Policies for Limited Submission Proposals

A limited submission program is defined as an opportunity in which the sponsor restricts the number of applications that can be submitted on behalf of a given organization or institution. These types of programs place the responsibility of selection on the organization or institution that is applying. To ensure that the sponsor requirements are followed, there are policies and procedures that must be adhered to.

**Institutionally limited:** When a program is limited to a specific number of applications per institution (i.e. limited to MSU as a whole), the Office of Vice President for Research and Graduate Studies (OVPRGS) will determine and monitor the proposals that are approved to move forward for submission to the sponsor. The OVPRGS policies and procedures can be found at the below link:

OVPRGS Institutionally Limited Application Procedure

*If you have been approved by OVPRGS to submit an institutionally limited application, please notify AgBioResearch – Office of Research Support at ABR.ORS@msu.edu for our records.

**Unit or Divisionally limited:** Similar to the OVPRGS policies and procedures, when a program is limited to a specific number of applications per a major division or unit within an organization or institution (i.e. limited to CANR within MSU), AgBioResearch - Office of Research Support (ABR.ORS) will hold an internal pre-application process to select which proposal(s) is approved for submission to the sponsor. ABR.ORS will notify CANR Chairs, Directors, and Deans for distribution to faculty should an internal competition be held.

Based on when we are notified of a limited proposal submission, we will utilize the same timeframe guidelines as OVPRGS in relation to when we will hold internal competitions. This structure is outlined below:

- If a faculty member brings a unit or divisionally limited submission opportunity to the attention of ABR.ORS with more than 8 weeks to the sponsor deadline, a CANR internal competition will be held.
- If a faculty member brings a unit or divisionally limited submission opportunity to the attention of ABR.ORS with less than 8 weeks to the sponsor deadline, approval for submission will be granted on a first come, first serve basis.

*Note that OVPRGS will be notified of selected proposals to move forward for unit or divisionally limited submissions.