

THE UNIVERSITY OF TEXAS RIO GRANDE VALLEY

UTRGV

Faculty Guide to

Limited Submissions

Now on the ARGO Limited Submission Portal

How internal competitions work, how to submit, and how to be competitive.

Division of Research · Research Enhancement

ResearchIT@utrgv.edu | training@utrgv.edu | research.utrgv.edu

What are Limited Submissions?

Sponsors sometimes limit how many proposals an institution may submit. When interest exceeds the cap, UTRGV holds an internal review and advances its strongest nominee or nominees.

Submitting above the sponsor's cap can disqualify every UTRGV proposal. Internal review protects the institution and identifies the strongest candidates.

Why this matters

- You cannot submit to a limited-submission sponsor without going through the UTRGV internal review first.
- Being selected internally is not automatic. Treat the pre-proposal as a real competitive submission.

From Submittable to the ARGO Portal

BEFORE

Submittable

- Separate external platform, its own account
- One single PDF upload per opportunity
- Feedback and status by email
- Manual hand-off into the proposal system

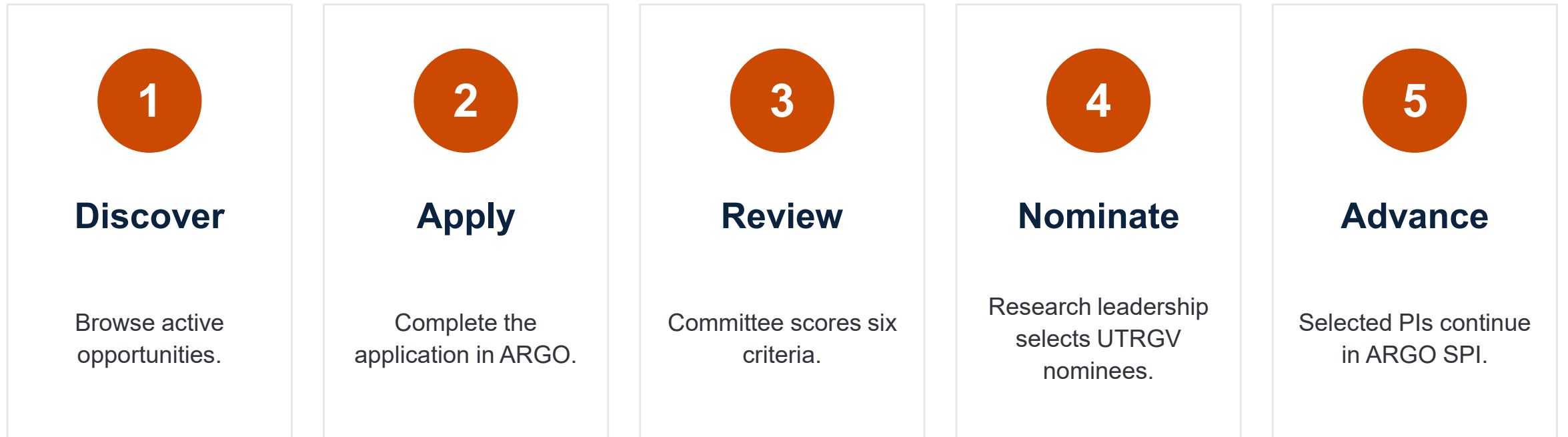


NOW

ARGO Limited Submission Portal

- UTRGV Single Sign-On — no separate account
- Structured application: personnel, description, biosketch, budget
- Live status tracking and in-portal reviewer feedback
- One-click continuation into ARGO SPI on selection

What the ARGO Portal Does



One system connects faculty, reviewers, and Research Enhancement coordinators through a transparent workflow.

Who Can Apply

Any

UTRGV faculty or staff member who is PI-eligible under UTRGV policy may submit an internal application.

Before you start:

Confirm your PI status

PI eligibility criteria are defined in the OSP Handbook. If unsure, confirm with your college research office or office of Research Enhancement before investing time in an application.

Read sponsor eligibility carefully

Sponsor-specific rules (career stage, terminal degree, appointment type, prior awards) always apply on top of UTRGV's internal rules.

