

Instructions and Screenshots for New Limited Submission Opportunities Process

Starting on June 13, 2016, all limited submission opportunities will be created and processed in [RAMS-SPOT](#).

Although the Office of Research and Innovation will continue to notify the VCU research community of limited submission opportunities by way of an email sent to the RES-ADM and ReDAC lists, we will no longer request a "notice of intent" email response.

Instead, those who are interested in a particular limited submission announcement must respond by creating an "internal application" in response to the limited submission opportunities that have been created in [RAMS-SPOT](#).

To create an internal application for a limited submission opportunity, users must click on the "Create Internal Application" button in the left hand column of the "Internal Opportunities" screen.

As the very first step, the user will be asked to select the limited submission opportunity that is of interest to him/her. Please note that users can create internal limited submission applications *only* for "Open" limited submission opportunities.

As before, users are required to provide the following information as a part of their applications:

- 1) The subject or title of the proposed project;
- 2) A PDF of a one-page abstract using Arial 11-point font; and
- 3) Full CVs for all intended PIs and Co-PIs.

After completing the internal limited submission application, please be sure to click the "Submit Application" button in the left hand column of the internal application home page. Once the internal limited submission application is submitted, it will appear under the "Internal Application" tab of the "Internal Opportunities" page.

Not only can the user track the status of his/her internal application(s) on the "Internal Opportunities" page, but also, as before, the Office of Research and Innovation will continue to keep users apprised of the status of their internal applications by email.

Please see below for screenshots of the new limited submission opportunities and limited submission application pages.

If there are any questions regarding the above, please contact the Coordinator of Research Development Services, Melissa Throckmorton, at throckmortms@vcu.edu.

Limited Submission Internal Opportunities – Home Page:

VCU Office of Research

ACUP AIRS CORES IRE SPOT REPORTS

Grants Reviews Access Mgmt Internal Opportunities

Internal Opportunities

Create Internal Application

Create Internal Application

Internal Opportunities

Internal Application Applications To Review

Filter by ID Go Clear Advanced

No data to display.

page 1 no results

New Internal Application for Limited Submission Opportunity – Introduction Page:

Introduction

1. * Select which Internal Funding Opportunity or Limited Submission you are applying for:

Select...

2. * Contact Principal Investigator:

Select...

3. * Fiscally Administering Unit: ?

Select...

4. Units with View Access (ex. Co-PI units):

Add

There are no items to display

5. Other contacts for this application (ex. Co-PIs or Research Staff): ?

Add

Name Department

There are no items to display

<< Back

Save || Print..

Limited Submission Internal Application – Page for Uploading Abstract:

Limited Submissions

1. Title of the proposed project:

2. Document Formatting Instructions:
[Document Formatting Instructions](#)

3. Upload an abstract describing your proposed project:
[Abstract 1\(0.01\)](#) | [History](#) | [Upload Revision](#) | [Delete](#)

4. Upload any other documents requested in the Special Instructions for the Limited Submission:

Name	Description	Owner	Created Date	Modified Date	Version Number
There are no items to display					

5. Additional Comments:

Limited Submission Internal Application – Page for PI Information and Uploading Full CV:

Personnel

1. This project is:
 Single Investigator
 Multi-Investigator (co-Principal Investigators)
[Clear](#)

2. Add all Principal Investigators, Co-Investigators, and other individuals associated with this project:

Add													
Update	First	Last	Role	Other Role	School, College, or Unit	Campus PO Box	Email	Tenure Status	Academic Rank	Other Rank	Years at VCU	CV	
	You	Kim	Principal Investigator		VP for Research	PO Box 980568	yhkim@vcu.edu	N/A	Instructor		3 years or less	Full CV 1	Delete

Limited Submission Internal Application – Submission Page:

VCU SPOT Development
Office of Research
You Kim | My Home | [Logout](#)

[ACBP](#) [ARS](#) [CORES](#) [RIS](#) [SPOT](#) [REPORTS](#)

[Grants](#) [Reviews](#) [Awards](#) [Access Mgmt](#) [Internal Opportunities](#)

[Internal Opportunities](#) > Proposed Project 1

Proposed Project 1

AP00000051 Internal Application

Current State

In Development

[Edit Internal Application](#)

[Printer Version](#)

My Current Activities

[Withdraw Application](#)

[Submit Application](#)

[Log Public Comment](#)

[Add Attachment](#)

(Internal Application Workspace)

INTERNAL APPLICATION INFORMATION

Internal Opportunity:	Internal Opportunity ONE - JWS
Type:	Limited Submission
Internal Submission Date:	4/30/2016 12:00 AM
Principal Investigator:	You Kim

ADDITIONAL INFORMATION

Date Created:	4/27/2016 9:29 AM
Date Submitted:	
Owner:	You Kim

[History](#) [Changes](#) [Documents](#)

No data to display

Limited Submission Internal Application – Submitted:

The screenshot displays the VCU SPOT Development Office of Research interface. At the top, there is a navigation bar with the VCU logo and 'SPOT Development Office of Research'. The user is logged in as 'You Kim | My Home | Logoff'. Below the navigation bar, there are tabs for 'Grants', 'Reviews', 'Awards', 'Access Mgmt', and 'Internal Opportunities'. The current page is 'Internal Opportunities -> Proposed Project 1'. A button labeled 'AP00000051' and 'Internal Application' is visible.

Proposed Project 1

Current State

Application Received

- Edit Internal Application
- Printer Version

My Current Activities

- Withdraw Application
- Log Public Comment
- Add Attachment

(Internal Application Workspace)

INTERNAL APPLICATION INFORMATION

Internal Opportunity:	Internal Opportunity ONE - JWS
Type:	Limited Submission
Internal Submission Date:	4/30/2016 12:00 AM
Principal Investigator:	You Kim

ADDITIONAL INFORMATION

Date Created:	4/27/2016 9:29 AM
Date Submitted:	4/27/2016 10:19 AM
Owner:	You Kim

History | Changes | Documents

Activity	Author	Activity Date
Submit Application	Kim, You Lee H	4/27/2016 10:19 AM