



**Sponsor Limit to Number of Proposal Submissions # 2320.085**

<b>INITIAL EFFECTIVE DATE:</b>  February 11, 2004	<b>LAST REVISION DATE:</b>  March 29, 2021	<b>RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT</b>  Office of Research and Economic Development
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**POLICY STATEMENT**

When a sponsor limits the number of proposals that may be submitted for proposed funding, the Vice President for Research & Economic Development will select the proposal(s) to be submitted in accordance with the parameters set forth in this policy.

**SCOPE**

University Community (faculty, staff and students)

**REASON FOR POLICY**

To establish the parameters by which proposal(s) will be selected for submission to sponsors in situations where there is a sponsor limit on the number of proposal that may be submitted by one institution.

<b>DEFINITIONS</b>	
<b>TERM</b>	<b>DEFINITIONS</b>
Limited submission	“Limited submission” refers to a program that restricts the number of proposals which may be submitted by an institution to the agency sponsor.
ORED	“ORED” is the Florida International University Office of Research and Economic Development.
RFP	RFP refers to “Request for Proposal” which is the document published by a sponsor setting forth the requirements for submitting a proposal to that sponsor for a particular project.

**ROLES AND RESPONSIBILITIES**

N/A



**RELATED RESOURCES**

N/A

**CONTACTS**

Office of Research and Economic Development  
Florida International University  
11200 S.W. Eighth Street - MARC 430  
Miami, Florida 33199  
Telephone: (305) 348-2494

**HISTORY**

**Initial Effective Date:** February 11, 2004; Office of Sponsored Research Administration Faculty/Staff Guide for the Administration of Externally Funded Projects, INTERIM VERSION

**Review Dates** (*review performed, no updates*): N/A

**Revision Dates** (*updates made to document*): February 1, 2007 and September 7, 2007; March 29, 2021



**Sponsor Limit to Number of Proposal Submissions # 2320.085a**

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February 11, 2004	March 29, 2021	Office of Research and Economic Development

**PROCEDURE STATEMENT**

Some sponsor RFPs limit the number of proposals that may be submitted by one institution. Any such proposal limits are explicitly outlined in the eligibility requirements of the RFP. Sponsors that impose a limit to proposal submissions will refuse to review any application from an institution submitting more than the allowed number or proposals specified in the RFP. Therefore, complying with this policy is crucial.

ORED makes every effort to notify the University community of proposal with limited submission requirements by maintaining a list of limited submission programs. They are listed on the ORED website at [research.fiu.edu](http://research.fiu.edu) under "Limited Submissions," with their corresponding internal competition information, internal submission deadlines, external funding source deadlines, and internal application procedures. Faculty and staff planning to submit applications must access the ORED website and complete the internal proposal process as set forth below.

Notwithstanding that ORED makes every effort to be aware of and to announce programs with limitations on proposal submission, this is not always possible. Therefore, investigators who wish to apply to a program for which submission is limited, and where the program is not listed on the ORED website under Limited Submissions, must notify ORED immediately. Once ORED is notified of a limited submission opportunity that is not on its website list, it will be added to the list immediately, with the corresponding internal deadlines so that internal proposals may be submitted as provided below. Where notification is given to ORED without sufficient time to meet the internal deadlines set below, the Vice President for Research & Economic Development may allow alternate procedures for the proposal's internal review that meet the objectives of this policy to the extent practicable and appropriate.

What is the procedure for applying to a limited submission solicitation?

Select "Upcoming Deadlines" under the Limited Submissions section of the ORED website and follow the specific information for internal deadlines and application procedures listed on the website. All internal application deadlines are 5:00 p.m. Eastern Time of the day listed in the deadline and need to be submitted via email to [limited@fiu.edu](mailto:limited@fiu.edu)

How are limited submission proposals selected?

Final proposal selections are made by the Office of the Vice President for Research & Economic Development based on merit, funding potential by the sponsoring agency and broader strategic benefits to the University community. If the number of potential internal applicants exceeds program limits, the Office of the Vice President for Research & Economic Development shall conduct an impartial internal review to select the most competitive proposal(s) for submission to the external funding agency. There may be circumstances when the Vice President for Research & Economic Development may determine that an ad hoc committee is more appropriate to review particular internal proposals. If the Vice President for Research determines that an ad hoc committee would be more beneficial, the Vice President for Research shall convene such ad hoc committee for internal proposal review purposes.

No member of any committee reviewing proposal submissions may participate in the review of any proposal where the member has or may have an actual or potential conflict of interest in relation to such proposal review. The affected member of such committee must disclose to the Vice President for Research & Economic Development any such potential or actual conflict of interest as soon as the member becomes aware of it. The Vice President for Research & Economic Development shall resolve such conflict of interest before the member is permitted to continue to be involved in the proposal review process or may determine that the conflict is such that the member shall be excused.

ORED will contact the PIs to advise of the outcome of the internal competition and the PI(s) selected will then prepare the final proposal according to the applicable RFP proposal submission requirements. Please note that reviewer's comments are not generally provided for those applications not selected to move forward.