

MISSOURI S&T LIMITED SUBMISSION INTERNAL COMPETITION INSTRUCTIONS

Office of the Vice Chancellor for Research

To compete for the right to serve as Missouri S&T's officially designated applicant for a limited submission opportunity, send a Letter of Intent to limitedsubmissions@mst.edu by the OVCR-announced internal deadline. Please include the name and sponsor of the funding opportunity in the subject line or body of your email.

Letters of Intent Format

When submitting an LOI for a competed limited submission opportunity,

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. A list of proposed team members (both internal and external).
 - c. An estimated budget request.
 - d. Anticipated cost share amounts, sources, and assurances, if applicable.
3. If you were previously selected as one of Missouri S&T's (or another institution's) applicants for this opportunity and your submission is for the same or a similar project, please attach to your LOI as an appendix:
 - a. Copies of reviewer feedback for your prior submission.
 - b. A response up to one page in length that indicates how the revised proposal will address sponsor-reviewer feedback.

If your proposal is selected to serve as one of Missouri S&T's limited submission designees, please be aware of the following caveats:

- Selection does not imply any cost share (match) commitments on behalf of the OVCR or any other entity. 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 maximize application package quality. In such cases, disengaging 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 limited submission proposal, you should notify the OVCR (limitedsubmissions@mst.edu) immediately so that, if possible, an alternate application can be approved.