OBJECTIVE

To describe the policies and procedures relating to limited submissions, and in particular, the process for determining which of competing proposals is selected for submission.

GENERAL DESCRIPTION

As the university's Authorized Organizational Representatives, the Office of Sponsored Programs-Administrative Services submits sponsored programs proposals to external funders on behalf of James Madison University. When JMU is limited in the number of proposals that may be submitted, it may be necessary to choose which of multiple projects proceeds to submission. This is done in partnership with the leadership across campus and following the procedures in this SOP.

DEFINITION

Limited Submission: A funding opportunity in which the sponsor restricts the number of proposals or applications that a specific institution can submit. This limitation may be imposed directly or indirectly (e.g., by requiring a nomination and restricting applicants to a limited number of nominations).

RESPONSIBILITY

Execution of SOP: Office of Sponsored Programs-Administrative Services staff.

PROCEDURES

1. *Announcing Limited Submission Opportunities to the Campus Community*

The Office of Sponsored Programs-Administrative Services (OSP-AS) or the Office of Research Development (ORD) will maintain a website with:
- The definition of limited submission opportunities.
- A list of sponsors who frequently run limited submission opportunities as well as specific limited submission funding opportunities that members of the JMU community have frequently applied for in the past.
- Instructions on how to set up notices for upcoming limited submission funding opportunities (e.g., through the SPIN database).

Neither the Office of Sponsored Programs-Administrative Services nor the Office of Research Development will attempt to maintain a fully up-to-date and exhaustive list of all limited submission opportunities. The procedures outlined in this document apply to all limited submission opportunities regardless of their inclusion on the above-mentioned website.

As of June 16th, 2025, the limited submission website is available at: https://www.jmu.edu/sponsoredprograms/limited-submissions/index.shtml

2. *PI Responsibility to Notify*

When a PI intends to prepare a proposal for a limited submission opportunity, they have a responsibility to notify OSP-AS. The simplest means of submitting an expression of interest in the opportunity is through the Interest Form, which as of June 16th, 2025 is available at https://forms.office.com/Pages/ResponsePage.aspx?id=Izwz6cfK9EKZiVzuPUp5wNaJs4ValVR InL8P_qS-NGxUM1laMFFXRzNSV1M3RjI3T1pQOE42UklPQSQlQCN0PWcu .

3. *Cutoff Date for Expressions of Interest*

The Office of Sponsored Programs-Administrative Services will collect expressions of interest until the designated cutoff date for a limited submission opportunity. The default designated cutoff date is 8 weeks before the sponsor submission deadline, although a list of exceptions to the 8 week cutoff will be maintained on the limited submission website. If a cutoff date falls on a weekend or university holiday, OSP-AS will collect expressions of interest through the start of the next university working day.

4. *Consultation with the REDI Liaisons*

If expressions of interest are received from applicants prior to the cutoff date, OSP-AS will solicit input from the REDI liaisons on the cutoff date (or next working day) to confirm whether any other internal applicants are known to them. If an expression of interest is submitted after the cutoff date (and the number of already-selected JMU internal applicants is less than the sponsor limit), OSP-AS will solicit input from the REDI liaisons to confirm whether any other internal applicants are known to them on the same or next working day. In both cases, REDI liaisons are not expected to seek out applicants; this is a recognition that in some cases dean's offices may be aware of applicants before OSP-AS is. Responses will be requested within 3 business days.

Note that because REDI liaisons are immediately contacted when an expression of interest arises after the cutoff date, the process effectively becomes first-come-first-served at this point.

5. *Internal Competitions*

If after consulting with the REDI liaisons, the number of internal applicants is less than or equal to the number of proposals that JMU can submit, all internal applicants shall automatically be selected as the candidates.

If there are more internal candidates than the number of proposals JMU can submit, OSP-AS will coordinate with the appropriate unit or college(s) to organize an internal competition. In general, the selection will be made by the smallest relevant administrative entity:
- If all applicants are within one department, OSP-AS will contact the relevant AUH, unless the AUH has expressed interest in the opportunity, in which case the relevant dean's office will be contacted.

- If all applicants are within one college, OSP-AS will contact the relevant dean's office.
- If applicants are distributed between different colleges, OSP-AS will contact all the relevant dean's offices to collaborate.
- If applicants are distributed between divisions, leadership of the relevant divisions will be consulted.

OSP-AS encourages colleges and units to determine appropriate internal policies to govern the competitions that they operate.

The selection of proposals will be made by the unit or office(s) identified above. OSP-AS's role will be to coordinate collection of materials from the PIs and distribution to the relevant units/offices. Typically, the requested materials will be:

- A short description of the project. When possible, this should be identical to a component of the proposal (e.g., project summary) and follow the corresponding formatting guidelines. The page limit will be the lesser of the sponsor's page limit or three pages. A short description of the PI/team. When possible, these should be biosketches or other similar materials required in the proposal.
- PI(s) may optionally submit a short statement with other relevant information (e.g., whether they have a related planning grant). If cost sharing is required, PI(s) should indicate their plan for how this will be provided in this section.

Generally, PIs will be given one week to submit materials for the internal competition. This may be shortened if the need for an internal competition arises after the cutoff date. If the need for an internal competition arises well after the cutoff date, OSP-AS may alternatively ask interested PIs to submit their current proposal drafts.

When a competition is necessary, OSP-AS will share the names of PI(s) of proposals that are not selected with the Office of Research Development, who will assist with finding alternative funding opportunities for these PIs. Similarly, if OSP-AS receives an expression of interest after the internal candidates have been selected, the Office of Research Development will assist with finding alternative funding opportunities.

6. Withdrawal

If, after being selected to proceed, the PI(s) decide not to submit a proposal for any reason, the PI(s) must notify OSP-AS as soon as possible. OSP-AS will then offer permission to another PI or team, if applicable. If necessary, the administrative unit that ran the internal competition will be consulted to decide between multiple interested parties.

7. Exceptions

There will be an exception to this process for particularly prestigious programs that make awards to a limited number of individuals, nominated by their respective college, department, or other administrative entity, as an acknowledgement of their academic or professional achievement. Units, colleges, or other administrative entities may develop internal procedures to select their

nominee(s) from among their faculty and notify OSP-AS of their chosen candidate(s). A list of such programs and their nominating administrative entity will be maintained on the limited submission website.

While OSP-AS will make every effort to adhere to the procedures listed above, there are instances when the time between becoming aware of a limited submission opportunity and/or interest in the opportunity and the time for submission of materials to the funding agency makes it impractical to follow the process outlined above. In those cases, necessary exceptions may be made.

REVISION HISTORY

Version No.	Brief Description of Changes	Created on Date
00	Creation of SOP	6/11/2025

SIGNATURE HISTORY

Name and Title	Signature	Date
Lauren Pearce Interim Director of Research Development and Pre-Award Services	*Lauren Pearce*	6/16/2025

REFERENCES

None