March 10, 2017

To: All Provosts, Research Associate Provosts and Deans, Grants Officers, and John Tsapogas, RF CUNY Director, Office of Award Pre-Proposal Support

From: Mark Hauber, Interim University Vice Provost, CUNY Office of Research

Subject: CUNY Office of Research Limited Submission Policy and Process - Effective Date: May 15, 2017

A Limited Submission is a funding opportunity in which the sponsor sets an institutional limit for the number of proposals it will accept. To participate, the University must organize an open and transparent process to submit our most competitive proposal(s). This requires an internal competition. The process is critical as too many submissions can result in either the sponsor's acceptance of only the first proposal submitted or total rejection by the sponsor of all proposals. For a list of such types of proposals at the National Science Foundation, for example, please visit: https://www.nsf.gov/funding/pgm_sro.jsp.

For CUNY, Limited Submissions can take at least two forms and the policies and processes that apply to each type of Limited Submission funding opportunity is as follows:

**Limited Submissions Type (i)**

These are submissions limited to PhD-granting institutions (i.e. City College of New York and the CUNY Graduate Center). Each of these two institutions sets its own policies about this type of Limited Submissions funding opportunity.

**Limited Submissions Type (ii)**

These are submissions limited to one application per university system (e.g. in our case, one submission from CUNY, SUNY, University of Wisconsin system). When a CUNY researcher identifies a type (ii) funding opportunity, he/she should notify Ms. Sharon Forde and Dr. Mark Hauber in the CUNY Office of Research via email at (sharon.forde@cuny.edu; cc: mark.hauber@cuny.edu) as early as possible, but at least eight (8) weeks in advance of the applicable submission deadline (Letter of Intent or Full Proposal) provided that the issued Request for Applications/Proposal allows for this time.
This Type (ii) notification should include the following information (via email):

- PI Name
- PI Title, Department, and Campus
- Telephone number
- University email
- Proposal title
- Funding agency
- Funding announcement web link
- Submission deadline date

The CUNY Office of Research will then reach out to all Grants Officers to alert them to this opportunity and let them know that the Limited Submission Process has been triggered. The Grants Officers will have five (5) working days to direct their faculty to submit a notification (with same information listed above) to the CUNY Office of Research indicating that they are interested in responding to the Request for Proposals.

If two or more eligible proposals are identified, the CUNY Office of Research will request a 1-page summary or specific aims document from each Principal Investigator/Team (within 5 working days) and conduct a swift (5 working days or less) peer-review process to identify the top proposal chosen for submission to the Funding Agency. The Principal Investigators will be informed of the outcome of this internal assessment promptly.

Please note that faculty who identify a type (ii) Limited Submission opportunity within 8 weeks of the earliest applicable deadline, will be allowed to submit their proposals to the funding agency on a first-come-first-serve basis but are first asked to transmit the information identified in the list above to the CUNY Office of Research (sharon.forde@cuny.edu; cc: mark.hauber@cuny.edu). All other/subsequent requests for submission to that same program will not be accepted or authorized by the University.

Thank you for your assistance in putting forth the strongest proposals for extramural funding from CUNY.