**Lehman College**

**Office of Research and Sponsored Programs**

**Limited Proposal Submission Guidelines and Procedures**

PURPOSE

Some funding agencies occasionally place limits on the number of letters of intent, pre-proposals, proposals, or applications that any one university may submit in response to a request for proposals. In order to prevent any potential disqualification of submissions by Lehman College City University of New York, the following guidelines have been established. These guidelines apply to all grants and contracts, including awards made directly to faculty members.

GUIDELINES

The Office of Research and Sponsored Programs (ORSP) will distribute the funding opportunity announcement to appropriate Colleges, Schools and Departments to solicit any potential responses from interested faculty by a specified deadline. It is the principal investigator’s responsibility to notify ORSP through the *“Notice of Intent to Submit”* e-form if he/she intends to submit an application to a limited submission opportunity.

In order to be considered for limited submission opportunities, Principal Investigators must coordinate with ORSP as specified in the procedures outlined below.

PROCEDURE

**A. Summary of Proposed Project**

Principal Investigators interested in a limited submission opportunity must submit a description of their proposed project to the Office of Research and Sponsored Programs within two weeks after ORSP’s distribution of the funding opportunity announcement. The description should be no more than three (3) pages long and should be submitted to the Director of Research and Sponsored Programs, Saeedah Hickman, at [orsp.lehman@lehman.cuny.edu](mailto:orsp.lehman@lehman.cuny.edu) by the published ORSP deadline. Late submissions will not be considered.

**B. Selection of Projects**

1. If fewer than the allowed number of descriptions is received, the normal process for proposals submission will be followed.
2. If more than the allowed number of descriptions is received, the Acting Interim Dean for Research will confer with the Faculty Research Advisory Board (FRAB) to select the project(s) to be submitted on behalf of the University.

Selection Criteria to be used by Lehman internal reviewers:

 Relevance to the University’s research mission

 Responsiveness to the program guidelines and sponsor’s review criteria

 Intellectual merit of the proposed project

 Appropriateness of the researcher or research team to the proposed project

 Presentation of the project

 Inclusion of undergraduate researchers in the proposed project

 Assessed overall best chance of success in the external competition

**C. Full Proposal Submission**

PIs/PDs of descriptions selected will be advised to submit proposals or pre-proposals in accordance with sponsor guidelines through ORSP following normal submission procedures via Cayuse.

**D. Resubmission**

If a proposal is submitted for a limited submission opportunity and is not funded, that proposal will have no preference over other projects in any subsequent limited submission opportunities. In order to be considered for any subsequent limited submission opportunities, such proposals must be resubmitted through the established selection process, and will be evaluated against competing projects. However, failure to submit a full proposal after a selected LOI may result in exclusion from consideration for any limited submission opportunity immediately following.