



# Using WizeHive Platform for Limited Submission

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# Introducing WizeHive Platform for Limited Submissions

This presentation will walk Mason faculty, students and staff through how to use the WizeHive platform for Limited Submission Opportunities



# Limited Submission Opportunities



# What Are Limited Submission Opportunities?

*Limited submission opportunities:* Opportunities where the funding agency limits the number of applications an institution can submit

Managed by Research Development Services Office:

- Identify opportunities through SPIN SMART Alerts and weekly database searches  
Evaluate opportunity to determine whether it is of broad interest or should be directed to specific departments
- Bi-weekly posting of new opportunities and listserv distribution through the Research Development listserv (contact Sheila Davis [sdavis46@gmu.edu](mailto:sdavis46@gmu.edu))
- Manage internal reviews and selection process when needed (e.g., develop scoring sheet, recruit reviewers, provide recommendations to VPR, etc.) and coordinate with Office of Sponsored Programs (OSP)
- Guidelines and Information:

(<https://resdev.gmu.edu/limited-submission-process/>)



# Two Types of Limited Submission Opportunities

## “First Come”

- Submission dates less than 8 weeks from notification of funding opportunity
- Insufficient time for internal application process and review
- The first PI or team to provide the necessary information noted in the posting will be approved to apply

## “Internal Competition”

- Submission dates greater than 8 weeks from notification of funding opportunity
- Involves an internal application with confidential review process and approval

# A Bit More About Internal Competitions

## Standard Proposals

- Project title and a list of investigator(s)
- Project Summary (typically 2-3 pages)
- PI Biosketch (NSF or NIH format)
- For large, complex proposals, names of team members at Mason and at partnering institutions
- If cost sharing (mandatory or voluntary) is involved, applicant must indicate the plan for how the cost share or match will be met

The instructions may vary slightly (included in announcements)

The Internal application deadlines will be posted with the announcement



## One More Note

Internal competitions automatically revert to “First Come” when no applications are submitted by the internal application deadline.

# Changes to Process

- CURRENTLY: Limited submission opportunities are distributed through the Research Development listserv and posted bi-weekly at <https://resdev.gmu.edu/limited-submission-process/> **under Limited Submission Grant Programs Deadline**
  - **CHANGE: Limited submission opportunities will still be distributed bi-weekly through the listserv, but will now be posted on the WizeHive platform: <https://gmu-limited-submissions.wizehive.app/organization/programs>**
- CURRENTLY: Submission for both Internal Application and First Come opportunities are submitted by emailing the information or documents to limited.gmu.edu
  - **CHANGE: Both information for First Come opportunities and documents for Internal Applications will be uploaded to the WizeHive platform**
- CURRENTLY: Mason's Research Development Services office manages internal reviews and selection process (develop scoring sheet, recruit reviewers, provide recommendations to VPR) and coordinates with Office of Sponsored Programs (OSP)
  - **NO CHANGE**



# Using WizeHive

# Why The Change?

- The current process requires multiple documents in various formats to be sent via email by both applicants and reviewers which is cumbersome and inefficient
- The process requires substantial manual input, including email exchanges, manual creation of review materials, reviewer documents, and review summaries, and manual data and assessment tracking
- No systematic process for tracking application or applicant data by year and over time

# First Steps

- Limited submission opportunities will still be disseminated bi-weekly using the Research Development listserv
- The link for submitting Internal Competition documents OR First Come information will be noted at the bottom of each posting

## [NSF24-511: NSF Scholarships in Science, Technology, Engineering & Mathematics \(S-STEM\)](#)

National Science Foundation

Sponsor Due Date: March 4, 2025

Funding Level: **Track 1:** Up to \$1,000,000; Six Years **Track 2:** Up to \$2,000,000; Six Years; **Track 3:** Up to \$5,000,000; Six Years. **Collaborative Planning Projects:** Up to \$100,000; One Year.