Go to ARGO and Select ARGO Login

1

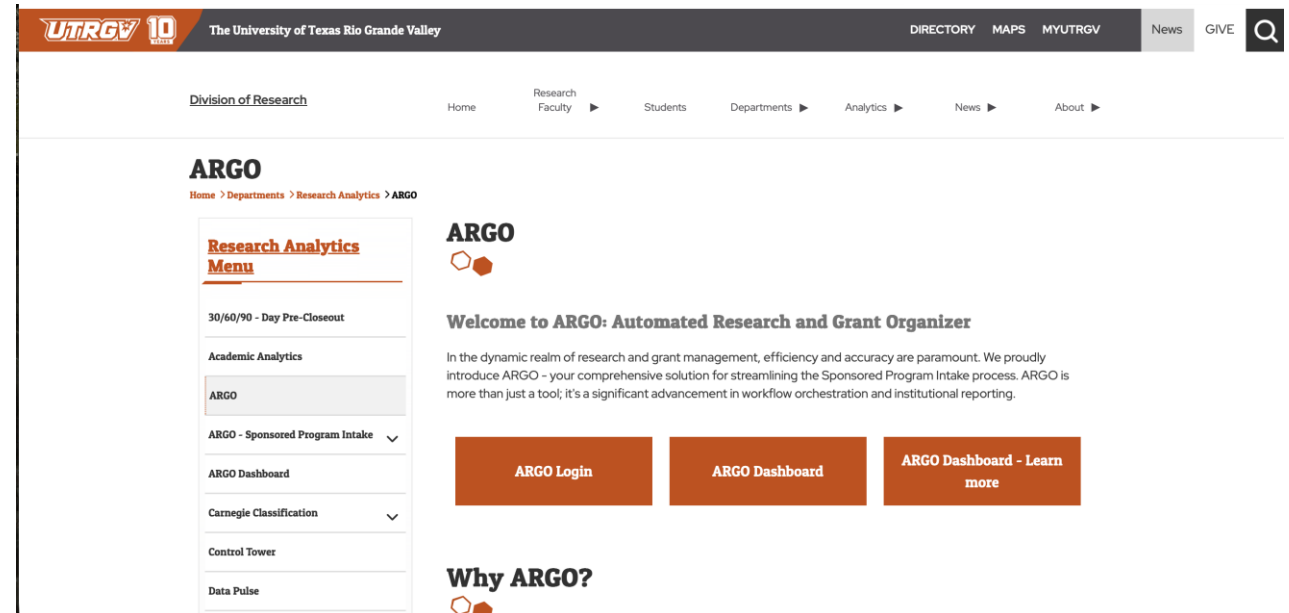
Navigate to ARGO

On the UTRGV Division of Research site, go to Departments → Research Analytics → ARGO.

2

Click ARGO Login

Use the orange ARGO Login button. Sign in with your UTRGV Single Sign-On — the same credentials you use for myUTRGV.



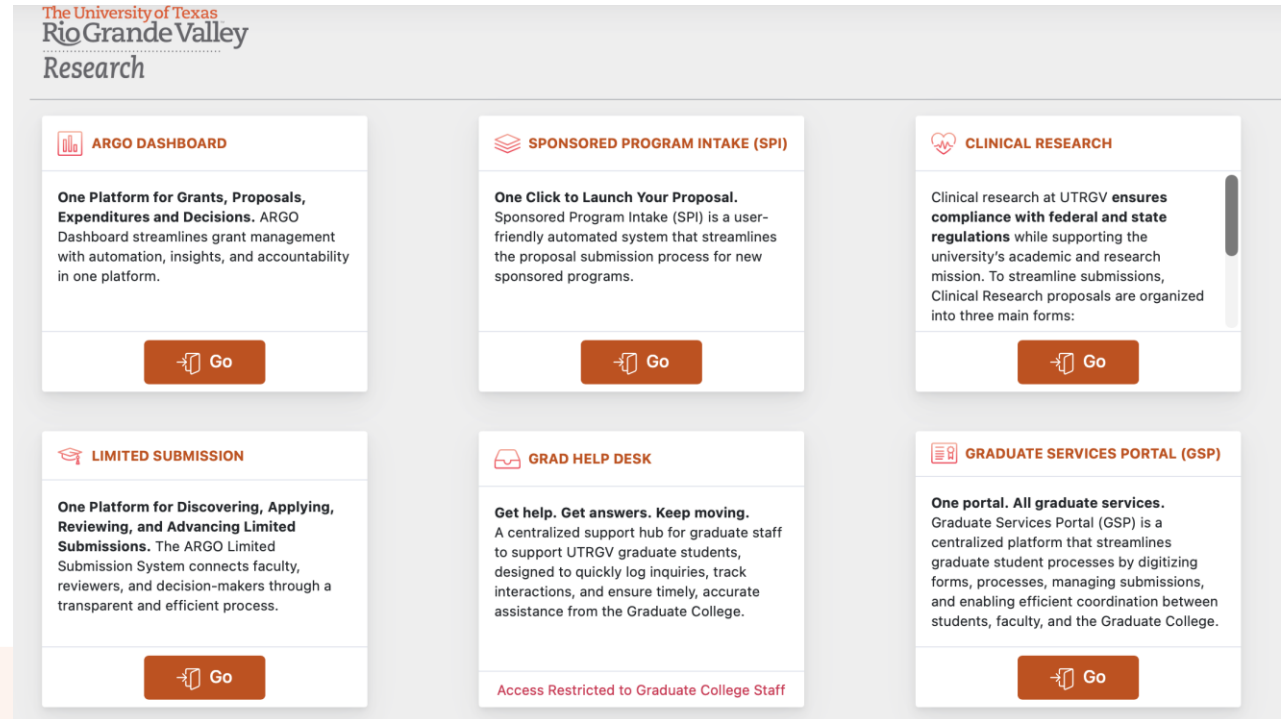
The ARGO landing page — click ARGO Login.

