

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](#)). 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.

OSP will maintain a list of the most common proposal limited opportunities on its [Limited Submission web page](#). 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 [weekly funding opportunity announcement list-serve](#), or via a separate email notice to all faculty. 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 and/or OSP's awareness of the opportunity. Please note that [OSP's 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](#).

To administratively manage limited competitions, MSU/OSP uses the industry leading web-based system [InfoReady](#). When a limited submission opportunity is announced by OSP, OSP will launch a corresponding internal limited submission application in InfoReady that can be accessed on the [InfoReady home page](#). The application is begun by clicking on the opportunity hyperlink on the home page, and then clicking on the "Submit" button and logging in with your University Net ID.

Applicants interested in a limited submission opportunity will be required to post their internal application in InfoReady by the posted deadline. Applications posted after the internal deadline may not be considered for review. Applicants may either upload the below items as a single PDF file to InfoReady or use the provided text field in InfoReady.

1. Title of Abstract
2. PI/PD, Co-I/Co-PD and their affiliated departments and divisions/colleges
3. Expected total budget amount including direct and indirect costs, and any anticipated university cost-sharing. (A detailed budget is not required)
4. Proposal Abstract/Summary Single spacing, 11-12-point font, no more than 500 words (#'s 1-3 above do not count towards word limit).

Technical questions about the use of InfoReady, and/or about the limited submission process can be directed to osp@montclair.edu.

- 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.