

## **Limited Submission Procedure**

### **Purpose**

Funding agencies (sponsors) may have limits on the number of proposals that a university may submit for a specific funding opportunity. The guidelines for these require universities to review proposals internally to determine which proposals will be submitted. If a funding agency receives more than the number of submissions allowed, the agency may withdraw all of the proposals submitted by Kutztown University. To prevent any potential disqualification of submissions, the following procedure has been established.

### **Procedure**

The Office of Grants & Sponsored Projects is responsible for the management of limited submissions. Any faculty or staff who wish to respond to a limited submission opportunity must notify Sonya Smith, Assistant Director of Grants & Sponsored Projects, as early as possible.

If interest exceeds the maximum number of proposals permitted, the Office of Grants & Sponsored Projects will coordinate an internal review process and develop criteria for selection. The strategy of the limited submission review process is to select quality proposals that have the potential to be successful and support the mission of Kutztown University. Applicants will be notified of the decision and successful applicants will be asked to confirm that they wish to proceed with submitting a full proposal. If a successful applicant chooses not to proceed, another applicant may be selected. If a successful applicant later decides to withdraw, notification needs to occur as early as possible to allow sufficient time for another applicant to apply.

A person should never assume they are the only one applying at Kutztown University; under no circumstances should a proposal be submitted in response to a limited submission opportunity without advance notice to and approval from the Office of Grants and Sponsored Projects. Failure to send the notification may result in disqualification of an applicant and in the University withdrawing the proposal from the sponsor.