Recognizing that financial aid alone cannot increase retention and graduation in STEM, the program provides awards to Institutions of Higher Education (IHEs) to fund scholarships and to advance the adaptation, implementation, and study of effective evidence-based curricular and co-curricular activities that support recruitment, retention, transfer (if appropriate), student success, academic/career pathways, and graduation in STEM. S-STEM awards in Tracks 1, 2 and 3 facilitate the establishment of infrastructure and collaborations to: (1) provide scholarships to domestic low-income academically talented students with demonstrated financial need pursuing a degree in one of the S-STEM eligible disciplines; (2) adapt and implement evidence-based curricular and co-curricular activities to support NSF S-STEM scholars; (3) increase retention, student success, and graduation of these low-income students in STEM; (4) test strategies for systematically supporting student academic and career pathways in STEM in ways that are congruent with the institutional context and resources; and (5) disseminate findings on what works related to the supports and interventions undertaken by the project, in particular to other institutions working to support low-income STEM students. In addition to providing funds for scholarships, the S-STEM program also supports the implementation and testing of an ensemble of existing effective evidence-based curricular and co-curricular activities featuring: (1) close involvement of faculty in S-STEM eligible disciplines, (2) student mentoring, (3) provisions and adaptation of activities that support student success, including the formation of student cohorts and other effective practices (e.g., student support services; professional and workforce development activities), (4) covering of academic expenses that become barriers for success for low-income students (e.g., graduation fees, standardize testing fees, graduate school application fees, etc.). Proposals with a strong focus on workforce development are encouraged to partner with business, industry, local community organizations, national labs, or other federal or state government organizations to provide appropriate opportunities to scholars, including but not limited to internships, research and service-learning activities and other opportunities above and beyond the financial support provided through scholarships.

2 Applications Accepted (College of Science and CEC can each submit one).

**GMU Internal Deadline: November 8, 2024**

Include the following:

**Cover Page (1 page) to include:**

Solicitation Name

Project title

List of investigator(s) and collaborators

**Project Summary (up to 3 pages).**

Please consider the review criteria when preparing the project summary

You may include references, but they are **not required** and are excluded from the 3-page limit.

**2-page Biosketch (any style) for PI**

Apply HERE: <https://gmu-limited-submissions.wizehive.app/program/nsf-24-511-nsf-scholarships-in-science-technology-engineering-mathematics-s-stem->



# Accessing WizeHive

<https://gmu-limited-submissions.wizehive.app/organization/programs>



George Mason University - Limited Submissions

Log In ▾

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Opportunities

## Opportunities

Sort by: 

Name A-Z ▾

○

NSF 24-511: NSF Scholarships in Science, Technology, Eng  
ineering & Mathematics (S-STEM)

2025 NSF S-STEM Internal Competition

Deadline: 11/25/2024, 11:59 PM EST

Preview

Apply

# First Time Users – Sign Up

George Mason University - Limited Submissions

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Log In  
Sign Up

Log In  
Sign Up

Sort by: Name A-Z ▾

Search

Opportunities

NSF 24-511: NSF Scholarships in Science, Technology, Engineering & Mathematics (S-STEM) 2025 NSF S-STEM Internal Competition  
Deadline: 11/25/2024, 11:59 PM EST

Preview Apply

# Create an Account/Sign Up

- We have established a Single Sign On (SSO) between George Mason University and WizeHive
- JUST Click “**Signup with George Mason SSO**”
- Do **NOT** enter any information at the bottom **UNLESS** you do not want to use your Mason credentials



