University of Maine Limited and Internal Competitions Policy

This policy establishes the procedure to be followed when a sponsor limits the number of proposals that may be submitted by any one institution in response to a solicitation.

Limited competitions are coordinated by the Office of the Vice President for Research (VPR). Please direct inquiries to Shane Moeykens, Director of Research Administration and Maine EPSCoR, at 581-3399, or shane.moeykens@maine.edu.

Intent to Submit

- It is the PI’s responsibility to check an award announcement to see if it is limited.

- Limited competitions will be posted in the Limited Competitions Registry (Registry) on the ORSP website as the corresponding solicitations are received or anticipated.

- If a solicitation does not appear in the Registry, the PI must contact ORSP no less than 30 days prior to the sponsor deadline to request the solicitation be entered into the Registry.

- The PI indicates his/her intent to submit by searching the Registry for the solicitation, and clicking on the ‘Limited’ link which connects the PI automatically to PARS. Once logged in, the PI is presented with the intent to submit confirmation page.

- The internal deadline by which date the PI must register an intent to submit a proposal will customarily be set for 60 days prior to the sponsor deadline, but may vary anywhere from 45 to 90 days. When appropriate, the internal deadline may be extended up to 150 days prior to sponsor deadline to allow sufficient time to carry out the limited competition.

- IMPORTANT! Registering an intent to submit is considered a firm commitment, NOT a tentative indication of interest. Once registered, the PI is expected to participate in the internal competition or apply to the solicitation, as applicable. Failure to follow through wastes other’s valuable time and effort preparing for and conducting unnecessary internal competitions.

- If more intents are received by the internal deadline than allowed, the VPR office will conduct an internal competition to determine which proposal(s) will be submitted (see below).

- If the number of intents received by the internal deadline is less than that allowed, all applicants will receive notification that they are approved to submit, and the solicitation will remain open for others to sign up late for (see below).

- If the number of intents received by the internal deadline is equal to the number allowed for submission, they will receive notification that they are approved and no additional intents will be accepted after the deadline.

- If an internal deadline has passed with no intents or fewer than that allowed, PIs may submit late intents and will be approved for submission on a first-come basis.
• Special solicitations may be an exception to this policy (i.e. NSF EPSCoR RII) and may have their own procedures and requirements.

**Internal Competition**

In the event an internal competition is required, the VPR office will coordinate the review process to determine which proposal(s) will be selected for submission to the sponsor.

- A technical and administrative review will be performed by an internal panel comprised of an appropriate combination of university upper administrators, deans, research directors, chairs, and tenured (or equivalent) faculty members.
- PIs, Co-PIs, senior personnel, and collaborators on pre-proposals under review will not be members of the internal panel.
- Pre-proposals will be judged according to the criteria in the solicitation. In certain instances (primarily regarding foundation solicitations), additional criteria may be considered such as alignment with strategic initiatives.
- PIs with successful pre-proposals will be notified per the timeline provided in the Call for Proposals (federal) or Internal Competition Instructions (foundations).