



## LIMITED SUBMISSION POLICY AND PROCEDURE

### 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. To prevent any potential disqualification of submissions by Concordia University, the following policy has been established. This policy applies to all grants and contracts including awards made directly to faculty members.

### POLICY

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

OSP will distribute the funding opportunity announcement to the Deans to solicit any potential interest on the part of other faculty members. To be considered for limited submission opportunities, principal investigators must coordinate with the Academic Office and the OSP as outlined below.

### PROCEDURE

#### A. Summary of Proposed Project

- Principal investigators interested in a limited submission opportunity must submit a one page summary of the proposed project to the OSP within two weeks after distribution of the funding opportunity announcement.

#### 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 Assistant Vice President of Academics and the Director of Sponsored Programs will select the project(s) to be put forth on behalf of the University.

Evaluation criteria include, but are not limited to, quality of the proposal and the work described therein and probability of successful funding,

#### C. Full Proposal Submission

- Summaries selected will result in proposals or pre-proposals submitted in accordance with sponsor guidelines through OSP following normal submission procedures. Principal investigators whose proposals are chosen for submission are expected to complete the submission process. Failure to do so may result in a lower ranking for future submissions.

#### 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.
- To be considered for any subsequent limited submission opportunities, such proposals must be resubmitted and will be evaluated against competing projects.