I'm a new user

I already have an account

Create an account for George Mason University - Limited Submissions

Signup with Google

Signup with George Mason SSO

OR

First name

Last name

Email

Password

Confirm

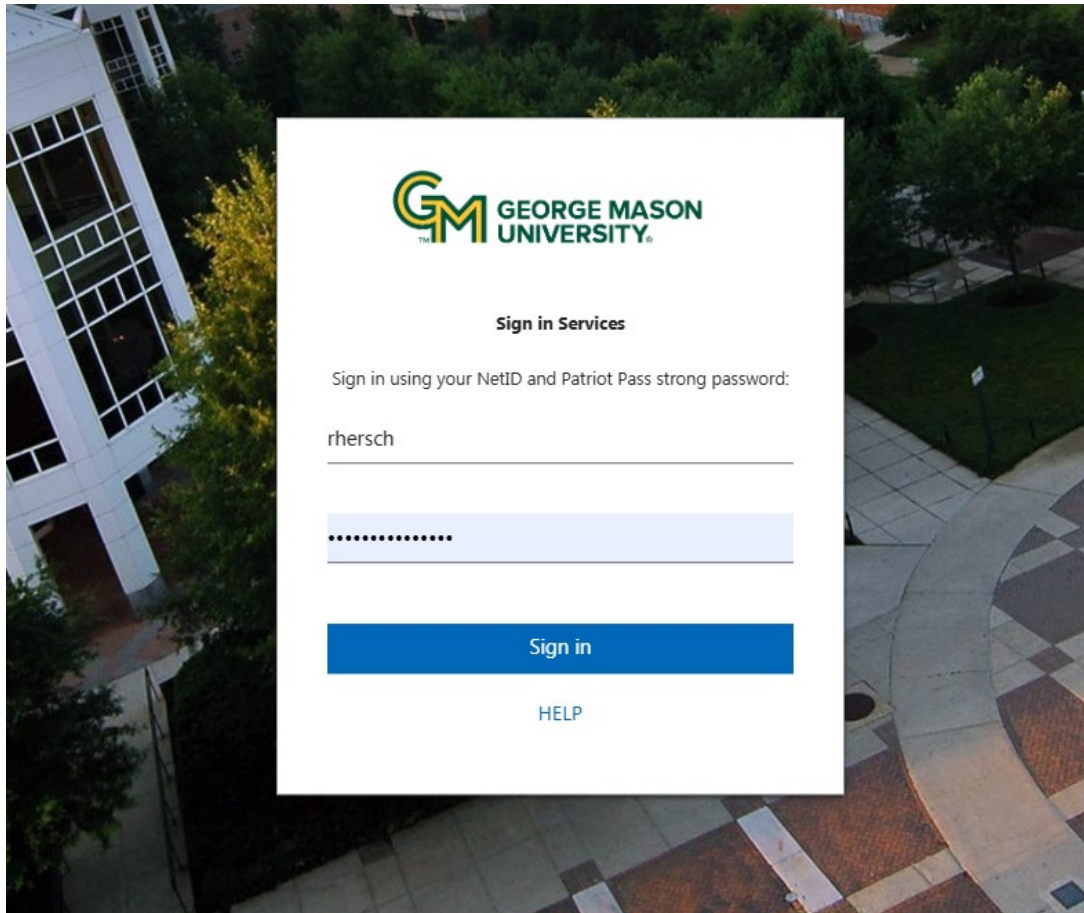
Use 6 or more characters, including at least one upper case character and one lower case character and one digit.

Create Account

You agree to the software's [Terms of Service](#) and [Privacy Policy](#).



# Mason's Single Sign On (SSO) Process



The screenshot shows a web browser window with an aerial view of a campus building in the background. A white sign-in box is centered on the screen. At the top of the box is the George Mason University logo (a green 'GM' monogram) and the text 'GEORGE MASON UNIVERSITY'. Below the logo is the heading 'Sign in Services'. The main instruction reads 'Sign in using your NetID and Patriot Pass strong password:'. There are two input fields: the first contains the text 'rhersch' and the second is a password field with masked dots. Below the password field is a blue 'Sign in' button. At the bottom of the box is a blue link labeled 'HELP'.

