

## **Limited Submission Grant Programs**

This policy covers grant competition programs (including graduate fellowships) where there is a limitation imposed by the funding agency on the number of applications that Georgia State University may submit to the program. Such a limitation will be included in the program announcement. The goal of this process is to ensure the most qualified application is submitted and to limit the time PIs spend preparing an application that can not be submitted because of the funding agency's limited submission policy.

**Identification of a Limited Submission Program.** Anyone considering submitting a proposal to a program that limits the number of submissions from an institution should notify the Associate Vice President for Research immediately. Notification should consist of an email to [aledenberg@gsu.edu](mailto:aledenberg@gsu.edu) that includes the PI's name, name of the grant competition, with a copy or a link to the program announcement. It is important for colleges not to assume a limited submission grant program is only relevant to their own faculty. Failure to send this notification may result in disqualification of an applicant for that grant competition.

**It is the PI's responsibility to identify these competitions from the program announcement so the limited submissions process can be initiated in a timely manner.**

**Notification of Internal Competition.** An announcement via email will be made to relevant faculty (determined in consultation with the colleges) of the limited submission grant program establishing a deadline for PIs to send an email to Associate Vice President for Research of their intention of applying to the competition. Typically, the deadline will be a week after the email notification. Participants will be notified the day after the deadline if there is a need for an internal competition. This will only occur when the number of applicants exceeds the number of allowable submissions. If all PIs are from one college, the nature of the internal competition will be decided through consultation with college administrators and may be conducted by the college through a process set up by that college.

### **The Internal Pre-Proposal and Selection**

For a university-wide internal competition, PIs will be required to submit a pre-proposal. Details of the structure and content of the pre-proposal will be sent to PIs who have declared their intention of submitting a proposal, along with a timeline for the competition. This timeline will be set up to allow as much time as possible for the selected applicant to prepare the final proposal for the grant program. Typically, the proposal will consist of a 3-page project summary that details how the project relates to the sponsor's program goals and objectives, as well as vitas of key personnel. The pre-proposals will be evaluated by a committee of senior faculty and applicants will be notified of the results as soon as possible.

Note: Some limited submission programs occur annually (e.g., NSF MRI, NEH Summer Stipend, and WT Grant Foundation programs). A procedure for these recurring programs will be developed soon.