



Policy Name	Limited Submission Policy
Policy Number	120010.027
Effective Date	January 15, 2022
Administrative Division	Division of Research and Economic Development
Unit	Sponsored Programs
Revised Date	N/A

### 1.0 Policy Statement

Faculty and staff who are interested in submitting a proposal to an external funding agency or foundation that limits the number of proposals per institution must submit a pre-proposal for internal review and approval prior to submitting a proposal to the funder. This policy is in addition to the Proposal Submission Policy: 12000.008.

### 2.0 Purpose

The purpose of this policy is to establish and ensure systematic and sound procedural responses to an increasing number of government agencies, private foundations, and corporate sponsors that limit the number of proposals, applications, or nominations permitted from a single institution. The primary objective is to stimulate the most competitive proposals, applications, and nominations based upon the criterion defined by the sponsors, and to do so in a consistent manner that does not place an undue burden on the faculty.

### 3.0 Definition

Limited submissions are grant or fellowship opportunities that typically allow for only one to three application submissions per institution. Limited submissions must therefore undergo peer review within the institution to select the proposal(s) that will be highly competitive upon submission.

### 4.0 Additional Information

1. The Division of Research and Economic Development has oversight for this process and makes the final decisions as to which applications are permitted from Jackson State University, except as detailed below. The Sponsored Programs Unit within the Division of Research and Economic Development is charged with implementing the process, in collaboration with the colleges/schools.
2. Faculty/Staff or their respective college/school or unit should contact the Sponsored Programs Unit if they identify a limited submission opportunity that they want to pursue.
3. Where necessary, an Ad Hoc committee of faculty experts will be convened to assist in the review and selection process.
4. Requests for matching funds or exceptions to JSU policies must be identified at this stage and included in the budget. Matching funds are not automatically provided by the institution and must be negotiated through primary unit with ownership of the application.
5. It is critical that the guidelines set forth in this policy be followed. Extra submissions can result in the funding agency's rejection of all proposals from Jackson State University.

## 5.0 **Selection Process**

The following process should be followed to support decisions on limited submissions. Exceptions are made in certain situations, for example, when the deadline is short, when the program is highly focused, when only a single entity on campus expresses interest in applying or when a strategic interest of the University is impacted.

1. **Funding announcements** – Staff within the Division of Research and Economic Development identify and distribute information on limited funding opportunities. In some instances, faculty and staff may identify limited funding opportunities on their own. Either way, faculty interested in a limited submission funding opportunity must contact the Sponsored Programs Unit to express their interest in submitting a proposal, in writing.
2. **Notice of Intent** – Interested faculty are asked to submit a draft Notice of Intent to the Division of Research and Economic Development, following the instructions outlined in the funding announcement.
3. **Pre-proposal Application** – Each faculty/staff who submits a Notice of Intent must submit an electronic pre-proposal application by the stated deadline, following the instructions on the funding announcement.
4. **Selection Process** – The Vice President for Research and Economic Development selects an ad-hoc Internal Grants Review Committee (IGRC) based on the Notices of Intent to ensure that the appropriate expertise is represented, as much as possible. The IGRC will be provided with redacted pre-proposals to assess, review and rank the pre-proposals. The IGRC shall aim to determine the novelty of the pre-proposals and which have the best chance of success in external competitions, and shall also consider is best aligned with the University's strategic goals. The IGRC panel's recommendations are then sent to the Vice President for Research and Economic Development for a final decision. Every attempt will be made to ensure that panel deliberations and final decisions are completed in a timely fashion, thereby optimizing the time available to the faculty for preparation of the final proposal.
5. **Selection Notification** – The Division of Research and Economic Development will electronically notify the faculty/staff whose proposal(s) were selected for submission
6. **Researcher Responsibility** - Once a faculty is selected to apply for specific limited submission opportunity, it is their responsibility to assemble an appropriately qualified and experienced team, and submit that program by the designated deadline. If the faculty/staff declines the selection, they must notify the Sponsored Program Unit within two (2) business days of receiving the selection notification. Failure to submit the proposal, without declining the selection within two (2) business days, would jeopardize the selection for future limited submission selections, when there are no extenuating circumstances.


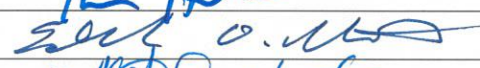
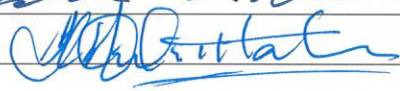
## 5.0 **Employee Adherence**

Employees are required to adhere to these guidelines. Willful disregard of this policy shall be considered non-compliance and may result in a formal reprimand up to and including termination. The information stated in this policy pertains and applies to applicable employees, departments and funding sources of the University.

Certification of Policy Approval

This policy is hereby approved as the University official policy on the subject of Accounting for Federal Allowable Cost and should be used as the appropriate source of guidance and adherence of this subject. All previous policies on this subject are rescinded.

10.0 CERTIFICATE OF APPROVAL / SIGNATURE

Policy Name	Limited Submission Policy	
Policy Number	120010.027	
Administrative Division	Division of Research and Economic Development	
<u>Approved By:</u>	<u>Signature</u>	<u>Date</u>
President		
General Counsel		1/11/2022
VP/Provost		1/11/2022
Director		

11.0 REVIEW AND REVISION HISTORY - Update Review/Revised as needed.

<u>Example:</u>	
CREATED	January 15, 2022
REVISED	
REVIEWED	
REVIEWED	
REVISED	

