

# How to Apply for Limited Submission Funding Opportunities at Boston University

Limited submission funding opportunities (LSOs) comprise an important part of the academic funding landscape. Many funders, both foundation and federal, apply limits to the number of submissions a single institution is allowed for a given opportunity. As a result, Boston University must hold an internal selection process to determine which candidates will be put forward. This document is meant to serve as an introduction to the internal process for these opportunities at BU, including instructions on how to submit internal materials for consideration for both current and newly hired faculty.

## Process Overview

The limited submission process at BU is coordinated through the [Office of Research](#), and consists of the following stages:

1. **Announcement of opportunity (typically months in advance):** The Office of Research distributes announcements to the Associate Deans for Research of appropriate schools and colleges based on the opportunity. The opportunities are distributed to faculty based on systems in individual schools/colleges.
2. **Internal submissions accepted (~2-4 weeks):** Internal applications are collected via the InfoReady platform.
3. **Faculty review (~2 weeks):** After the internal submission deadline has passed, internal applications are sent to a panel of faculty reviewers. The reviewers score the applications, and the best scoring application(s) are selected to move forward.

While every effort is made to hold to these timelines and to provide ample time for the selected faculty to write full proposals, sometimes the process must be consolidated to meet deadlines. Read on for detailed information about each of these phases.

## (1) Announcements

Opportunities that are only relevant to the Charles River Campus (CRC) or are relevant to the entirety of Boston University are managed by the Office of Research. Detailed information and announcements from the Office of Research can be found on the Research website. If an opportunity is only relevant to the Medical Campus (MED), the opportunity will be disseminated and managed by the [BUSM Research Office](#) and Dr. Andy Taylor.

If an LSO you are interested in is not listed by either office, please reach out to the appropriate office as soon as possible. It is essential you bring it to our attention as quickly as possible to allow for the internal selection process to occur. Please contact Dr. Andy Taylor for MED-specific opportunities, or [research@bu.edu](mailto:research@bu.edu) for all other opportunities.

## (2) Internal Submissions

### Confirming PI Status

To apply for a limited submission grant you must have principal investigator (PI) status at Boston University. For current tenure track faculty, there is typically no action required here. There are typically two groups that will need to request PI status to apply for a limited submission funding opportunity: existing personnel who are eligible but do not automatically have PI status, or incoming faculty who will have PI status but are applying to a funding opportunity prior to their official appointment date at Boston University (i.e., an incoming assistant professor with

an appointment date of January 1, 2023, who is applying for a grant with a deadline of December 1, 2022). Please see the [Principal Investigator Status](#) page for more details.

The documentation to apply for PI status and information about PI status can be found in the policy on the [Principal Investigator Status](#) page. We strongly recommend that anyone applying for an LSO have PI status prior to the internal submission deadline. It is essential that PI status be obtained prior to the funder deadline for submission. If you do not have PI status prior to the funder deadline, you will not be allowed to submit for the opportunity. PI status can usually be processed within one to two weeks of receipt of the form, but it is advisable to allow extra time in case of delays.

### **Accessing InfoReady**

Internal applications for LSOs are typically collected through the [InfoReady](#) platform. All Boston University personnel have access to InfoReady via their bu.edu email and Kerberos password. If possible, applicants should use their bu.edu credentials to log in and submit applications.

If you have not received bu.edu credentials yet, applications can be submitted two ways. First, InfoReady generally will accept non-bu.edu emails to make accounts. The second way is to have someone with bu.edu credentials submit the application by proxy. Applicants must use a bu.edu email address as soon as one is obtained, as it ensures security of communication. Once a bu.edu email address has been obtained, internal submission will not be accepted under a different email address.

#### **To create an InfoReady account:**

1. Navigate to <https://bu.infoready4.com/#>
2. Click "Log In" in the top right
3. Select the appropriate option based on which log in credentials you will be using

#### **Once registered and logged in, follow these steps to submit internal materials:**

1. Select the opportunity from the list on the home page (please make sure you select the correct opportunity, some have similar names)
2. Fill in the appropriate information
3. Attach the requested documents
4. Submit the application by the listed deadline (unless specified, deadlines are at 11:59pm of the listed date)

If you have any questions on the InfoReady platform, please contact the Office of Research at [research@bu.edu](mailto:research@bu.edu).

### **Compiling Application Materials**

Internal applications generally consist of several documents, and are intended to be as brief as possible while still giving the review committee enough information to score applications. In most cases the following items will be required for internal submissions (submissions should generally be pdf or Word files):

1. Questions outlined in InfoReady: These are general questions about title, degree(s) held, department, etc. Additionally, there are questions about why you are a strong PI for this opportunity and why you are a strong option for Boston University to nominate.
2. A brief description of the PI's background and proposed project: This is a 1-2 page document covering a description of the proposal. Please check the specific opportunity for length requirements and items that must be included. In most cases the document is structured so that portions of it can be easily reused in final submissions to the funder.

3. A current CV for the PI: An up-to-date CV or Biosketch.
4. Budget Summary: A budget document showing the high level proposed usage of the funds
5. A letter of support from an appropriate department chair or dean: These letters are requested by the system. You must enter the contact information of the letter writer. To keep time demand low, many opportunities do not require a letter of support. Letters tend to be required for opportunities that are very high profile, have significant implications for facility/equipment/space demands, or are to establish new centers/programs.

### **(3) Review Process**

Once the internal deadline has passed, all internal applications are forwarded to a faculty panel for review. Boston University has a standing committee of reviewers with differing areas of expertise. For each opportunity, three to five members of the larger group are called upon to score the applications. Reviewers whose area of expertise matches the opportunity are selected. Additionally, opportunities that involve both the CRC and MED will always have reviewer representation from both campuses. Internal reviews typically take about two weeks. All applicants are then notified of the decision. If available, reviewer feedback can be provided upon request. For foundation funded opportunities, the BU Foundation Relations will distribute any available reviewer feedback.

### **(4) Selection**

If selected the Office of Research, Office of Sponsored Programs, and Office of Foundation Relations can all provide assistance if merited. As the selected university applicant, we want to ensure the smooth, efficient, and compliant submission for you. Selected applicants must commit to following BU's [Proposal Submission Policy](#). Essentially, all administrative components are due in Sponsored Programs 5 days before the deadline and all remaining (and final) components of the proposal are due in Sponsored Programs 3 days before the deadline. Please reach out to your [SP RA](#) if you have any questions about submission guidelines.