

<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>	<p><b>Jennifer Garcia, CRA</b> Director, Sponsored Programs Administration, Office of Research Affairs</p> <p><b>Mary Marron</b> Assistant Director, Corporate and Foundation Relations, Office of Philanthropy</p>
<b>Applies To</b>	This procedure applies to all Rush University Medical Center (RUMC) faculty, staff and students applying for 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, a procedure to review pre-proposals has been established.
<b>Executive Summary</b>	
<b>Definitions</b>	
<b>Equipment</b>	
<b>Information</b>	
<b>Procedure:</b>	<p>All limited submission announcements will posted on the Find Funding page <b>and/or</b> sent via email through Research News. Individual instructions and a deadline for pre-proposal submission will be included for each opportunity.</p> <p>After the deadline, the proposals that have been received are sent to members of the Senior Leadership Proposal Review Committee, appointed by the Vice Provost for Research. The Committee</p>

	<p>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>
<b>Outcome</b>	<p>Sponsored Programs Administration and the Office of Philanthropy make 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 and is not listed in the Funding Opportunities page should immediately contact the Sponsored Programs Administration or the Office of Philanthropy if they intend 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 RUMC.</p>
<b>Guidelines</b>	
<b>Responsibility and Procedure</b>	<p><b>Investigators</b></p> <ul style="list-style-type: none"> <li>• Immediately contact the Sponsored Programs Administration or the Office of Philanthropy 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 and is not listed in the Funding Opportunities page.</li> </ul>

	<ul style="list-style-type: none"> <li>Follow the pre-proposal individual submission instructions by 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 by following the individual submission instructions by the deadline</li> </ul> <p><b>Sponsored Programs/Office of Philanthropy</b></p> <ul style="list-style-type: none"> <li>Notify all research faculty, staff and students of the opportunity, and provide general directions and deadline for submission of the pre-proposal items. Notification will be sent through Research News <i>and/or</i> posted on the Find Funding page</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> <li>Senior Leadership Proposal Review Committee, appointed by the Vice Provost for Research will 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>
<b>Regulatory Elements</b>	
<b>Related Policies</b>	
<b>Reference</b>	
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<b>Archive Flag</b>	