We purposefully issue specific nomination calls for selected opportunities. Please frequently check myVUMC and the OOR website for active nomination calls.

If you are interested in applying for an opportunity that is not listed or advertised on our website, please contact us and follow the general submission process detailed below.

**General Process***:

Anyone interested in being considered a potential Vanderbilt nominee must submit the following (in PDF format) to LSO@vanderbilt.edu.

1. Brief (2 page maximum) research plan including summary budget;
2. Brief statement of support from department chair/center director;
3. CV or NIH Biosketch

Submissions should reference the program name in the subject line of the email. **All applicants should verify their eligibility in advance through the sponsor’s website.**

Once the internal nomination deadline has passed, an internal review committee will evaluate all submissions and select the nominee(s)* to represent Vanderbilt by submitting a full proposal to the sponsor. The nominee will be notified and will be paired with a Medical Center representative who will assist them in compiling and submitting their full proposal.

**General Timeline****:

Each funding opportunity will follow this general timeline. Once the internal request for nominations is announced:

- Each applicant has approximately **4 weeks** to submit the above information.
- The internal review board then has approximately **2 weeks** to review all submissions.
- Once chosen, the nominee(s) has/have approximately **4 weeks** to prepare a Letter of Intent (LOI) if applicable.
- Finally, the nominee has approximately **6 weeks** to prepare and submit a final proposal.

*Each Limited Submission Funding Opportunity has unique criteria that could slightly adjust these requirements.*

**Each timeline will vary; time frames listed are approximate.*