**GEORGE MASON UNIVERSITY**

**Sign in Services**

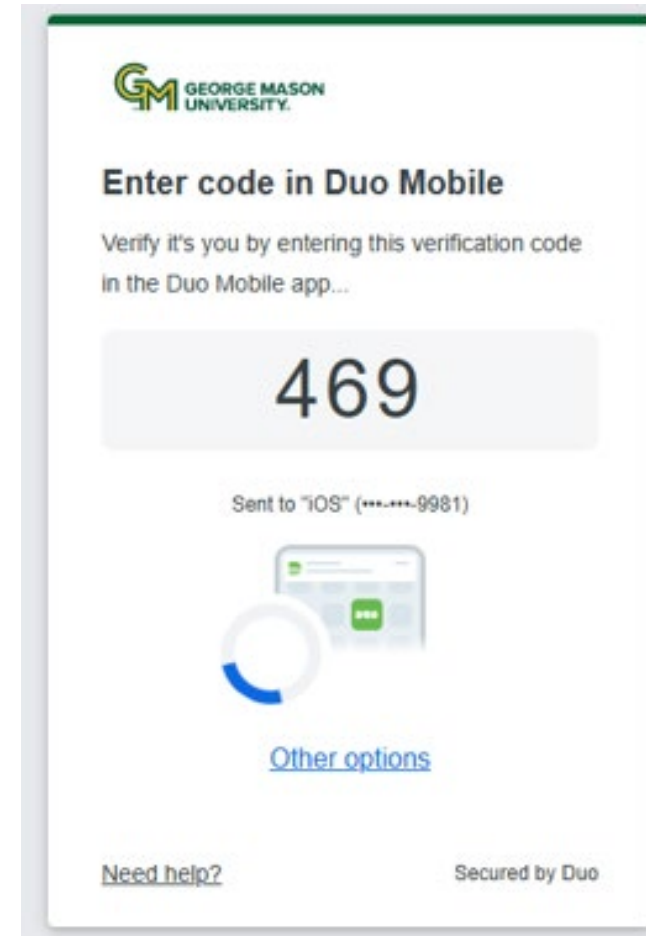
Sign in using your NetID and Patriot Pass strong password:

rhersch

.....

**Sign in**

[HELP](#)



The screenshot shows a mobile app interface for Duo Mobile. At the top is the George Mason University logo. The heading is 'Enter code in Duo Mobile'. Below it is the instruction 'Verify it's you by entering this verification code in the Duo Mobile app...'. A large grey box displays the verification code '469'. Below the code, it says 'Sent to "iOS" (\*\*\*-\*\*\*-9981)'. There is an illustration of a smartphone with a green checkmark on its screen. Below the phone is a blue circular progress indicator. At the bottom, there is a blue link 'Other options'. At the very bottom, there are two links: 'Need help?' on the left and 'Secured by Duo' on the right.

**GEORGE MASON UNIVERSITY**

**Enter code in Duo Mobile**

Verify it's you by entering this verification code in the Duo Mobile app...

