



## Limited Submission Policy and Procedure

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### PURPOSE

Many funding agencies place limits on the number of letters of intent, pre-proposals, proposals, or applications that any one university may submit in response to a request for proposals. In order to prevent any potential disqualification of submissions by San Francisco State University (University), the following policy has been established. This policy applies to all grants and contracts including awards made directly to faculty members, with the exception of the National Endowment for the Humanities Summer Stipend Program, which will continue to be coordinated by the Dean of Arts and Humanities.

### POLICY

Due to the large number of available programs, it is not possible for the Office of Research and Sponsored Programs (ORSP) to provide notification of every limited submission opportunity. Therefore, **it is the principal investigator's responsibility to notify the Office of Research and Sponsored Programs if s/he intends to make an application to a limited submission opportunity.**

ORSP will distribute the funding opportunity announcement to appropriate Colleges and Departments to solicit any potential interest on the part of other faculty members.

In order to be considered for limited submission opportunities, Principal Investigators must coordinate with ORSP as provided in the procedures outlined below.

### PROCEDURE

#### A. Summary of Proposed Project

- Principal Investigators interested in a limited submission opportunity must submit a summary of the proposed project and a CV or biosketch to the Office of Research and Sponsored Programs within two weeks after ORSP's distribution of the funding opportunity announcement. Although ORSP will post select program opportunities on the ORSP website (<http://research.sfsu.edu>) the PI checklist has also been updated to allow PIs to indicate whether the proposal is in response to a limited submission opportunity.
- The summary should be no more than three pages long and should be submitted to the Associate Vice President for Research and Sponsored Programs.

#### B. Selection of Projects

- If fewer than the allowed number of summaries are received, the normal process for submission will be followed.
- If more than the allowed summaries are received, the AVP Research and Sponsored Programs will select the project(s) to be put forth on behalf of the University. He/She may convene an *ad hoc* committee to advise in the selection process.

- Evaluation criteria will include, but not be limited to, quality of the proposal and the work described therein, probability of successful funding, and support of the mission of the University

**C. Full Proposal Submission**

- Summaries selected will result in proposals or pre-proposals submitted in accordance with sponsor guidelines through ORSP following normal submission procedures including the PI Checklist and other required submittal documents.

**D. Resubmission**

- If a proposal is submitted for a limited submission opportunity and is not funded, that proposal will have no preference over other projects in any subsequent limited submission opportunities.
- In order to be considered for any subsequent limited submission opportunities, such proposals must be resubmitted and will be evaluated against competing projects.