**Research and Economic Development**

**Internal Review and Institutional Endorsements of Limited Submissions Opportunities.**

This document will describe our equitable process to select proposals for external funding when an agency limits the number of institutional submissions allowable by investigators and/or institutions. This applies to all PIs responding to “limited submission opportunities.”

Call for internal pre-applications: When limited submission opportunities are identified, an announcement is posted to the UCR RED Limited website. Depending on the agency and deadline, the UCR internal deadline is set to allow for internal submissions, reviews and long turn-around times for PIs to create and submit competitive proposals to the funding agency. PIs who identify a limited submission opportunity, for which they would like to apply, but has not been advertised on the website, should immediately contact RED so the internal competition can take place.

If the number of pre-applications received for a limited submission opportunity exceeds the number allowed by the funding agency, the Senior Associate Vice Chancellor for Research and Economic Development will convene a faculty review committee to make final decisions based on committee recommendations for the strongest proposal. These recommendations will be based on pre-proposal materials received.

When a small number of pre-applications are received and no review committee is needed, these PIs are given approval to proceed immediately. This enables PIs as much time as possible to prepare their full applications.

All PIs will be notified when their internal applications are received, and immediately upon the review committee’s decisions. Brief written feedback will be provided when there has been a competition.

Review Committee Members: Committee members are selected by the Senior Associate Vice Chancellor for Research and Economic Development. The committee members will be a small diverse group of faculty members. All faculty members will have experience in proposal development, review and understand the guidelines and ability to independently evaluate the quality of the submitted pre-proposals. Reviewers will provide independent and unbiased review.

It may not be possible for all committee members to be subject matter experts, since normally colleagues in the same departments as the applicants will not be invited to the committee to avoid perceptions of conflict of interest. Occasionally, however, it may not be possible to avoid involving such colleagues. On rare circumstances when time limitations prevent forming a full committee of faculty members, decisions will be made internally in RED to avoid losing the opportunity of campus competition for the external funding. On the other hand, some major opportunities, particularly those requiring substantial cost-sharing from UCR, will always involve in the review process with department chairs and/or deans.

Review Criteria: The goal of the review process is to select the best research project that fits the funders’ guidelines and has the best possible opportunity for external funding.

The criteria used for evaluating pre-proposals will reflect the criteria stated in an agency RFP. Other aspects that may be taken in consideration include: how clearly articulated is the research objectives, the potential impact of the research funding on the PI and the institution, the scientific qualifications of the applicants, the potential contributions to the diversity, equity, and inclusion goals of our university, the feasibility of the proposed project, and for large proposals which need substantial institutional support, the evidence of proper management plans plus sustainable projections at the conclusion of the award.

Pre-proposal Applications: The UCR Limited Submission three-page application is required for all applicants. Most internal deadlines are posted on Thursdays at 4:00. Late pre-proposal submissions might not be accepted and priority may be given to applicants received by the deadline,