

Limited Proposal Submission Policy

Funding agencies (sponsors) may place restrictions on the number of letters of intent or proposals that any one university may submit in response to a funding opportunity. The following policy is designed to support an equitable review process while preventing any potential disqualification of submissions by Western Carolina University of more than the number of proposals allowed.

The Office of Research Administration will:

1. Distribute information about funding opportunities with limited submission restrictions directly to faculty via e-mail as well as by posting a list of certain programs on its web site, located at <http://www.wcu.edu/6779.asp>. It is not possible for the Office of Research Administration to maintain an exhaustive list of all programs; it remains the faculty member's responsibility to notify Research Administration if they are considering applying to a program that has a limited submission restriction.
2. Publicize formatting and content requirements for statements of interest and concept papers. To ensure fairness through the review process, submissions that do not conform to these requirements may not be reviewed.
3. Create a calendar and a shared location of established internal deadlines, and agency specific criteria by which faculty members must submit statements of interest or concept papers as well as the sponsor's deadline.
4. Coordinate an internal competition when the number of faculty who are interested in submitting proposals exceeds the number of submission allowed by the sponsor by:
 - The academic college deans and department heads will be requested to identify qualified evaluators from their departments and colleges to serve on the ad hoc review panel.
 - The review panel will be asked to present a slate of proposals or statements of interest from their respective college for each of the colleges.
 - The Ad hoc review panel members' identities will remain confidential.
 - Each panel members will be provided the agency specific criteria upon which they will rank the proposals.
 - There will be no restrictions on the number of proposals presented by each college.
 - Utilizing the published criteria, the panel will rank order the proposals and submit the priority list to respective college dean and the Associate Dean of Graduate School & Research.
 - The suggested ranking will be provided to the Chief Research Officer. The Chief Research Officer will submit the proposal ranking to the Provost for submission approval.

Limited Proposal Submissions - Frequently Asked Questions

1. What is a limited Proposal Submission?

Certain funding agencies will limit the number of proposals or letters of intent they will accept from an institution. When this is the case and more researchers want to apply than are allowed, the University must decide which proposal will be submitted for competition.

2. Do I need to be nominated for a limited submission proposal?

Utilizing the published criteria, a panel of your peers will rank order the proposals and submit the priority list to respective college dean and the Associate Dean for Graduate School and Research for review. The list will be provided to the Chief Research Officer for submission and discussion with the Provost.

3. How does the Office of Research Administration determine which proposals to submit for a limited submission program?

- The academic college dean's a/o department heads will be requested to identify qualified evaluators from their departments and colleges to serve on the ad hoc review panel.
- The review panel will be asked to present a slate of proposals or statements of interest from their respective college for each of the colleges.
- The Ad hoc review panel members' identities will remain confidential.
- Each panel members will be provided the agency specific criteria upon which they will rank the proposals.
- There will be no restrictions on the number of proposals presented by each college.
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- The suggested ranking will be provided to the Chief Research Officer. The Chief Research Officer will submit the proposal ranking to the Provost for submission approval.

4. Who can I ask if I have additional questions?

Please contact the Office of Research Administration at extension 7212.