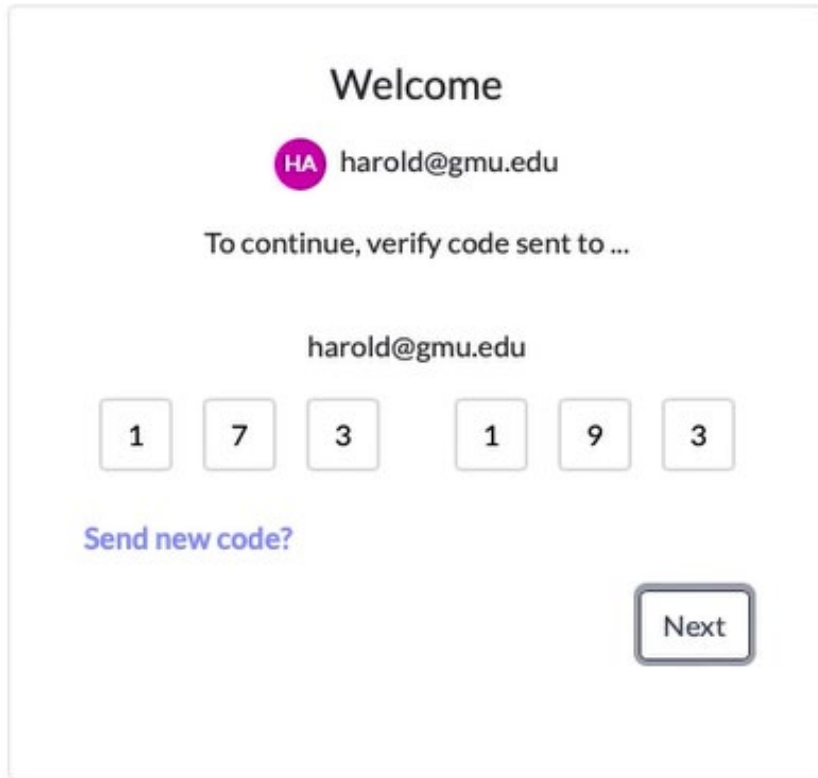
**469**

Sent to "iOS" (\*\*\*-\*\*\*-9981)

[Other options](#)

[Need help?](#) [Secured by Duo](#)

