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SIUC Office of Sponsored Projects Administration

Limited Submission Notification

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When a funding agency limits the number of proposals per institution for a particular grant program and more researchers want to apply than are allowed, the University must decide which proposals are to be submitted to the program. To facilitate a fair decision process, researchers wanting to apply to a limited-submission program are required to submit a **Limited Submission Notification form and pre-proposal** to OSPA at least 60 calendar days before the agency deadline (regardless of whether the deadline is for letters of intent or for full proposals). Exceptions for specific programs, if any, will be announced on our web site or in Research Matters.

The pre-proposal should consist of:
- 2-page project description describing the scope of the project, expected/intended outcomes, the personnel involved, and existing resources;
- 1-page budget;
- 2-page curriculum vitae.

The Office of the Vice Chancellor for Research (OVCR) will establish a committee to oversee the proposal selection. (Note: Holiday breaks or other circumstances may necessitate lengthening the deadline for a particular program. Any such exception will be announced in *Research Matters,* OSPA's newsletter, http://ospa.siu.edu/newsletter/index.html, or on OSPA's home page.)

If the PI misses the deadline for notification, priority will be given to notifications of intent in the order in which they were received by OSPA.

PI Name_____

    Dept. _____E-mail_____

Co-PI Name_____

    Dept. _____E-mail_____

Funding Agency and Program_____

_____

Submission Deadline_____

Project Title_____

Brief Description of Project_____

_____

_____

_____

Outside collaborators?   yes____   no____
If yes, is SIUC the lead institution on the grant?   yes____   no____
(Note: All subcontractors must provide a budget and an authorized institutional approval letter at time of final proposal submission.)

Grant program requires cost-sharing?   yes, ____%   no____

Matching funds will be requested from OVCR?   yes____   no____

This form may be delivered to OSPA, Woody Hall C-206 or mailcode 4709, faxed to 453-8038 or emailed to OSPA by pressing the SUBMIT button.

02/20/2012