

<b>Title</b>	<b>Limited Submission Procedure</b>
<b>Policy Number</b>	
<b>Policy Type</b>	Standard Operating Procedure
<b>Category</b>	
<b>Subcategory1</b>	
<b>Subcategory2</b>	
<b>Subcategory3</b>	
<b>Approval Date</b>	
<b>Contact</b>	Jennifer Garcia, Director Sponsored Programs
<b>Applies To</b>	This procedure applies to all Rush University Medical Center faculty, staff and students applying for to grant opportunities in which the sponsoring agency limit the number of applications that can come from our institution.
<b>Purpose</b>	Many federal agencies and foundations offer grants, awards and fellowships that limit the number of applications that can come from one institution. In order to increase the chances of the RUMC succeeding in such “limited submission opportunity” applications, the Office of Research Affairs has established a procedure to review pre-proposals in a timely fashion.
<b>Executive Summary</b>	
<b>Definitions</b>	
<b>Equipment</b>	
<b>Information</b>	
<b>Procedure:</b>	For each limited submission opportunity, the Office of Research notifies by e-mail Research Faculty of the opportunity, and provides general directions and deadlines for submission of pre-proposals. At a minimum the pre-proposal should include the following items.

	<ul style="list-style-type: none"> <li>• List of Other Participating Institutions or Key Collaborators</li> <li>• List of Co-PIs and Senior Key Investigators – Biosketch or CV of the PI</li> <li>• Project Summary (3 or 4 paragraphs that provide an overview of the key aims of your proposed research, your approaches, and expected outcomes)</li> </ul> <p>After the deadline, the proposals that have been received are sent to members of the Senior Leadership Proposal Review Committee. The Committee reviews each pre-proposal and then meets to discuss the relative merits and limitations of each proposal, and then choose the proposal(s) that the Committee believes will have the greatest chance of being funded, and will have the greatest positive impact on the University if it is funded.</p> <p><b>Selection Criteria</b></p> <p>The Committee ensures that selected pre-proposals:</p> <ol style="list-style-type: none"> <li>1. Meet all eligibility requirements specified by the funding organization RFA</li> <li>2. Are scientifically and technically strong</li> <li>3. Promote the greater University research mission</li> </ol> <p>Most pre-proposals require a letter of support from the PI’s nominator, Dean or Chair. This letter of support signifies that the nominator, Dean or Chair have ensured that the nominee and application are likely to be of sufficient quality to be competitive nationally.</p> <p>Each pre-proposal is also carefully evaluated against the selection criteria provided by the sponsor. Once the decision as to which pre-proposal(s) will go forward has been made, all applicants are notified of the Committee’s decision. Occasionally, the Committee may provide feedback and recommendations to successful candidates in the hopes that the quality of the full proposal can be enhanced.</p>
<p><b>Outcome</b></p>	<p>Sponsored Programs Administration makes every attempt to identify limited submission opportunities and provide information on limited submissions in a timely manner. Investigators who identify a grant opportunity which restricts the number of applications that can be submitted from an Institution should immediately contact the Office of Research if they intend</p>

	<p>to prepare a response. Failure to do so, or to meet the deadlines for submission of pre-proposal, will preclude submission of the application through the Office of Sponsored Programs.</p>
<p><b>Guidelines</b></p>	
<p><b>Responsibility and Procedure</b></p>	<p><b>Investigators</b></p> <ul style="list-style-type: none"> <li>• Immediately contact the Office of Research if they intent to prepare a submission in response to a grant opportunity that restricts the number of applications that can be submitted from an institution.</li> <li>• Submit the pre-proposal through the portal as instructed by Sponsored Programs by the required deadline.</li> <li>• Include the required pre-proposal items</li> </ul> <p><b>Department Administrators</b></p> <ul style="list-style-type: none"> <li>• Establish effective policies and controls to ensure compliance with this procedure.</li> <li>• Assist the Investigator with routing the pre-proposal items through the research portal by the deadline provided by Sponsored Programs.</li> </ul> <p><b>Sponsored Programs</b></p> <ul style="list-style-type: none"> <li>• Notify all research faculty by email of the opportunity, and provide general directions and deadline for submission of the pre-proposal items.</li> <li>• Make every attempt to identify limited submission opportunities.</li> <li>• Provide information on limited submission in a timely manner.</li> <li>• Notify the candidates of the committee’s decision.</li> </ul> <p><b>Scientific Leadership Committee</b></p> <ul style="list-style-type: none"> <li>• Ensure that the selected Investigator meets the specified eligibility requirements provided by the funding organization.</li> <li>• Ensure the selected proposal(s) are scientifically and technically strong.</li> <li>• Ensure that the selected proposal(s) promote the greater University research mission</li> </ul> <p><b>Dean and/or Department Chairperson</b></p> <ul style="list-style-type: none"> <li>• Provide a letter of support nominating the Investigator</li> <li>• Ensure that the nominee and application are likely to be of sufficient quality to be competitive nationally.</li> </ul>
<p><b>Regulatory Elements</b></p>	
<p><b>Related Policies</b></p>	

<b>Reference</b>	
<b>Last Published</b>	
<b>Archive Flag</b>	