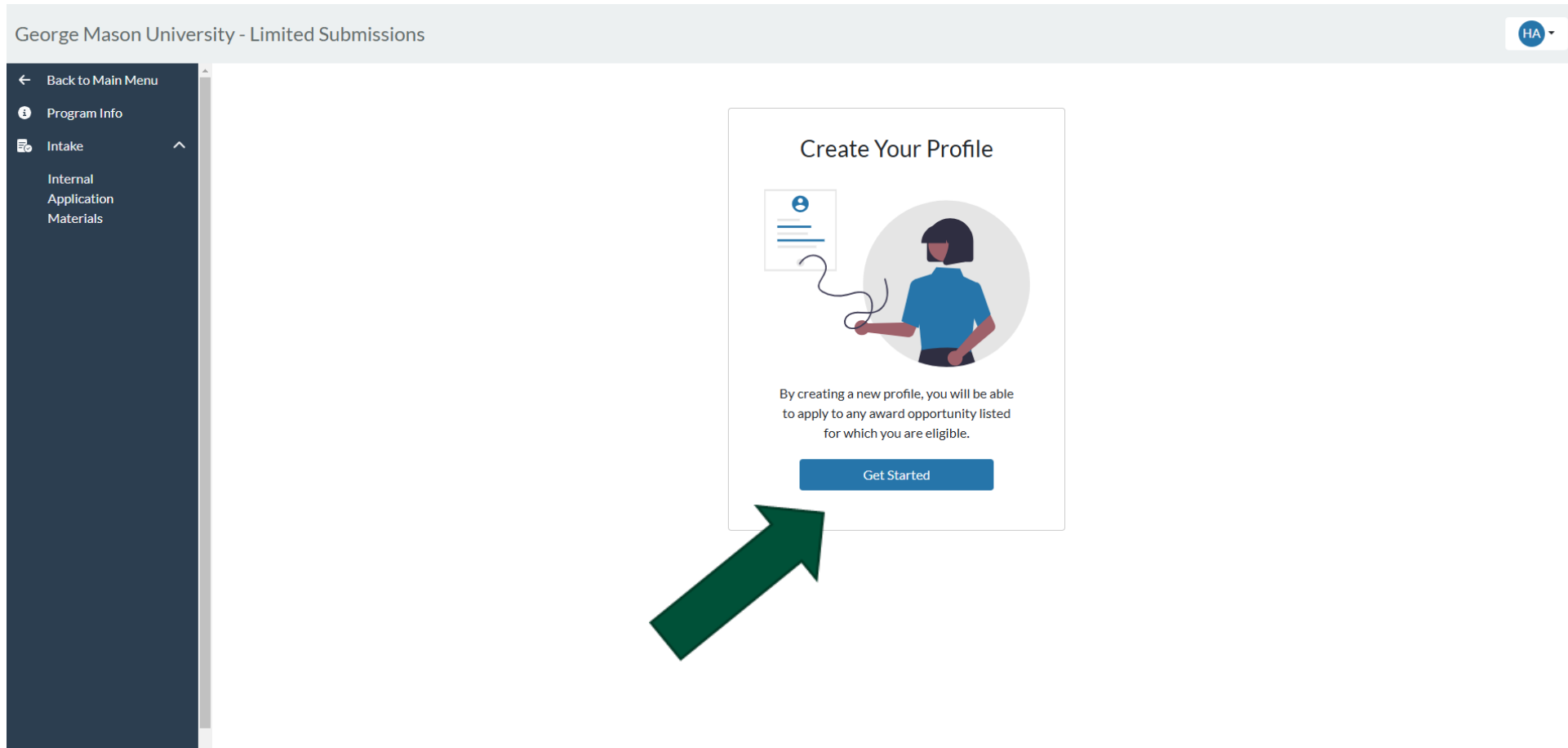
# First Time User Verification



A screenshot of a user verification interface. At the top, it says "Welcome" followed by a purple circular icon with "HA" and the email "harold@gmu.edu". Below this, it says "To continue, verify code sent to ..." followed by "harold@gmu.edu". In the center, there are six input boxes containing the digits "1", "7", "3", "1", "9", and "3" from left to right. Below the input boxes, there is a link "Send new code?" in blue text. At the bottom right, there is a button labeled "Next".

- The VERY first time you access WizeHive and set up your account, you will be asked to provide a verification code into the system
- The code is sent to your gmu.edu email

# Creating a Profile



# Basic Profile Information

George Mason University - Limited Submissions



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📄 Intake ^

Internal  
Application  
Materials

## Create Your Profile

Prefix

Select... | v

First Name\*

Heather

Middle Name or Initial

Middle Name or Initial

Last Name\*

Arold

Suffix

Select... | v

Email Address\*

harold@gmu.edu

Academic/Administrative Unit or College/School\*

Select One - Select the primary academic or administrative unit from drop down menu

[Clear selection](#)

Office of the Provost

Department or Division

e.g. Department Name or Administrative Unit (e.g., IDIA, University Life)

Research and Innovation Initiatives

Create Profile

# Applying for Internal Competition Limited Submission Opportunities

George Mason University - Limited Submissions

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## Opportunities

Sort by: [Name A-Z](#)

 Commonwealth Health Research Board Grant (CHRB) - First Come Opportunity

Default  
Deadline: 3/2/2025, 1:59 AM EST 

[Preview](#)

[Apply](#)

 NSF 24-511: NSF Scholarships in Science, Technology, Engineering & Mathematics (S-STEM)

2025 NSF S-STEM Internal Competition  
Deadline: 2/17/2025, 11:59 PM EST 

[Preview](#)

[Apply](#)



# Submitting Internal Application Materials

George Mason University - Limited Submissions

HA

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Program Info

Intake

Internal Application Materials

Title of Proposal\*

This field is required.

Project Summary (up to 2 pages)

Please include the following: 1) Research goals and objectives and how the 1:1 Match will be met.

Choose File No file chosen

2-Page PI Biosketch

Any style is accepted

Choose File No file chosen

George Mason University - Limited Submissions

HA

← Back to Main Menu

Program Info

Intake

Internal Application Materials

Title of Proposal\*

Multidisciplinary Graduate Training for Engineering and Health

Project Summary (up to 2 pages)

Please include the following: 1) Research goals and objectives and how the 1:1 Match will be met.

Choose File No file chosen

2-Page PI Biosketch

Any style is accepted

Choose File No file chosen

Save as Draft

Submit

# Uploading Your Document to Application

The image displays a screenshot of the George Mason University application portal, specifically the 'Internal Application Materials' section. The interface is divided into a left sidebar and a main content area. The sidebar contains navigation links: 'Back to Main Menu', 'Program Info', 'Intake', and 'Internal Application Materials'. The main content area shows the application details for 'NSF 24-511: NSF Scholarships in Science, Technology, Engineering & Mathematics (S-STEM) (Heather Arold)'. The 'Internal Application Materials' section is active, showing the 'Title of Proposal' as 'Multidisciplinary Graduate Training for Engineering and Health'. Below this, the 'Project Summary' section is visible, with a 'Choose File' button and a 'No file chosen' status. A file explorer window is open, showing the 'Desktop' folder. The file explorer shows a list of files, including 'STEM Proje...mmmary.docx' and 'Hersch NIH ...-1-2020.doc'. A green arrow points from the file explorer to the 'Choose File' button in the application portal. The application portal also shows a '2-Page PI Biosketch' section with a 'Choose File' button and a 'No file chosen' status. The bottom right corner of the application portal has a 'Save as Draft' button and a 'Submit' button.

George Mason University - Limited Submissions

NSF 24-511: NSF Scholarships in Science, Technology, Engineering & Mathematics (S-STEM) (Heather Arold)

Internal Application Materials Draft Saved (Last edited on 12/5/2024 at 1:16 PM EST)

Title of Proposal\*

Multidisciplinary Graduate Training for Engineering and Health

Project Summary (up to 2 pages)

Please include the following: 1) Research goals and objectives and relevant background; 2) Expected research outcomes and relevance; 3) Research design and methodology; 4) Competence of the applicant to perform the proposed research; and 5) Description of how the 1:1 Match will be met.

Choose File No file chosen

2-Page PI Biosketch

Any style is accepted

Choose File No file chosen

George Mason University - Limited Submissions

NSF 24-511: NSF Scholarships in Science, Technology, Engineering & Mathematics (S-STEM) (Heather Arold)

Internal Application Materials You have unsaved changes.

Title of Proposal\*

Multidisciplinary Graduate Training for Engineering and Health

Project Summary (up to 2 pages)

Please include the following: 1) Research goals and objectives and relevant background; 2) Expected research outcomes and relevance; 3) Research design and methodology; 4) Competence of the applicant to perform the proposed research; and 5) Description of how the 1:1 Match will be met.

Choose File STEM Proje...mmmary.docx x

2-Page PI Biosketch

Any style is accepted

Choose File Hersch NIH ...-1-2020.doc x

File name:

Save as Draft Submit

# Saving Internal Applications as DRAFT

George Mason University - Limited Submissions

HA

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📁 Intake

Internal Application Materials

NSF 24-511: NSF Scholarships in Science, Technology, Engineering & Mathematics (S-STEM) (Heather Arold)

Internal Application Materials  🟢 Draft Saved (Last edited on 12/5/2024 at 1:16 PM EST)

Title of Proposal\*

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Project Summary (up to 2 pages)

Please include the following: 1) Research goals and objectives and relevant background; 2) Expected research outcomes and relevance; 3) Research design and methodology; 4) Competence of the applicant to perform the proposed research; and 5) Description of how the 1:1 Match will be met.

