New Mexico State University’s Limited Submissions Policy

Federal funding agencies sometimes impose limits on the number of proposal submissions by an institution for a particular solicitation. In addition, the nature of the requested work (interdisciplinary, collaborative, multi-institutional) or the number of awards may dictate that all interested parties work together to develop one submission for the greatest chance of success. To support successful competition for funding and to ease the application process for interested candidates, NMSU has developed the following guidelines:

Identification Process for Limited Submissions (LS)

The Office of Grants and Contracts will identify limited submission opportunities. However, there may be instances when OGC is unaware of a limited submission opportunity, and it is not communicated with the faculty. In these instances, the Principal Investigator (PI) who is interested in submitting a proposal is responsible for notifying OGC, or the relevant Research Center so that the established process can be followed.

Announcement Process

E-mail announcements are sent to Associate Deans of Research and faculty and staff who may be interested in a specific announcement that falls under the limited submission category.

Notification of Intent to Pursue

The limited submission announcements contain a notification date for informing the OGC. The PIs must submit their intent to pursue to our office no later than close of business on the specified date.

Review and Selection Process

If the number of PIs does not exceed the limit imposed by the sponsor, approvals will be given after the deadline to OGC expires. If the number of PIs interested in an opportunity exceeds the limit imposed by the sponsor, the PIs may be asked to determine the possibility of combining their interests into one proposal. If that is not possible, OGC will ask for preliminary proposals from all interested parties and set up a review panel to determine which proposal should go forward. The review panel will include the Vice President for Research, the Associate Deans for Research from the interested colleges, and the OGC Director. The criteria for selection will include intellectual merit, competitive strengths of the proposal, alignment with strategic university objectives, and conformance to the sponsor's requirements.

For LS opportunities whose deadline to OGC has expired and there are still vacancies, approvals are given on a first-come, first-serve basis.

Institutional Support Notifications

OGC will email all PIs and CO-PIs, the relevant Research Center(s) (if applicable) and Associate Deans for Research indicating those who have the institutional approval to submit their proposal. Approvals will
be sent approximately two days after (a) notification date to OGC has expired and an internal review is not warranted or (b) the internal review.

Submission Process

It is the PI’s responsibility to contact the relevant college Research Center, if applicable, or OGC to submit the full application to the sponsor.

Withdrawal Process

If approval has already been obtained and a PI decides not to submit, the PI must let OGC know as soon as possible about their decision to withdraw.