



LIMITED SUBMISSION PROPOSALS

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Policy Owner:	Vice-Provost for Research	Page(s):	2

I. Purpose

This policy provides guidance to potential investigators when a sponsor limits the number of proposals from one source.

II. Policy Statement

Limited submission means that the sponsor will accept only a certain number of applications from an institution. Principal Investigators developing a proposal for such a program are responsible for notifying ORSSP. They should complete all limited submission materials (below) and submit them to the ORSSP grant coordinator **two calendar months** prior to the program deadline.

If the number of applicants exceeds the allowable number of submissions, the ORSSP will convene a committee to determine the most competitive proposal(s) which will be approved for submission. Nominees are informed of the committee's decision and may develop the full proposal for submission using normal ORSSP procedures.

Due to the competitive nature of limited submissions, applicants will be required to submit their final version of the proposal for technical editing prior to submission. Failure to do so and/or to submit the proposal after being approved may preclude an investigator from participating in future competitions.

As the submission of more proposals than allowed will result in a disqualification of all proposals, all campuses are considered a single institution for all NSF programs unless alternate limitations ("by school," "by department") clearly apply. Certain solicitations consider branch campuses as separate, by definition, while others do not. It is best to consult early with the ORSSP to make a determination.

Previously authorized applicants are not automatically authorized to resubmit if an award was not secured from a past submission. Non-awarded PIs must go through the internal review and selection process as if it were a new submission. For those resubmissions in the project narrative, PIs should address reviewers concerns and how those concerns will be addressed in a resubmission.

In some limited submission cases, circumstances may create unusual conditions based on agency/university timelines and/or guidelines that may require an executive decision to be made by the Vice-Provost for Research or their designee at the recommendation of the Research Council.

III. Exclusions

None.

IV. Procedures

Investigators interested in pursuing a limited submission must complete the following:

- Limited Submission Coversheet
- *Brief* nomination letter from department chair or equivalent
- 2-page preproposal, outlining the proposed research program
- Current CV
- 1-page resources/facilities statement
- A copy of reviews in the case of a resubmission

Completed materials should be sent to the appropriate grant coordinator. Unless otherwise allowed by the ORSSP director, all materials should be received at least 2 calendar months prior to the program's deadline.