



TO: Deans, Department Heads, and Directors

FROM: John D. Hulvey, Director – Office of Sponsored Programs Administration & Accounting

THROUGH: John B. Noftsinger, Jr., Vice Provost – Research and Public Service

RE: Limited Submission Programs

DATE: November 30, 2007

Limited submission programs are those for which funding agencies restrict the number of nominations or proposals a university may submit for consideration for an award. To ensure that the most competitive proposals go forward to represent James Madison University, it is necessary to put an internal competition procedure in place.

When we learn of limited submissions, the Office of Sponsored Programs (OSP) will publicize the opportunity both on the OSP website and in special funding announcements to deans and department heads. To assist in the internal evaluation process, there will be a panel of interdisciplinary evaluators who will screen all eligible and interested nominees to determine which proposals will best represent the university in the limited submission competitions

The first limited submission competition that will involve the internal review process is the [National Science Foundation's Major Research Instrumentation Program \(MRI\)](#), due to the NSF on January 24, 2008. See the description below for a program overview.

The **internal deadline** for this funding opportunity is **Thursday, December 20**. To indicate your intent to submit a pre-proposal for the JMU Internal Competition for the MRI program, complete the [required form](#), next page, and return to the OSP according to the instructions on the form.

Requirements for internal review will mirror the requirements of the awarding body to reduce duplication or extraneous paperwork. Unless stated otherwise, all required documentation should be submitted electronically by the posted deadline to the Office of Sponsored Programs via the following e-mail: jmu_grants@jmu.edu

The intention is to make this procedure fair and timely so that each potential applicant has adequate time to refine their submission prior to the sponsor's deadline. Every effort will be made to maintain current and accurate information about the limited submission deadlines and procedures on the Office of Sponsored Programs website; however, the awarding agency's posted information remains the final authority.

As always, if you have any questions about the internal review process for limited submission proposals, please contact me directly at 568-3725.

cc: Dr. Douglas T. Brown
Mr. J.W. Myers, Jr.

OFFICE OF SPONSORED PROGRAMS
ADMINISTRATION & ACCOUNTING

MSC 5728
1031 S. MAIN ST, SUITE 7
HARRISONBURG, VA 22807
540.568.3725/6872 PHONE
540.568.6240