Instructions and Screenshots for New Limited Submission Opportunities Process

Starting on June 13, 2016, all limited submission opportunities will be created and processed in <u>RAMS-SPOT</u>.

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.

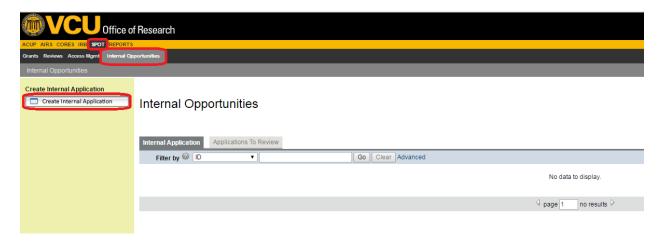
After completing the internal limited submission application, please be sure to click the "Submit Application" button in the left hand column of the internal application home page. Once the internal limited submission application is submitted, it will appear under the "Internal Application" tab of the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

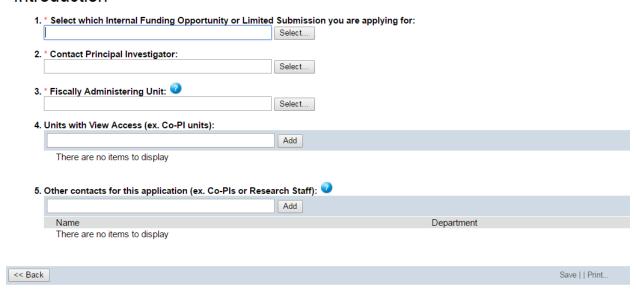
If there are any questions regarding the above, please contact the Coordinator of Research Development Services, Melissa Throckmorton, at throckmortms@vcu.edu.

<u>Limited Submission Internal Opportunities – Home Page</u>:

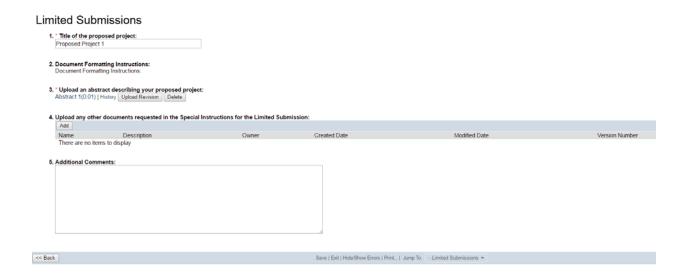


New Internal Application for Limited Submission Opportunity – Introduction Page:

Introduction



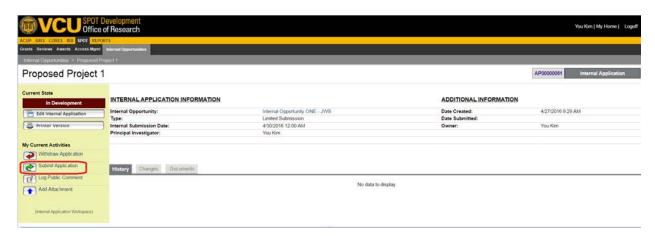
<u>Limited Submission Internal Application – Page for Uploading Abstract:</u>



<u>Limited Submission Internal Application – Page for PI Information and Uploading Full CV:</u>



<u>Limited Submission Internal Application – Submission Page</u>:



Limited Submission Internal Application – Submitted:

