



Limited Submission Process for Externally Sponsored Projects

Purpose

To clarify the process for Principle Investigators to request consideration for a limited submission proposal, as well as the procedures by which the Principle Investigator(s) will be selected.

Definition

A **limited submission proposal** refers to a funding opportunity in which the sponsor limits the number of proposals from each institution.

A **funding opportunity** is a formal announcement issued by a sponsoring agency, foundation, or organization that describes the availability of financial support for specific types of research, scholarly activities, or institutional initiatives. Funding opportunities typically outline the sponsor's priorities, eligibility requirements, allowable costs, application guidelines, and deadlines. They may be issued through program announcements, requests for proposals (RFPs), requests for applications (RFAs), or similar mechanisms.

Policy

Principle Investigator (PI) Discovered

If a PI discovers a funding opportunity of interest in which is a limited submission he/she will email the Vice Provost for Research and cc the Associate VPR and Director of the Office of Sponsored Programs. The email shall include the funding opportunity announcement, due date of the application, along with a brief statement from the PI outlining their interest in and justification for being considered for the limited submission opportunity. If the limited submission opportunity is funded by a foundation then the Executive Director of Corporate & Foundation Relations should be copied on the request.

The VPR will determine, on a case-by-case basis, the appropriate steps to assess the level of interest in a given funding opportunity.

Corporate & Foundation Relations (CFR) Discovered

If CFR discovers a funding opportunity of interested in which is a limited submission they will email faculty, department chairs, and deans about a limited submission. The VPR, Associate VPR, and Director, OSP will be cc'ed on these emails. In the email, faculty will be asked to email CFR by a certain date if they are interested in applying.

Selection of Limited Submission Proposals

If the number of interested PIs is equal to or is less than the sponsor's submission limit then those interested will be notified by the VPR or the VPR's designee (e.g. Executive Director, CFR, Dean of School, ect.) that they are chosen the or one of the selected nominees and are approved to move forward with submission.

Otherwise, the VPR or VPR's designee may establish a pre-proposal process with a defined deadline. In such cases, the VPR may convene an Ad Hoc Review Committee to evaluate the submissions and provide recommendations. Each PI will be required to complete the *Pre-Proposal Request for Limited Submission Opportunity* (Appendix 1). The VPR will make the final decision on the selection of nominees, taking into consideration input from the Ad Hoc Review Committee as appropriate.

Selected nominees will be notified by the VPR, or the VPR's designee, that they have been approved to move forward with submission as the University's designated nominee(s). A copy of the approval shall be uploaded in the Internal Docs & Routing section of the InfoEd Proposal Development record.

Appendix 1



Pre-Proposal Request for Limited Submission Opportunity

Principal Investigator(s): _____

Department: _____

Project Title: _____

Sponsor's Name: _____

Specific Opportunity Name or Number: _____

ATTACHMENTS:

1. Project Summary: Attach a 2-page research summary that meets the interests of the sponsor.
2. CV: Attach an up-to-date CV.

Please use just the space below to answer the following questions:

List 5 keywords to describe your research:

What is the anticipated impact you expect to have at the end of your proposed project?

Please describe what is innovative about your approach and/or why you are uniquely qualified to do this work?

Please list the following:

Amount of your current research funding: _____

Amount of your pending research requests: _____

PI Signature: _____

Date: _____