support Award
- Pew Scholar Award
- Searle Scholar Award
- Brain Research Foundation
- Ted Nash Long Life Foundation Award
- HRSA

Getting the Word Out

Limited opportunities are publicized on behalf of Dr. Michael Blackburn, UTHHealth's Executive Vice President & Chief Academic Officer, as they become known - <https://www.uth.edu/evpara/funding.htm>

At the point when the office becomes aware of a limited submission opportunity and need for an internal competition, staff will:

- Send an email announcement on behalf of Dr. Blackburn (EVP/CAO) to the school-based Associate Deans for Research for dissemination to their faculty. The email will provide information on both the opportunity and the internal competition;
- Publish the announcement and link to the RFA in *InsideUTHealth*; and
- Post the internal competition details at <http://www.uth.edu/evpara/funding.htm>

Internal Competition

Pre-applications

There is a prescribed format for preapplications. Elements include:

- a completed pre-application cover page/template (available on the limited submissions site);
- a current CV or NIH biosketch; and

- a brief description (3 page max) of the proposed research that includes an explicit description of the significance, innovation, and potential impact of the proposed work in the field of study.

Committee Composition

- If the number of pre-applicants exceeds allowable slots, Dr. Blackburn will convene a review committee (*if not, applicants are selected on a first-come, first-served basis*).
- The composition of the committee will vary based on the specifics of the RFA and the pool of pre-applicants.
- If the RFP receives broad interest across the university, Dr. Blackburn will solicit senior research faculty to assist in the review.
- If the RFP focuses on a specific discipline (i.e., Neuroscience), Dr. Blackburn will ask the pertinent school to coordinate the review.

Review and Notification

- University-wide reviewers will assign an impact score for each preapplication using the NIH 0-9 scale.
- Scoring mechanisms for school based reviews are at the discretion of school leadership.
- EVP/CAO will communicate internal competition results via email to each pre-applicant.
 - Tailored emails will inform the pre-applicant if he or she was selected to apply.
 - SPA will also receive this notification.

Identifying Opportunities

The EVAP office will do their best to identify and post limited submission opportunities at times a few will be missed.

- If an investigator or pre-award specialist identifies a limited opportunity that is not posted or otherwise communicated, s/he should contact Amy Hazen at 713.500.3192 as quickly as possible.