Choose File

No file chosen

2-Page PI Biosketch

Any style is accepted

Choose File

No file chosen

Save as Draft

Submit





# Reviewing Your Applications List

George Mason University - Limited Submissions

HA

About Us

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Your Awards

## Your Applications

### List of Applications

Filter

| Program                                                                                 | Application | Applicant     | Cycle                                | Status                                    |
|-----------------------------------------------------------------------------------------|-------------|---------------|--------------------------------------|-------------------------------------------|
| NSF 24-511: NSF Scholarships in Science, Technology, Engineering & Mathematics (S-STEM) |             | Heather Arold | 2025 NSF S-STEM Internal Competition | <div>Draft</div> <a href="#">Continue</a> |

# Quick Refresher About “First Come” Opportunities

*“First Come” opportunities are limited submissions opportunities that are posted with an application due date to the sponsor that is less than 8 weeks away.*

*“First Come” means the first PI team to submit a request for approval after the opportunity has been posted, will be approved to move forward with the application to the sponsor.*

*First Come opportunities will also be posted on the WizeHive platform and the request for approval will be processed through the portal.*

# Submitting Approval Request for First Come Opportunities

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Search

Sort by: Name A-Z

Commonwealth Health Research Board Grant (CHRB) - First Come Opportunity

Default  
Deadline: 3/2/2025, 1:59 AM EST

PreviewApply

NSF 24-5115 Scholarships in Science, Technology, Engineering & Mathematics (S-STEM)

2025 NSF S-STEM Internal Competition  
Deadline: 2/17/2025, 11:59 PM EST

PreviewApply

# Information Needed – First Come Request

George Mason University - Limited Submissions

HA

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First Come Request

Commonwealth Health Research Board Grant (CHRB) - First Come Opportunity (Heather Arold)

First Come Request

Prefix

First Name\*

Middle Name or Initial

Last Name\*

Suffix

Select... | v

First Name

Middle Name or Initial

Last Name

Select... | v

Name of College and Department\*

List all Co-PI (s), including college and department

Title of Proposal\*

Save as Draft

Submit

# Ready to Submit

George Mason University - Limited Submissions

← Back to Main Menu

Program Info

Intake

Internal Application Materials

NSF 24-511: NSF Scholarships in Science, Technology, Engineering & Mathematics (S-STEM) (Heather Arold)

Internal Application Materials

You have unsaved changes.

Title of Proposal\*

Multidisciplinary Graduate Training for Engineering and H

Project Summary (up to 2 pages)

Please include the following: 1) Research goals and objectives and re how the 1:1 Match will be met.

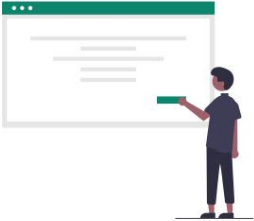
Choose FileSTEM Proje...mmmary.docx

2-Page PI Biosketch

Any style is accepted

Choose FileHersch NIH ...-1-2020.doc

Submit Internal Application M



Once submitted, your form will be read-only.

Keep Working

Submit

George Mason University - Limited Submissions

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Program Info

Intake

Internal Application Materials

NSF 24-511: NSF Scholarships in Science, Technology, Engineering & Mathematics (S-STEM) (Heather Arold)

Internal Application Materials

Submitted (Last edited on 12/5/2024 at 1:53 PM EST)

Title of Proposal\*

Multidisciplinary Graduate Training for Engineering and H

Project Summary (up to 2 pages)

Please include the following: 1) Research goals and objectives and re how the 1:1 Match will be met.

Filename: STEM Project Summary.docx

2-Page PI Biosketch

Any style is accepted

Filename: Hersch NIH Biosketch - 9-1-2020.doc

Internal Application Materials Submitted!



Congratulations for submitting your form - great work!

Go to Your Applications

Download Preview

Save as Draft

Submit

# Application Submitted

George Mason University - Limited Submissions

HA

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**Your Applications**

Your Awards

## Your Applications

List of Applications

Filter

| Program                                                                                 | Application | Applicant     | Cycle                                | Status                                               |
|-----------------------------------------------------------------------------------------|-------------|---------------|--------------------------------------|------------------------------------------------------|
| NSF 24-511: NSF Scholarships in Science, Technology, Engineering & Mathematics (S-STEM) |             | Heather Arold | 2025 NSF S-STEM Internal Competition | <div>Submitted</div> <div><a href="#">View</a></div> |

# Questions?

## Contact:

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