Clemson University
Office of Sponsored Programs

Limited Submission Instructions

To Browse List

1. Go to [Clemson University's Limited Submission's List](#).
2. Known [upcoming programs](#) with limited submissions are listed by pre-proposal due date.
3. Click a link.
4. Enter your Clemson Novell Username and Password to view synopsis of program, internal and external due dates, and obtain URL of program announcement; you will only need to enter this once even if you switch back to the listing.
5. See Preparing CLS Pre-Proposal instructions below to submit internal pre-proposal.

To Browse by Calendar Due Dates

1. Go to Clemson University's [Limited Submission Calendar](#).
2. Known upcoming programs with limited submissions are color-coded on the calendar for internal and external due dates for each program; use the drop-down boxes in the Current Calendar View to filter by sponsor name or all sponsors, and/or filter by limited submissions / no limitations (i.e., special funding opportunities of interest) / all.
3. Click a link on the calendar for funding opportunity of interest.
4. Enter your Clemson Novell Username and Password to view synopsis of program, internal and external due dates, and obtain URL of program announcement; you will only need to enter this once even if you switch back to the calendar.
5. See Preparing CLS Pre-Proposal instructions below to submit internal pre-proposal.

Preparing a CLS Pre-Proposal

1. Locate the limited submission funding opportunity you are interested in by browsing the list, the calendar, or selecting the link in the Limited Submission e-mail which requests internal pre-proposals.
2. Click the link at the bottom of the funding opportunity description; this takes you to the primary submission page for this limited submission.
3. First time users only – enter your Clemson University employee ID # and department name; this information will be remembered for future submissions, but will need to be updated if you move to another department.
4. Click on the "Submit a Pre-Proposal" link. A new window opens.
5. Enter any comments you would want to send to the committee in the "Comments" free text box.
6. Click on the "Add" button and "Browse" for your pre-proposal; choose "pre-proposal" in the drop-down list; click "Upload".
7. Click on the "Add" button and "Browse" for your vita; choose "vita" in the drop-down list; click "Upload"*.
8. Click on the "Submit" button; the new window closes and completes your submission.
9. If you would like to make changes to your pre-proposal or vita prior to the internal pre-proposal deadline for that funding opportunity, click on the appropriate link within the limited submission's primary submission page.
10. You will receive an e-mail notice of the status of your pre-proposal selection on the date listed as "Announcement of Selection" in the funding opportunity listing or calendar.

*Vitae for Co-PIs can be uploaded, but are not required, by clicking on the "Add" button, choosing "Browse" for the vita, choosing "Co-PI Vita" in the drop-down list, and clicking "Upload"; each additional vita will need to be added separately.