

OFFICE OF THE VICE PROVOST OF RESEARCH

GUIDELINES FOR INTERNAL REVIEW OF LIMITED-SUBMISSION PROPOSALS

Whenever funding agencies limit the number of proposals that can be submitted by an institution, the Office of the Vice Provost for Research (VPR) will determine which proposals are to be submitted.

To assure that all proposals receive informed reviews, the proposals will be screened first by the units to which the investigators or units report.

- Principal investigators and centers administered within colleges should submit proposals to their Dean/Associate Dean for their review and selection. For proposals with investigators from more than one college, the proposal should be sent to the primary college of the lead PI. Each college can forward to the Office of the VPR no more than the number of proposals permitted per institution.
- Units that do not report to a college (such as certain centers, institutes and initiatives) should submit proposals to the VPR office for review and selection. The VPR office will set up an *ad hoc* internal review committee to consider such proposals. The VPR office can move forward for further consideration no more than the number of proposals permitted per institution.
- If the total number of proposals forwarded exceeds the limit, then the Office for the VPR will set up an *ad hoc* internal review committee. The Deans of the Colleges that submitted the proposals will be asked to recommend name(s) of faculty and/or administrators to serve on this committee.
- All proposal recommendations will be forwarded to the VPR for final approval.