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Purpose & Use

The [Limited Submission Proposal](#) form is used by PIs when a request-for-proposals (RFP) limits the number of allowed submissions based on institution, region, or state.

The Office of Research will use the submitted information to identify and select the most competitive proposal(s). Notices of limited submission opportunities are sent to campus, and these forms must be received by the internal deadline in order to be considered for eligibility.

Some sponsors will not accept a proposal from a PI/Co-PI with delinquent progress reports. Please ensure that all required progress reports or deliverables for your awards with the sponsor have been submitted.

Information Needed

- Program name
- Sponsor/agency name
- Sponsor's deadline for proposals
- A link to or copy of the RFP
- PI contact information
- Names of co-PIs and/or collaborators (if applicable)
- Proposal title and short summary

Form Routing



Statuses

DRAFT

The form opens in **Draft** status and can be edited by the initiator. Once the form is submitted, it will no longer be in **Draft** status.

SUBMITTED

If the form is submitted with the PI's signature, the form will enter **Submitted** status.

The initiator (and the PI, if different) will receive an email confirming submission of the form. The request will forward to the Office of Research for processing.

DECLINED

If the proposal is not selected by the Office of Research, the form will enter **Declined** status.

The initiator (and the PI, if different) will receive notification of the declined proposal via email.

ACCEPTED

If the proposal is selected by the Office of Research, the form will enter **Accepted** status.

The initiator (and the PI, if different) will receive notification of the accepted proposal via email.

Recipients

- **SUBMITTED**
 - Initiator
 - PI (if different)
 - Office of Research
- **DECLINED**
 - Initiator
 - PI (if different)
- **ACCEPTED**
 - Initiator
 - PI (if different)

Email To

If the form needs to be sent to any recipients *other* than those listed above, any user can add any UNO email address into the **Email To** field and then submit the form. The user will be copied on an email sent to the entered email address.

Initiator Instructions by Section

Program

Program	
Program Name:	<input type="text"/> *
Sponsor/Agency:	<input type="text"/> *
Deadline:	<input type="text"/> * 
RFP or RFA: (Link or attach)	<input type="text"/> *
<input type="button" value="Click here to attach a file"/> *	

1. **Program Name:** Enter the name of the program or call for proposals.
2. **Sponsor/Agency:** Enter the name of the sponsor or agency requesting proposals.
3. **Deadline:** Enter or select the sponsor's deadline for proposals.
4. **RFP or RFA:** Either paste a link to or attach a .pdf or .doc of the RFP/RFA.

Principal Investigator

Principal Investigator	
First Name:	<input type="text"/> *
Last Name:	<input type="text"/> *
Email:	<input type="text"/> *
Phone Number:	<input type="text"/> *
Employee ID:	<input type="text"/> *
College:	Select... * ▼
Department:	<input type="text"/> * ▼
List any co-principal investigators at UNO, if applicable:	<input type="text"/>
List any collaborators from other institutions, if applicable:	<input type="text"/>

1. **First Name:** Enter the first name of the PI.
2. **Last Name:** Enter the last name of the PI.
3. **Email:** Enter the UNO email address for the PI.
4. **Phone Number:** Enter a phone number for the PI.
5. **Employee ID:** Enter the UNO employee ID for the PI from Workday.
6. **College:** Select the PI's college from the dropdown menu.
7. **Department:** Select the PI's department from the dropdown menu.
8. List any co-principal investigators at UNO, if applicable.
9. List any collaborators from other institutions, if applicable.

Proposal

Proposal	
Proposal Title:	<input type="text"/> *
Summary: (250 words)	<input type="text"/> *
Do you wish for the Office of Research to share information with other applicants who indicate similar research interests for this proposal?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you seeking collaborators for this proposal?	<input type="checkbox"/> Yes <input type="checkbox"/> No

1. **Proposal Title:** Enter the title of the proposal the PI wishes to submit.
2. **Summary:** Enter a 250-word summary of the proposal the PI wishes to submit.
3. Indicate whether or not you wish for the Office of Research to share information with other applicants.
4. Indicate whether or not you are seeking collaborators.

Certification

Certification	
I attest that I have read the sponsor's eligibility criteria for this program, that I am eligible to apply, and that I will follow both UNO and sponsoring agency guidelines for submission. If my letter of intent is selected to fill the limited submission(s) for the university, I agree to submit a Grant Writer Request form and will work with UNO grant writers to complete my submission in a timely manner.	
PI Signature:	<input type="text" value=""/>

1. Read the certification.
2. **PI Signature:** Enter your name to sign the form. Your username and the date will auto-populate.
3. **Submit:** After signing the form, click the **Submit** button in the ribbon at the top.
4. You will receive an email confirmation of your submission.

Approver Instructions (Office of Research)

Certification					
I attest that I have read the sponsor's eligibility criteria for this program, that I am eligible to apply, and that I will follow both UNO and sponsoring agency guidelines for submission. If my letter of intent is selected to fill the limited submission(s) for the university, I agree to submit a Grant Writer Request form and will work with UNO grant writers to complete my submission in a timely manner.					
PI Signature:	<table> <tr> <td><input type="text" value="Julie Landry"/></td> <td></td> </tr> <tr> <td>jelandr1</td> <td>12/8/2020</td> </tr> </table>	<input type="text" value="Julie Landry"/>		jelandr1	12/8/2020
<input type="text" value="Julie Landry"/>					
jelandr1	12/8/2020				
Office of Research:	<p>Do you approve this proposal for submission to the sponsor?</p> <p> <input type="radio"/> Accept <input type="radio"/> Decline </p> <input type="text" value=""/>				

1. Review the request, scrolling down to the **Certification** section at the bottom.
2. **Office of Research:** Indicate whether you **Accept** or **Decline** the proposal. Then, enter your name to sign the form. Your username and the date will auto-populate.
3. The PI (and the initiator, if different) will be notified of the decision.

Contacts

Technical Issues

If you encounter a technical issue with the SharePoint form, contact Julie Landry at jelandr1@uno.edu.

Research Policy/Scenario Questions

If you have a question about your submission or its results, contact the appropriate member of your [service team](#) as indicated on the Office of Research website.

Document Notes

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