Guidance Document on Limited Submission Opportunities

From time to time, a funding opportunity may arise that limits the number of proposals that a single institution may submit (e.g., the National Science Foundation’s Major Research Instrumentation program, which limits the number of equipment acquisition proposals to two per institution). The below process will be utilized for grant competitions that place a limitation on the number of proposals that may be submitted by the University and are likely to be of interest to several different groups/individuals within and/or across colleges and divisions.

Where OSP is made aware of or has knowledge of a limited submission opportunity, OSP will send out a “Limited Submission Opportunity” notice through its funding opportunity announcement listserv. Ideally, this notice will be sent 12-14 weeks prior to the sponsor’s deadline, but may vary depending on the amount of advance notice the sponsor is providing to applicants. Please note that OSP’s bi-weekly funding opportunity announcement listserv is sent to all faculty who are registered with the listserv—please contact OSP at osp@montclair.edu if you are not receiving these opportunities and/or would like to join the listserv.

Interested applicants will be required to notify OSP of their intention to apply for the opportunity by the internal deadline posted in the limited submission opportunity announcement email. OSP will also maintain a list of common proposal limited opportunities on its Limited Submission web page. If more than the maximum number of applicants per institution expresses interest, each applicant will be asked to submit a cover page, and a proposal abstract/summary, limited to no more than one single-spaced page, containing the following information, to osp@mail.montclair.edu:

i. Cover Page
   1. Funding Opportunity, Sponsor, and Deadline
   2. Title of Abstract
   3. PI/PD, Co-I/Co-PD and their affiliated departments and divisions/colleges
   4. Expected total budget amount including direct and indirect costs, and any anticipated university cost-sharing.

ii. Proposal Abstract/Summary
   1. Single spacing, 11-12 point font, limited to one page (1” margins).

- Should the number of internal applicants fall within the same college/division, and exceed the sponsor’s imposed limit, OSP will administratively coordinate in a timely manner (i.e., 7-10 business days), the selection and notification process with the Dean/Head, and Associate Dean(s) of the impacted college/division. At their discretion, and time permitting, an ad-hoc peer review committee may be formed to review each proposal abstract/summary and provide recommendations for further consideration.
• Should the number of internal applicants be from more than one college/division, and exceed the sponsor’s imposed limit, OSP will administratively coordinate in a timely manner (7-10 business days), the selection and notification process with the Provost’s Office, and the Dean(s)/Head and Associate Dean(s) of the impacted colleges/divisions. At their discretion, and time permitting, an ad-hoc peer review committee may be formed to review each proposal abstract/summary and provide recommendations for further consideration.