

Limited Submission Grant Application Process Minnesota State University, Mankato

Process

Funding agencies (sponsors) may place limits on the number of letters of intent or proposals that any one institution may submit in response to a funding opportunity announcement. The following process is designed to support an equitable review process while preventing any potential disqualification of submissions by Minnesota State University, Mankato due to more than the allowed number of applications being submitted.

Individuals interested in applying to an agency that indicates a limited number of submissions per institution will be required to submit a pre-proposal to the Office of Research and Sponsored Programs (RASP) four months in advance of the funding agency's submission deadline. All pre-proposals received by RASP will be forwarded to the respective college dean so s/he may coordinate the college's process of review for selection to submit. If there are pre-proposal submissions to more than one college, the Associate Vice President of Research will coordinate the review process with the appropriate Deans. Upon completion of the review process, the Dean(s) will notify all applicants of their status as well as RASP.

Withdrawal of selected applicant

If a selected applicant(s) withdraws the proposal, RASP will contact the appropriate Dean for the next highest ranked pre-proposal. Notification of withdrawal should occur as early as possible. Any applicant who withdraws with limited notice and without extreme extenuating circumstances will be identified in the RASP database as a risk for future limited submission competitions and the Dean notified accordingly.

Pre-proposal format

Unless otherwise identified, internal pre-proposals will be limited to two (2) pages in length, with one-inch margins, single spacing, 12 pt. font, and must include:

1. Title of proposal
2. Name of Principal Investigator
3. PI's Department Name
4. PI's e-mail address
5. PI's office address
6. Project Summary
7. Summary of impact on current and future instructional and research activities
8. Total Cost (include and identify cost sharing if applicable)
9. Current and Pending support for the PI
10. PI's vita (abbreviated maximum 2 pages)