Limited Submission Policy

Some external funding opportunities restrict the number of applications allowed from an institution. These limited submission opportunities must therefore undergo review by the Office of Research, which will select the proposals that will be submitted. The goal of review is to ensure the most competitive applications are submitted.

Procedure for Limited Submission Opportunities

1. Notifying Sponsored Programs of Intent to Apply
Anyone considering submitting a proposal to a limited submission opportunity should notify Sponsored Programs as soon as possible and not later than eight weeks before the sponsor’s proposal deadline. This internal deadline for notification applies also to any sponsor’s deadline for a requested Letter of Intent to a limited submission solicitation. Faculty should submit a one-page abstract to sponprog2@kennesaw.edu identifying the limited submission opportunity to which they want to submit.

2. Internal Competitions for Limited Submission Opportunities
If there are more parties interested in a limited submission opportunity than allowed submission by the sponsor, The Office of Research will manage an internal competition to select internal candidate(s) for the limited slots. Interested candidates should then email, by the internal deadline set by OOR, the following documents and any other information requested to sponprog2@kennesaw.edu:
   - White Paper – Two to Five Pages, including a project title, the investigators and their affiliations, project objectives, summary of project, and a draft project timeline
   - Budget Estimate - One Page, including an accurate description of cost share required and source of funds
   - PI Bio-sketch or CV – formatted appropriately for the funding opportunity

3. Review and selection
The review process for limited submission pre-proposals will depend on the number of pre-proposals submitted and the type of grant mechanism. Reviews will be conducted by an ad hoc committee of reviewers. The goal is to complete reviews, make a recommendation to the VPR and notify proposers of the final decision within five business days of the pre-proposal deadline.

The VPR will convene a committee with appropriate expertise who will review preproposals and make a recommendation to the VPR, who will make a decision on which pre-proposal(s) will go forward. successful applicants will receive e-mail notification and will be asked to confirm that they wish to proceed with submitting a full proposal. They will also be put in contact with the appropriate Sponsored Program staff to help address any needs they might have in the proposal development process.

General Review Criteria:

Internal pre-proposals will be reviewed based on the following criteria:

1. What are the proposal’s strengths and weakness as it addresses the program objectives in the solicitation?
2. Does the project fit with the agency's primary thrust?
3. Is the white paper well written? Is it clear and concise? Does it explain the project thoroughly?
4. Is/Are the Investigator(s) able to adequately conduct the proposed scope of work?