

MISSOURI S&T LIMITED SUBMISSION INTERNAL COMPETITION INSTRUCTIONS

Office of the Vice Chancellor for Research

Expressions of Interest Format

To express interest in a limited submission opportunity, send an email by the announced EOI deadline containing the following information to limitedsubmissions@mst.edu:

- your name
- your department
- agency name
- opportunity title
- link to Funding Opportunity Announcement

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. An estimated budget request.
 - c. Anticipated amounts and sources of cost match commitments, if applicable.
 - 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 for your prior submission
 - ii. a response up to one page in length that indicates how the revised proposal will address sponsor-reviewer feedback
3. Submit your LOI to limitedsubmissions@mst.edu by the internal deadline announced by the OVCR. Please include the name and sponsor of the funding opportunity in the subject line or body of your email.

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 enable maximum 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.