

## **Sponsored Programs Limited Submissions Policy**

Effective Date: 10/01/2012

Office of Sponsored Programs Policy #02.00

Authorized by the AVP for Research

## **Sponsored Programs Limited Submissions Policy**

### **Purpose of the Policy**

Sponsors sometimes limit the number of proposals an institution may submit to a given grant program. In order to manage these limited submission competitions, and to prevent the possible disqualification of UNC proposals by sponsors, a Limited Submissions Policy has been established.

### **Detailed Policy Statement**

#### **Announcement of Limited Submission Funding Opportunities**

The Office of Sponsored Programs (OSP) works to notify the campus community of upcoming funding opportunities; and for those that are limited submissions, the OSP announcement will include a date by which individuals interested in that competition must submit a Notice of Intent (NOI). This NOI will serve as a placeholder and must indicate that it is for a limited submission competition.

Should a principal investigator or project director (PI/PD) want to apply to a limited submission opportunity that was not announced by OSP, it is the responsibility of the PI/PD to notify OSP immediately of his/her interest so that the established limited submission process can be followed.

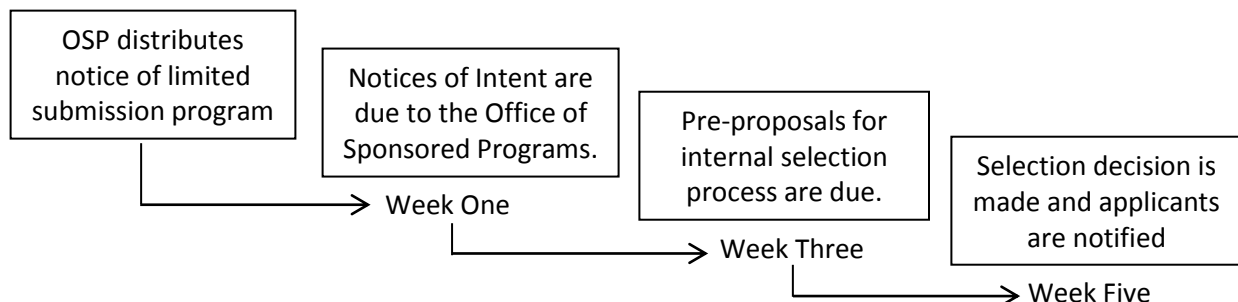
#### **Internal Review and Selection Process**

If the number of NOIs received for a limited submission competition does not exceed the number of proposals allowed by the sponsor, no internal selection process is necessary, and the interested PIs/PDs will be notified to proceed with proposal development. If the allowed number of proposals is exceeded, the internal selection process is triggered, and instructions for internal pre-proposals will be sent to PIs/PDs. The instructions will be based on the application guidelines issued by the funding agency and will specify the page limit and deadline for submission to OSP. Only those individuals who submit an NOI will be allowed to participate in the selection process.

Should a PI/PD wish to resubmit a proposal that was previously selected internally for submission to the sponsor but not funded, he/she must complete the internal selection process again. As part of the internal review, he/she must explain how the resubmission will address reviewers' comments from the previously unfunded proposal.

Review of the pre-proposals will be conducted by the AVP for Research or designee who may consult with an applicant's chair/director and dean/AVP and with others who have experience and/or knowledge of the funding agency, the grant program, grantsmanship, or relevant expertise. In cases for which all applicants are from the same college or other administrative unit, the dean or appropriate administrator will be asked to offer a recommendation for selection. PIs/PDs may be asked to provide additional information. The pre-proposals will be ranked on the projects' likelihood for success with the funding agency.

To the extent possible, OSP will manage the internal selection process within a five-week timeline to allow the selected PIs/PDs as much time as possible to prepare and submit competitive external proposals.



## Applicability

This policy applies to any UNC employee who plans to submit an external proposal to a limited submission competition.

## Definitions

Limited Submission Competition – the application process for an external grant program that restricts the number of proposals that will be accepted from any one institution

Notice of Intent (NOI) – a web-based form required of PIs/PDs to notify the Office of Sponsored Programs of their intentions to submit an external proposal, providing preliminary key data

Principal Investigator/Project Director (PI/PD) – the individual who will be responsible for the scientific or technical direction of a sponsored project. Principal Investigator is generally used in research projects, whereas Project Director is used in education and other projects. Eligibility for serving as a PI/PD at UNC is defined in the [Principal Investigator Eligibility Policy](#).

Sponsored Project – a specific research, training, service, or similar activity for which funding or other support is provided by an external entity (sponsor) under an agreement with the university.

## Contact Information

The Office of Sponsored Programs (OSP) is charged with implementing the Limited Submissions Policy and is responsible for managing the solicitation, review and selection of UNC proposals for limited submission competitions. Questions should be directed to the director or associate director of OSP.

## Policy Authority

This policy is authorized by the Assistant Vice President for Research.

## Forms

The [Notice of Intent](#) is a web-based form available on the Office of Sponsored Programs website.