

Protocol for Limited Submissions in Association with Externally-Funded Research, Service, and Programs

I. Introduction

A. General Protocol

University of San Diego is eligible to submit proposals in response to funding announcements from federal and non-federal sponsors. Some funding agencies limit the number of proposals that may be submitted by each institution. In most cases, the number allowed ranges from one to three. In the event there are more researchers interested in a particular grant program than the agency will permit, the Office of Sponsored Programs (OSP) will oversee an internal review process to determine which proposal(s) would move forward. This protocol defines the university's internal review process.

II. Determination of Internal Review Process

- A. Interested applicants will notify the Office of Sponsored programs at least 60 days prior to the submission deadline stating their intent to submit a "limited submission". If the agency is non-federal, OSP will request Foundation Relations place a reserve for the submission. If the reserve is not available, Foundation Relations will advise next steps. If the agency is federal, OSP will coordinate the internal review process.
- B. If the number of submissions does not exceed the agency requirement there will not be cause for an internal review.

III. Internal Review Process

- A. All researchers interested in submitting will provide OSP with a pre-proposal summarizing their projects. This pre-proposal will include a copy of the funding announcement, a 2-3 page project description including the scope, anticipated outcomes, personnel, names of collaborators, and estimated cost summary including institutional support (course reassignments, post doc/graduate/undergraduate support, equipment needs, etc.).
- B. An internal review panel chaired by the Provost's Office Representative will be comprised of faculty and administrators with overall experience in research funding, agency policies, grantsmanship, and, where possible, expertise in appropriate disciplines. Brief proposals will be ranked on their likelihood for success with the funding agency. The internal review panel will ensure that selected pre-proposals meet all eligibility requirements, are scientifically sound and technically strong, and promote the greater University research mission.
- C. Panel Composition
 - Chair – Provost's Office Representative
 - Associate Dean or Deans Designee from each applicant's school
 - One faculty from each school, applicant selected by Associate Dean or Dean's designee
- D. The Provost's Office Representative will notify all applicants of final decisions.