

## **DORED – RS- 03 – 011808: COMPETING PROPOSALS AND INTERNAL COMPETITION**

NCA&T conducts Internal Competitive Reviews to select proposals for submission when solicitations have restrictions on the number of submissions and special eligibility requirements. These solicitations are also referred to as “**limited submission**” opportunities and may require internal coordination within the University - across schools, colleges and disciplines.

Special restrictions and eligibility requirements generally include limits on one or more of the following:

- The number of applications accepted per solicitation (e.g. one submission per university);
- The type of institution or discipline allowed to submit (e.g. HBCU, STEM disciplines only);
- The qualifications of the Principal Investigator (e.g. U.S. citizen, Ph.D. degree);
- The level of established research at an eligible institution (e.g. research and graduate programs).

Internal competitions for evaluating and pre-screening proposals are managed through fair and equitable procedures that promote faculty participation and input. This process ensures that the most competitive proposals are submitted from the University.

### **Administration**

The DORED administers this policy through its Office of Research Services. A committee comprised of members selected from the Research Council reviews, evaluates and selects proposals submitted by schools and colleges for submission from the University in accordance with the following procedures.

### **Procedures**

1. **Notification of Opportunity:** Faculty are informed of competitive solicitations on the DORED website at Funding Alerts, by targeted emails and/or by notices to the Council of Associate and Assistant Deans (CAAD). Notices indicate internal and external submission deadlines.

2. **Notice of Intent to Compete:** The Principal Investigator emails a Notice of Intent to the DORED and sends a copy to the Associate/Assistant Dean. Notices of Intent are typically due 45 days prior to the sponsors' proposal submission deadline, allowing time for effective coordination of an internal competition.

3. **Abstract:** Principal investigators submit a two-page *abstract* to the Division of Research and Economic Development that (1) describes the basic concept of the proposal (2) includes a preliminary budget, and (3) presents a statement of the capabilities that would make the proposal competitive, especially previous experience with the sponsoring agency or other prerequisites such as a precursor project or a new and innovative concept. Abstracts should be sent to DIVOFRES@ncat.edu by the publicized due date. The Division of Research & Economic Development does a preliminary review of each abstract, eliminating those that do not meet the solicitation's requirements.

4. **Review:** The Office of Research Services sends electronic copies of all proposal abstracts to reviewers who evaluate and select abstracts to be developed into proposals. The selection process is completed thirty days before the proposal submission deadline, or as soon as possible depending on publication of the funding opportunity. The Vice Chancellor for Research & Economic Development notifies Principal Investigators of the selection decision within two days after the reviewers' deliberation. A copy of the notice is sent to respective department heads and deans (or designees).

5. **Proposal Submission:** The Principal Investigator submits the proposal to the DORED, along with required internal processing forms, no later than two weeks in advance of the proposal due date. The Office of Sponsored Programs submits the proposal to the funding agency in sufficient time to meet the submission deadline.

**Notice of Intent and Abstract forms are available on the Division of Research & Economic Development website at <http://www.ncat.edu/~divofres/programs/forms/intent.doc>.**