

LIMITED SUBMISSION COMPETITIONS

Purpose: Programs with limited nominations or proposal submissions must be coordinated through OSRP.

In cases of limited submission solicitations, where the sponsor limits the number of proposals per institution, OSRP will have an internal competition to select the most competitive candidate(s) and project ideas to submit a proposal. If you plan to submit a proposal for consideration, your proposal submission **MUST** be coordinated with the Office of Sponsored Research & Programs. *This process is critical as extra submissions can result in all submissions being denied.*

PROCEDURE

The process for selecting researchers to submit on behalf of MSU Denver varies depending on the level of interest shown for individual competitions. Typically, the process consists of the following steps:

Interested researchers submit an email of intent (1st internal deadline). Emails of intent should include names of participating researchers and a brief description of the proposed work.

Researchers must submit a much more detailed pre-proposal of their intended work (2nd internal deadline).

Unless otherwise stated in the announcements and communications, all internal applications should include:

- **Title/Cover page:** Project title, list of investigators/key personnel & their affiliations, and a short abstract of approximately 200 words.
- **Project Narrative:** Up to 4 pages, minimum 11 pt. font, single-spaced, and 1-inch margins all around (including figures & tables, excluding references), describing the proposed project and addressing the evaluation criteria set by the sponsor in their funding opportunity announcement/solicitation.
- **References:** 1-page maximum.
- **Budget:** 1-page maximum with brief justifications capturing the budget categories, the amount received by each participating institution.

Materials should be prepared as a single PDF document and submitted using the Limited Submission Pre-Proposal form. Please send any questions to the executive director of OSRP.

In preparing your submission, please use the font type and size required or suggested by the funding agency, if different from above, for the associated internal competition. If none

listed, font type should be standard/easy to read such as Aptos, Calibri, Times New Roman, Arial and font size of no smaller than 11pt.

If OSRP has yet to notify the campus community of a limited submission that you are interested in applying to or if you believe a funding opportunity that you are interested in is limited, please reach out to OSRP with the funding opportunity. The executive director of OSRP will then launch the limited submission competition. We must follow the limited submission process as extra submissions can result in the sponsor's rejection of all submissions from MSU Denver.

The Office of Sponsored Research & Programs (OSRP) conducts a selection process to determine which of the submitted pre-proposals will be invited to move forward in the general competition.

The Limited Submission Selection Committee should consist of the executive director of OSRP or their designee, AVP of faculty affairs or their designee, at least 1 dean, and at least 2 faculty representatives.

Selected nominees are notified by the OSRP. All researchers who submit a pre-proposal will receive feedback regarding their application.

If there is limited interest in a specific opportunity, the competition may remain open past the deadlines stated. In such cases, applications will be processed in order of receipt until the maximum number of proposals have been accepted for submission.