



## OFFICE OF RESEARCH AND SPONSORED PROGRAMS

XAVIER UNIVERSITY *of* LOUISIANA

### ORSP INTERNAL COMPETITION GUIDELINES

Throughout the year, there are several funding opportunities where the sponsoring agency limits the number of proposals a single institution may submit. Therefore, ORSP has developed and piloted the following procedure to be used when more Xavier researchers express interest in submitting a proposal than the specific opportunity allows.

- 1) ORSP sends an email to the appropriate faculty listservs with the limited submission funding announcement. The email asks interested researchers to respond via email so that ORSP can track the number of potential proposal submissions.
- 2) Should that number exceed the sponsor's limit, ORSP will contact each potential Principal Investigator (PI) individually & inform them that an Internal Competition will be conducted to select the proposals that the University will submit in response to the funding opportunity.
- 3) The ORSP will establish the documentation that will be required from each potential applicant as well as the criteria on which this documentation will be evaluated. This will be based on the criteria found in the RFP/FOA & possibly suggestions the Sponsoring Agency's Program Officer(s).
- 4) The Associate VP for Research and Sponsored Programs (Assoc VP) will solicit potential reviewers from within Xavier. An internal review committee will have an uneven number of members ranging from three to seven. The Assoc VP is a standing member of each committee. The other committee members represent the academic disciplines most closely aligned to the focus of the funding opportunity and the departmental affiliations of the potential PIs. Should more reviewers indicate their willingness to serve on a committee than is needed; the Assoc VP will select the final review committee members.
- 5) Each reviewer will be provided with the funding announcement and asked to read thoroughly prior to the convening of the committee.
- 6) Potential PIs will submit their documentation to the Assistant Vice President - PreAward at ORSP. All submissions will be pre-reviewed to insure the documentation does not identify the researcher. Once that has been completed for all the potential PIs, the documentation will be sent to the reviewers for reading and initial scoring.
- 7) The committee members will convene to discuss the results of their individual reviews and to ultimately come to agreement on those proposals they will recommend for further development and submission from Xavier.
- 8) The ORSP will aim to ensure that the Internal Competition is fair, unbiased, and anonymous. Once the internal competition is completed all applicants will receive a summary of the review and the score assigned by the internal review committee.
- 9) The ORSP will conduct the Internal Competition as early as possible to insure that investigators whose proposals are selected will have sufficient time to meet the submission deadline.