

LIMITED SUBMISSION OPPORTUNITIES

Limited submission opportunities (LSOs) are funding opportunities where the sponsor has placed a limit on the number of applications that may be submitted by an institution for a particular funding opportunity. An example is the annual NSF Major Research Instrumentation Program (MRI). In such instances and where there is interest in applying from more than one Investigator or Research Team, an internal selection process must take place to determine which application can move forward from Villanova.

Process:

If an Investigator or Research Team identifies a proposal opportunity for which the University is limited to a finite number of proposals, the following process should be followed:

1. As soon as the opportunity is identified, the Investigator/Research Team will notify their respective Dean or Dean designee of their interest in applying.
2. The Dean/Dean designee of each school will then nominate research projects to the VPR for consideration. Each school can nominate no more than the number of projects permitted by the funding opportunity for the entire University. In the case of multi-college collaborative proposals, a college may also submit an additional nomination for a collaborative proposal that entails cross-college collaboration. (Deans/Dean designees of the collaborating colleges would have to agree on which collaborative proposal is nominated if there are multiple collaborative projects).
3. The Dean/Dean designee will submit their nominations to the VPR, which will include a short description of the proposed research, biosketches of PIs/Co-PIs, possible cost share commitments, and any other supporting information pertinent to the sponsor's request for applications. Only those proposals that the College intends to support through to full submission and provide the appropriate oversight and possible cost sharing if awarded should be submitted to the VPR for consideration.
4. Once a nomination is received, the VPR will announce the pending competition to the other Deans/Dean designees and provide an opportunity for all colleges to submit nominations. A deadline for submission will be included in the announcement and no other candidates will be considered after the VPR deadline.
5. The VPR will then select a final project to move forward for full submission. Where time allows, this decision will be based on the advice of a committee of faculty and/or Deans/Dean designees convened by the VPR. If nomination is received less than 3 months before the proposal due date, the VPR will independently choose the application to proceed for submission.¹
6. The Dean/Dean designee will be notified no later than 1 week after the internal deadline. The Investigator/Research Team, along with the Chair, Dean/Dean designee, College Finance, are expected to work within the recommended proposal development timeline with the designated Deployed Research Administrator (DRA) in the Office of Grants & Contracts, including submitting a final proposal to OG&C no less than 3 business days prior to the sponsor deadline to ensure full institutional review.

NOTE: If the proposal will be submitted from a unit without a Dean, the Team should proceed to Step 3 and submit the materials directly to the VPR.

¹After the selection is made, where appropriate, Deans/Dean designees or the VPR may encourage investigators of different proposals to discuss whether a collaboration is feasible and could strengthen the application.