LIMITED SUBMISSION PROCESS

Many funding agencies and foundations have established limited submission policies and will only review a limited number of applications from each institution. Applications or nominations submitted without proper institutional endorsement, or submission of a number over the limit, may result in automatic rejection of all Wellesley proposals.

The process for limited submissions is led by the Assistant Provost and Director of Sponsored Research, in coordination with the Faculty Research and Awards Committee. The Office of Sponsored Research (OSR) will establish a deadline for an internal review of applications/nominations for limited submission programs, as necessary. The Office of Sponsored Research (OSR) will take part in the internal review process in coordination with the Faculty Research and Awards Committee, and the Provost will be consulted regarding the final decision of which applications to put forward on behalf of Wellesley College.

Every effort will be made to identify and **list** limited submission programs via the OSR website. In addition to the posted list, OSR may make occasional announcements regarding common limited submission programs of interest. The list maintained on the OSR website is not a comprehensive list, and it is the investigator's responsibility to contact OSR should the program in which they are interested be restricted, but is not on this list. The Assistant Provost in OSR will then determine if an internal competition is necessary and will assist the investigator in obtaining institutional endorsement.

For more information, please contact Liz Demski, Assistant Provost and Director of Sponsored Research, at (781) 283-2079.

OSR Announces/Posts Announcement of Limited Submission Program, with deadline for internal competition

- OSR posts a (non-exhaustive) list of limited submission programs to website
- PI is responsible for reaching out to OSR regarding any limited submission program (whether on the list or not)
- Internal deadline typically 4 weeks prior to sponsor deadline

Interested potential applicants submit brief materials for internal competition to OSR

- Internal Applicant Form, including
- Program information
- 750 words (max) project summary (Overview, Intellectual Merit, Broader Impacts)
- 250 words (max) Statement on relationship to PI career trajectory (tenure/promotion or other professional goals) and/or departmental goals
- CV

OSR recieves internal application materials and distributes to FRAC

- FRAC & OSR evaluate internal applications against criteria and make recommendation to Provost.
- Internal applicants notified of selection results by OSR no later than 3 weeks prior to sponsor deadline.

Selected Applicant prepares full proposal for submission to sponsor

- OSR notifies PIs approved for full submission.
- PI completes OSR Routing Process 1 week (minimum) in advance of sponsor deadline
- OSR submits application on behalf of PI (unless sponsor requires otherwise)

Limited Submission Internal Application Form

Principle Investigator/Project Director Information:

Name:

Title/Rank:

Department:

Phone:

To which limited submission program are you interested in applying?

Sponsor:

Program/Solicitation (with link to guidelines if available):

Impact on Research and Career Trajectory (250 Words Max): What is the significance of the proposed project/external grant application to your professional career trajectory (e.g., tenure, promotion, other professional milestones or goals) and/or research program.

CV: Please include your current curriculum vitae with your submission.

Project Summary (750 Words Max): In no more than 750 words total, provide a summary of the project. This summary must be broken down into three brief sections (Overview, Intellectual Merit, and Broader Impacts). When considered together, these three brief sections should not exceed 750 words.

- In the **Overview** section, describe the activities you would undertake in the project, your overall goal(s), and specific objectives. In other words, tells us succinctly what you are proposing to do.
- In the **Intellectual Merit** section, situate this project in the current state of your discipline, and help us understand how this project will advance knowledge.
- In the **Broader Impacts** section, tell us how the proposed activities will benefit society and contribute to important societally relevant outcomes.

Begin typing your Project Summary here:

(Place your final Word Count here: _____)

Limited Submission Program—Internal Review & Scoring Process

(for committee use)

Scale: 1 = Poor, 2 = Fair, 3 = Good, 4 = Very Good, 5 = Excellent

Overall Fit/Responsiveness of Project to Sponsor's Program (1-5): _____

- *Reviewers must read programs solicitation, provided by OSR.*

Project Summary (Overview, Intellectual Merit, Broader Impacts) (1-5): _____

- *Consider strengths and weaknesses in terms of approach, feasibility, significance, and broader impact.*

Career Impact (1-5): _____

- Consider how pursuing/winning the grant will impact the individual's professional trajectory versus the impact of not being able to submit at this time.
- How will this impact the individual scholar? The department? The College as a whole?

Overall Score (out of 15):

_____