Select the Limited Submission Tile

After signing in with UTRGV SSO you land on the ARGO Research portal. Six tiles are available:

- | | |
|-------------------|--------------------------------|
| ARGO Dashboard | Sponsored Program Intake (SPI) |
| Clinical Research | Limited Submission |
| Grad Help Desk | Graduate Services Portal (GSP) |

Click Go under Limited Submission to open the portal.



The ARGO Research portal — six tiles.

Finding a Limited Submission Opportunity

Select Active Opportunities to see everything currently open. Each entry shows:

- Opportunity ID
- Opportunity Title
- Published Date
- Sponsor
- Amount
- Sponsor Deadline
- Internal Deadline

Click any **Opportunity ID** for details, then **Apply** to begin your application.

UTRGV

Home UTRGV Discovery Faculty Insight Reports and Dashboards Why ARGO? 4:59:46 Megan Keniry Professor

LIMITED SUBMISSION

Active Opportunities

My Application

Reviewer Tasks

More Information

Admin Only

Limited Submission Opportunities

Limited submissions are competitive funding opportunities that restrict the number of proposals an institution may submit. Exceeding the sponsor's limit may result in the rejection of all UTRGV proposals. PI-eligible UTRGV faculty and staff who wish to apply must first submit an internal pre-proposal through the ARGO Limited Submission Platform. Selected applicants will be authorized to proceed with a full proposal to the sponsoring agency.

ACTIVE LIMITED SUBMISSION OPPORTUNITIES

Search

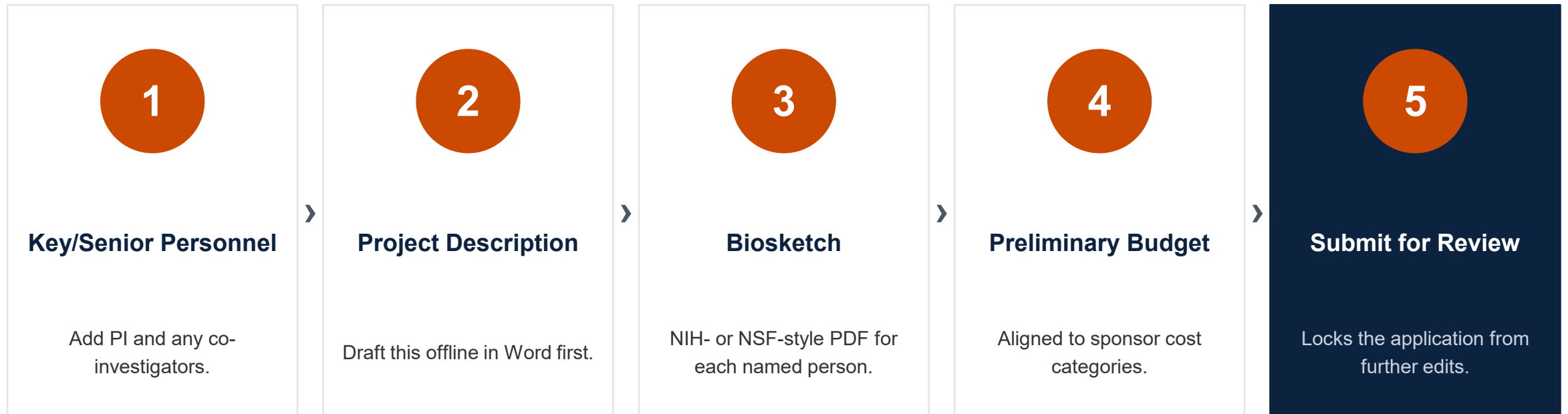
ID	Opportunity Title	Published Date	Sponsor	Amount	Sponsor Deadline	Internal Deadline	Apply
100002	NIH Director's Early Independence Award (DP5 Clinical Trial Optional)	2026-08-20	National Institutes of Health	\$5,700,000	2026-09-10	2026-08-27	Apply
100000	Early-Stage Innovative Technology Development for Basic and Clinical Cancer Research (R61 Clinical Trial Not Allowed)	2026-08-13	National Institutes of Health	\$5,100,000	2026-11-10	2026-10-31	Apply

Showing 1 to 2 of 2 rows

Active Opportunities — the entry point for every application.

