

Division of Research & Economic Development

Limited Proposal Submission Guidelines and Procedures

PURPOSE

Many funding agencies occasionally 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. In order to prevent any potential disqualification of submissions by Morgan State University, the following guidelines have been established. These guidelines apply to all grants and contracts including awards made directly to faculty members.

GUIDELINES

It is the principal investigator's responsibility to notify the Division of Research & Economic Development if he/she intends to make an application to a limited submission opportunity.

The OSPR will distribute the funding opportunity announcement to appropriate Colleges, Schools and Departments to solicit any potential responses from interested faculty by a specified deadline.

In order to be considered for limited submission opportunities, Principal Investigators must coordinate with OSPR as specified in the procedures outlined below.

PROCEDURE

A. Summary of Proposed Project

Principal Investigators interested in a limited submission opportunity must submit a description of their proposed project to the Office of Sponsored Programs and Research within two weeks after OSPR's distribution of the funding opportunity announcement. The description should be no more than **three (3)** pages long and should be submitted to the Assistant Vice President for Research, Innovation & Advocacy, timothy.akers@morgan.edu, with a copy to ailing.zhang@morgan.edu by the published OSPR deadline. Late submissions will not be considered.

B. Selection of Projects

1. If fewer than the allowed number of summaries are received, the normal process for proposals submission will be followed.
2. If more than the allowed summaries are received, the AVP for Research Innovation and Advocacy will convene an *ad hoc* committee to select the project(s) to be submitted on behalf of the University.

Selection Criteria to be used by MSU internal reviewers

- ❖ Relevance to the University's research objectives

- ❖ Responsiveness to the program guidelines and sponsor's review criteria
- ❖ Intellectual merit of the proposed project
- ❖ Appropriateness of the researcher or research team to the proposed project
- ❖ Presentation of the project
- ❖ Assessed overall best chance of success in the external competition

C. Full Proposal Submission

PIs/PDs of descriptions selected will be advised to submit proposals or pre-proposals in accordance with sponsor guidelines through OSPR following normal submission procedures including the Internal Processing Form and other required submittal documents.

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.

In order to be considered for any subsequent limited submission opportunities, such proposals must be resubmitted through the established selection process, and will be evaluated against competing projects. However, failure to submit a full proposal after a selected LOI may result in exclusion from consideration for any limited submission opportunity immediately following.

E. Failure to Submit Full Proposal(s)

If a researcher/faculty member(s) requests permission to submit a "Limited Proposal Submission" requirement by a federal or state agency -- and subsequently neglects to meet the deadline -- thereby resulting in no proposal submission(s) on behalf of the university, said researcher/faculty member(s) will not be considered for the next year submission. However, they will be considered for subsequent year submissions.