

Office of Sponsored Programs

Limited Submission Process

Introduction

Sponsors are restricting the submission requirements for an increasing number of funding opportunities. These are generally referred to as **Limited Submission Opportunities**. The restrictions for limited submission opportunities is generally the number of proposals that an institution can submit to a single opportunity or to an agency, but they may include other criteria.

This process has been designed as an equitable review and selection process to prevent any potential disqualifications of submissions by William Paterson University. This process is only related to proposals that would be submitted through the Office of Sponsored Programs. For the purposes of this procedure, this includes public agencies (federal, state, local and other government), grantmaking public charities, professional or scholarly associations, or when the funding that will be provided is from a public source.

The OSP will make every effort to identify limited submission opportunities and to announce them with guidance on the selection process with sufficient time to receive and consider preliminary proposals so that high quality, competitive proposals can be prepared and submitted by the sponsor's deadline. This may not always be possible. Therefore, it is important that if any prospective applicant identifies an opportunity with a limitation, she/he should immediately notify the OSP and obtain guidance on review of preliminary proposals.

Exceptions

Some funding programs will have restrictions that not only limit the number of proposals that can be submitted but also the units within and agency that are eligible, such as the College of Education or the Department of Nursing. When this is the case, WP assumes that just the eligible area will be the applicant. If there are multiple individuals within that area who are interested, the OSP can assist them to combine or choose the program ideas to create the best possible project. If an agreement cannot be reached on the applicant or project, this Limited Submission process can be used.

In situations where the sponsor does not limit submissions but it is apparent that the submission of more than one proposal would have negative results for all applicants, and the prospective applicants, their department or their dean is unable to decide which should be submitted, the Provost (on the advice of the OSP Director and the Associate Provost) can determine that this process be implemented to select an applicant.

If a limited submission opportunity is identified by a prospective applicant and the deadline is less than 6 weeks away, the opportunity will be announced and the applicant will be approved to prepare and submit a proposal until the limitation is reached.

Process

Guidance on WP's internal review and selection process will be posted on the OSP's webpage and distributed through the Funding Opportunity Announcement email.

A list of select limited submission opportunities will be posted on the OSP website. An internal announcement for each opportunity will be sent out via the Funding Opportunities Announcement email list **approximately** four (4) months in advance of the sponsor agency's deadline.

Prospective applicants will need to respond within seven (7) calendar days to the initial notification to inform OSP of their intent to submit an internal pre-proposal for the limited submission opportunity.

The Notification of Intent (NOI) should include the following:

- Name
- Department
- Project Title (tentative)
- Two to three sentences describing the potential project

OSP will then respond within three business days from the internal notification deadline and either request a formal pre-proposal from all interested applicants or indicate that only one notification was submitted.

Preliminary Proposal

OSP will provide a pre-proposal forms package, which will be completed and returned to OSP by the internal pre-proposal deadline.

A preliminary proposal will include:

- (1) a narrative pre-proposal which responds to the selection criteria indicated in the sponsor's request for proposal and any additional WP specific review criteria (OSP will provide a template);
- (2) Biographical sketch;
- (3) Preliminary budget – see “Budget Note” below;
- (4) Recommendations from the related department chair(s) or director(s) and the dean(s) or associate vice president(s);
- (5) Proposal readiness self-assessment form.

Budget Note: If a sponsor requires institutional commitment/cost share/match, then the budget must indicate the source of funds from which the cost-share will be obtained.

Review and Selection Process:

1. Once the initial notification process is complete, preliminary proposals are submitted by the posted deadline. Preliminary proposals received after the deadline will not be accepted for review.
2. Immediately after the preliminary proposal submission date, the OSP will forward proposals to an ad hoc committee of at least 3 members of the OSP Advisory Council for review, ranking, and recommendation.
 - a. This ad hoc committee will include 1 member from the applicant's college/unit, 1 member who is an experienced award recipient, and 1 other member.
 - b. If an insufficient number of Council members are available or appropriate, or if it is determined that additional expertise is needed, another WP faculty or professional staff person will be appointed by the Director of the Office of Sponsored Programs.
3. The ad hoc committee's ranking and recommendations will be forwarded to the Associate Provost for Academic Affairs and the Provost and Senior Vice President for Academic Affairs for final selection of applicants.
4. The OSP will notify all applicants within 2 weeks of the preliminary proposal submission date. The comments of the ad hoc review committee will be provided to all applicants.

Applicants who are selected to submit proposals will work with the OSP as any other applicant would.

If a selected applicant chooses not to submit a proposal, she/he must immediately notify the OSP so that the next ranked applicant can begin their proposal.

When the number of preliminary proposals submitted for review by the preliminary proposal deadline is fewer than the number allowed by the limitation, all applicants will be notified that they may develop and submit their proposals. *Ad hoc committee review is not necessary.*

Notification to Proceed with Application to Sponsor

If only one individual or team contacts OSP with regards to submitting a proposal to the Limited Submission Opportunity, OSP will arrange a plan to work on the proposal in advance of the agency deadline.

Additional Information

Contact the Office of Sponsored Programs at 973-720-2852 or grants@wpunj.edu.