■ ONCE YOU CLICK APPLY

Submit Your Internal Application



Draft offline first. The portal is not a writing environment. Have biosketches and a preliminary budget ready before you open the online form.

WHAT EACH STEP LOOKS LIKE

Inside the Application

This screenshot shows the 'Key/Senior Personnel' step of the application. It features a sidebar with navigation options like 'Active Opportunities', 'My Application', 'Review Tools', and 'More Information'. The main content area is titled 'KEY/SENIOR PERSONNEL' and includes a 'CHANGES/REVISIONS' section. A blue callout box provides instructions on how to add new personnel, mentioning the 'Personnel' tab and the 'Add New Personnel' button.

Step 1

Key/Senior Personnel

Add PI and Co-PIs

This screenshot shows the 'Project Description' step. The sidebar is consistent with the previous steps. The main content area is titled 'PROJECT DESCRIPTION' and includes a 'CHANGES/REVISIONS' section. A blue callout box provides instructions on how to enter the project description, mentioning the 'Project Description' tab and the 'Draft Project Description' button.

Step 2

Project Description

10,000-char draft field

This screenshot shows the 'Biosketch' step. The sidebar is consistent with the previous steps. The main content area is titled 'BIOSKETCH' and includes a 'CHANGES/REVISIONS' section. A blue callout box provides instructions on how to upload a biosketch, mentioning the 'Biosketch' tab and the 'Upload Biosketch' button.

Step 3

Biosketch

Upload PDF/DOCX, <50MB

This screenshot shows the 'Preliminary Budget' step. The sidebar is consistent with the previous steps. The main content area is titled 'PRELIMINARY BUDGET' and includes a 'CHANGES/REVISIONS' section. A blue callout box provides instructions on how to enter the preliminary budget, mentioning the 'Preliminary Budget' tab and the 'Draft Preliminary Budget' button.

Step 4

Preliminary Budget

Six cost categories

This screenshot shows the 'Submit for Review' step. The sidebar is consistent with the previous steps. The main content area is titled 'SUBMIT FOR REVIEW' and includes a 'CHANGES/REVISIONS' section. A blue callout box provides instructions on how to submit the application for review, mentioning the 'Submit for Review' tab and the 'Submit Application' button.

Step 5

Submit for Review

Acknowledge & send

Save as you go. Each section stands on its own — you can complete them in any order and return before submitting.

Checking Your Application Status

Under My Application, each submission appears under one of four statuses:

1 Initiated Started but not submitted. Still editable.	2 Submitted Sent for review. No further edits possible.	3 In Review Undergoing committee review.	4 Invitation Selected as UTRGV institutional nominee.
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Click any Application ID to see the full history of notifications and actions taken.

How Applications Are Reviewed

Reviewed by **Associate Deans for Research (ADRs)** and/or content experts appointed by college administrators.

SIX CRITERIA

100 pts each · 600 pts maximum total

Team Qualifications

/ 100

Experience and qualifications of the project team.

Project Impact & Significance

/ 100

Importance and potential impact of the proposed project.

Alignment with Sponsor Priorities

/ 100

How well the project fits the sponsor’s guidelines and priorities.

Future Funding or Expansion

/ 100

Potential to attract additional funding or support future growth.

Budget Alignment

/ 100

How well the proposed budget supports project goals and activities.

Feasibility of the Plan

/ 100

Whether activities and timeline are realistic and achievable.

Write your application so a reviewer can find and score each of the six items quickly — signpost them.

Example Timeline: Work Backward from the Sponsor Deadline

T – 12 to 16 wks	Opportunity published. Read solicitation; confirm eligibility; notify your ADR.
T – 8 to 10 wks	Draft Project Description, biosketches, and preliminary budget offline. Confirm co-investigators.
T – 6 to 8 wks	Internal deadline in ARGO. Submit for Review.
T – 4 to 6 wks	Committee review. Division of Research selects nominee(s). Invitation issued.
T – 0 to 6 wks	Selected PI accepts, continues in ARGO SPI. Full proposal developed and routed.
T (Sponsor deadline)	Full proposal submitted to sponsor.

