Limited Submission Application Procedures
Missouri S&T Office of the Vice Chancellor of Research

Selection for limited submission funding applicants is competitive. Those wishing to submit a proposal to a limited submission funding opportunity must comply with the following instructions:

1. Read the sponsor's guidelines and consider what the most important review criteria will be.

2. Draft a three-page letter of intent, including the following:
   a. A description of your proposed project, focusing on the most important review criteria including objectives, methods, and outcomes,
   b. An estimated budget request,
   c. The anticipated amounts and sources of cost match commitments, if applicable, and
   d. If you were previously selected as one of Missouri S&T's (or any other institution's) applicants for this opportunity and your submission is for the same or a similar project, please attach to your LOI
      i. copies of reviewer feedback
      ii. a response up to one page in length that indicates how the revised proposal addresses any sponsor-reviewer feedback/suggestions

3. Submit your LOI to research@mst.edu by the internal deadline announced by the VCR. Please include the name of the funding opportunity from the announcements page in the subject line or body of your email.

If the number of LOIs received for a posted funding opportunity does not exceed the sponsor's limit, a competition will not be required. In those cases, the Office of the Vice Chancellor for Research will notify you via email when your proposal is cleared to proceed.

If the number of letters of intent received exceeds the sponsor's limit, the Office of the Vice Chancellor of Research will solicit faculty reviewers to serve on a review panel. The reviewers will consider the sponsor guidelines and the content of the letters of intent, then rank the proposed projects in the order of likelihood to be funded according to the sponsor's guidelines. The reviews/rankings represent recommendations to the Vice Chancellor of Research. You will be notified of the results of the review as soon as the process is completed.

If your proposal is selected to proceed, please be aware of the following caveats:
- Selection does not imply any cost match commitments. The PI is responsible for securing all such assurances.
- In order to optimize the competitiveness of Missouri S&T's limited submission selections, the VCR may mandate that limited submission PIs engage in a proactive proposal development timeline. In these cases, mutually agreed-upon proposal development milestones may be more conservative than normal OSP processing deadlines in order to enable maximum proposal package quality. Choosing to disengage with the agreed-upon proposal development timeline and activities will forfeit your limited submission selection.
- Otherwise, normal processing procedures by your department, college, and the Office of Sponsored Programs apply.
• If exigent circumstances prevent you from proceeding with a proposal, you should notify the Office of the Vice Chancellor of Research (research@mst.edu) as soon as possible so that an alternate application can be approved.

If the internal deadline passes and all of the sponsor's allowed slots have not been filled, additional applications will be treated on a first-come, first-served basis. Please contact the Office of the Vice Chancellor of Research (research@mst.edu) if the internal deadline has passed and you are interested in submitting an application.