

California State University San Bernardino CSUSB Process for Limited Submission Opportunities

I. PURPOSE and DEFINITION

An external funding agency (SPONSOR) may specify limits to the number of letters of intent (LOI), pre-proposals or full proposals that an institution can submit in response to a particular funding opportunity in a given submission cycle. This guideline is in connection with funding opportunities that limit the number of proposals that the Office of Research and Sponsored Programs (ORSP) can submit on behalf of CSUSB or University Enterprises Corporation at CSUSB (UEC). This document will refer to these as “Limited Submission” opportunities. The processes described in this document do not apply to applications from faculty, administrators or staff to funding opportunities where awards are issued to the individual and not the institution (i.e., UEC or CSUSB), such as individual fellowships, internships, and other similar activities.

This Guideline was prepared to prevent any potential disqualification of submissions and to stimulate the most competitive proposal(s) based on the criteria defined by the SPONSOR. In order to be considered for a limited submission opportunity, a potential Principal Investigator (PI) must coordinate with ORSP as provided in the procedure outlined below.

Due to the large number of available programs from multiple sponsors, the ORSP or Office of Research Development (ORD) may not be able to identify and announce to campus all Limited Submission announcements. Whenever possible, ORSP will send out limited funding opportunity announcement via email to all faculty and administrators to solicit any potential interest from researchers.

II. PROCEDURE

1. The ORSP Staff or Associate Provost for Academic Research (“Associate Provost”) will email a campus announcement of a limited funding opportunity and will request interests. A deadline to submit interests will be provided in the email.
2. A PI or research team interested in submitting a proposal in response to the limited submission opportunity will submit notice of intent to ORSP via email to Spon_Pgm_PreAward@csusb.edu *no later than* the internal deadline provided in the email noted in Step 1. The notice of intent will identify the PI and key personnel involved (if any).
3. Following the set deadline, ORSP or Associate Provost will send a follow up notification to all who expressed interest to alert them about the results of the inquiry.
 - (a) If the number of interested PIs/research teams is **less than the limit** of the number of proposals identified in the opportunity, then no further action is necessary. ORSP will notify interested PIs/teams to move forward. Proposals will be submitted following the university’s standard review, approval and submission process.
 - (b) If there are **more interested PIs/research teams than the limit** on the number of proposals allowed for each funding cycle, a Selection of Project(s) will be necessary.

4. SELECTION OF PROJECT(S)

- (a) A PI interested in submitting to a limited submission opportunity will be requested to submit a summary of the proposed project (no more than 2 pages), and a list of key persons in the research team, as applicable.

- (b) The Associate Provost will generally discuss the project(s) with the corresponding College Dean(s) and, if appropriate, the Director of Research Development and/or an internal faculty reviewer. This will comprise the “Review Committee.” After consulting with the Review Committee, the Associate Provost will make the final decision on selection of the project(s) to be put forth on behalf of the university. Evaluation criteria will include, but not limited to:
- (i) quality of the proposal and work described therein;
 - (ii) probability of successful funding through alignment with the sponsors stated objectives;
 - (ii) support of the mission of the university through alignment with the university’s strategic plan.
- (c) Once a project is selected and the PI is notified, the PI has the responsibility to submit a proposal through ORSP. All campus compliance requirements will be followed.

Should the selected PI decide not to submit as planned, they must inform ORSP in writing *within five business days* of selection, or whenever practicable (if the reason is due to unexpected circumstances) so that the PI of the next ranked proposal can be notified in a timely manner.

Please note: While every effort will be made to adhere to the procedures listed above, there may be instances where an internal competition is not practical due to sponsor requirements as specified in the funding announcement, or due to a deadline which will not allow sufficient time for internal competition and proposal development. Generally, if a PI/research team provides notification of interest to submit to a limited submission opportunity within sixty calendar days of deadline or less, that PI/research team will likely move forward; no campus call for interests will be sent.

5. 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. However, preference will be provided for a proposal that received favorable reviews, or if that proposal was invited for resubmission. Reviewers’ comments from sponsors must be included with all previously submitted proposals.

For additional information or request for clarification, please contact Spon_Pgm_PreAward@csusb.edu.