
WESTERN MICHIGAN UNIVERSITY

Office of the Vice President for Research

Procedure to Manage Funding Agency Imposed Limits on Submissions

2/14/2005

Revised 02/8/2010

Many funding agencies now place limits on the number of letters of intent, proposals, or applications that any single university may submit in response to an announcement. In some cases, OVPR may be unaware of these changes.

It is the Principal Investigator's (PI) responsibility to review the guidelines of the grant that they intend to apply for, and if the funding agency imposes a limit on the number of submissions from a single institution, they must contact both their **associate dean and OVPR research officer**. OVPR will then initiate an EMAIL call to determine if any other colleges or faculty are planning to submit to the same Request for Proposals (RFP). A deadline of approximately 1 week will be given for others to respond to the OVPR query. At the close of the response period, the PI and associate dean will be notified that either they can submit as representative(s) of the university or a competition will be held to select between the proposed applicants.

Internal Pre-Proposal Process

If we receive notifications of interest from more individuals than allowable in a limited-submission program, we will announce an internal competition asking for pre-proposals.

An internal pre-proposal will include:

- Working title of your proposal
- Principal investigator name/e-mail address/phone number
- Co-principal investigators and collaborating entities if appropriate
- Designation whether the proposal is a new submission or resubmission
- If a resubmission that was not funded by the agency, a copy of the agency reviews
- Agency deadline
- Assurance that submission will be made if chosen
- One page budget (salary, benefits, equipment, travel, etc.)
- Two-three page project description, single spaced
- Any cost-share required for the submission
- Include a statement on the benefits to your program, college, or university and the impact to your program of not being allowed to submit. This may include support from the PIs, chair, or Dean.

Review Panel

The internal pre-proposal review panel will include representatives from OVPR, the appropriate dean(s) offices and faculty or other individuals with expertise in the area of the grant. As in any grant review, a number of factors will be considered including:

- Potential for funding
- Fit to the RFP
- Expertise of the PIs
- Benefit to the program, college, or university

A brief explanation for the decision will be provided to the applicants and like any grant review the internal discussions will be confidential. The overall goal is to allow the selected investigators ample time to develop a full proposal and meet the sponsor's submission deadline and to increase the chance of funding for the project. When feasible, we will encourage a collaborative effort among PIs that submitted internal pre-proposals.