SPP 03023030 Limited Submission Policy

Purpose: (identify source of compliance requirements) (consequence of non-compliance)

To manage and monitor grant and fellowship program submission limits and maximize award opportunities.

Policy:

Some external funders and fellowship programs allow only one submission per institution per year. Therefore, it is incumbent upon each institution to resolve its own internal nomination policy, especially when more than one faculty member or student wishes to apply.

The Provost's Office of Academic Affairs is the designated nominator for PSU's external limited submission programs and is required to make nominations as needed. In the event more than one PI is planning a submission to a limited submission program, PSU will run a limited competition to determine the applicant whose proposal may move forward.

Procedures and Forms: (Include links to related procedure and forms document unless links are imbedded within the text of the Policy.)

Limited Submission Guidelines
1. All proposals for external limited submission programs come to the Office of Sponsored Programs (OSP). Proposals must be received 30 days prior to funder deadline.
   a. *OSP requires all participants to submit a pre-proposal including:
   b. Introduction, statement of work, expected outcomes, key personnel, etc. (two page max);
   c. Rough budget (estimated salary, fringe, tuition, equipment, supplies, indirect costs, etc.);
   d. Recent CV;
   e. Any cost sharing requirements and/or leverage opportunities
2. The Office of Sponsored Programs will forward all pre-proposals to the Provost's Office via the Center for Research & Innovation (CRI).
3. The Provost's Office will review the proposals and select the application whose proposal will go forward to the sponsor.
4. The PI will work with the OSP to finalize the project budget, application documents, and final Internal Review Approval Form (PI is responsible for obtaining signatures at the Program and Cluster level). OSP will forward Internal Review Approval Form to CRI for review and signature by the Director of CRI and the Provost.
5. The PI and OSP will work together to submit the final proposal as required by the sponsor

[Internal Review Approval form](#)