These intervals are an orientation only — always defer to the dates posted on the opportunity in ARGO.

Tips for a Strong Application

1 Write for the reviewer

Assume a smart colleague outside your subfield reading in 15 minutes.

2 Mirror the six criteria

Signpost each. If a reviewer has to hunt, that criterion loses points.

3 Lead with the ask

Name the sponsor, the program, and what changes if this project is funded.

4 Use the sponsor's words

Match their language for their priorities — not adjacent terms from your field.

5 Show the team

Named collaborators with concrete roles beat “to be identified.”

6 Address feasibility

Preliminary data, prior awards, resources, letters of commitment. Letters are not due at time of limited submission (can be listed instead).

If Your Application Is Selected

From the application's Status page:

- 1 Accept and continue in ARGO SPI
- 2 Portal creates a Sponsored Program Intake (SPI) proposal in ARGO
- 3 Click the ARGO Proposal ID to develop the full proposal

You may also select Decline. The Division of Research may then invite an alternate.

WHAT CHANGES

When you accept

- Full proposal is managed in ARGO SPI, not the Limited Submission Portal.
- Standard routing rules apply — loop in OSP and any needed co-signers early.
- Research Enhancement remains available for writing, editing, budget, and letters of support.

If You're Assigned as a Reviewer

Reviewers are **ADRs and content experts appointed by college administrators** — your subject-matter expertise helps advance UTRGV's strongest proposals.

Access an assignment

- 1 Reviewers get an email with a direct link when assigned.
- 2 Or sign in to the portal and select Reviewer Tasks.
- 3 Status shows whether each review is pending or completed.
- 4 Click an Application ID to open and begin the review.

ID	Sponsor	PI	Department	Total Requested	Status	Score	Review Comments
200004	National Institutes of Health	Megan Keniry	Ofc of Research	\$775,184	Completed	600	
200003	National Institutes of Health	Bernadette Perez	Research Enhancement	\$450,005	Completed	600	
200002	National Institutes of Health	Arya Singh	Research Analytics	\$10,000,000	Completed	600	
200001	National Institutes of Health	Megan Keniry	Sch of Integr Bio & Chem Sci	\$5,747	Completed	600	

Assigned Review Tasks — what reviewers see when they sign in.

THREE EXPECTATIONS

Turn reviews around on time

Selection depends on all reviews.

Give substantive comments

PIs learn from anonymized feedback.

Declare conflicts of interest

Keeps every review fair and clean.

The Process at a Glance

Three connected workflows guide applicants, reviewers, and coordinators.

1 For Researchers

Sign in → open opportunity → apply → submit → accept nomination.



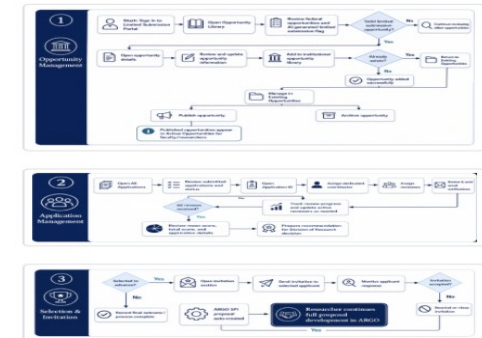
2 For Reviewers

Receive invitation → view application → score against six criteria → submit.



3 For Coordinators

Publish opportunity → manage applications → invite selected applicant.



Full workflow diagrams are always available in the portal under More Information.

Support Available to You

YOUR GO-TO PARTNER FOR PROPOSAL DEVELOPMENT

UTRGV Office of Research Enhancement

Grant-development workshops, write-ins, editorial review, budget guidance, and one-on-one proposal support — with a focus on new faculty, resubmissions, and multi-disciplinary teams.

ResearchEnhancement@utrgv.edu

■ Portal & Technical

ResearchIT@utrgv.edu

Login, portal access, ARGO tech questions.

■ Your ADR / Center Director

Unit-level

Nomination strategy and internal coordination.

■ Office of Sponsored Programs

Contact via ARGO SPI

PI eligibility, budget development, full-proposal routing.

One thing to remember

The internal competition decides *whether your work reaches the sponsor at all.*

Wishing you every success! We are here to help you!

Questions?

· ResearchEnhancement@utrgv.edu · ResearchIT@utrgv.edu · training@utrgv.edu · research.utrgv.edu