

## **Pace University Limited Submission Procedures**

Sometimes an award sponsor may limit the number of applications that Pace University can submit for a given program/competition. These “limited submissions” require special procedures in order to ensure fairness and transparency.

If you are interested in a program/competition that has limited submissions (this information is generally found in the section of the solicitation on PI/institution eligibility), please notify the Office of Sponsored Research ([sponsoredresearch@pace.edu](mailto:sponsoredresearch@pace.edu)) as soon as possible.

Once a limited competition is identified, the Office of Sponsored Research will attempt to determine if there are others also planning to submit (e.g., email to relevant Deans/Associate Deans, Chairs, and/or faculty). This email would include a deadline for notifying the Office of Sponsored Research of intent to submit. A list of known limited competitions will also be posted on the Sponsored Research website. If no other PIs indicate intent to submit within the time frame, then permission will be granted for the original PI to proceed (all normal procedures, including obtaining the appropriate signatures on the grant clearance form, must be followed).

In the situation where the number of PIs interested in the opportunity exceeds the number of proposals allowed, each interested PI should submit a letter of intent (a short project description) to the Office of Sponsored Research. A committee will be formed to conduct an internal review of the merit of the projects; this committee will submit a recommendation for which proposal(s) should move forward to the Associate Provost for Sponsored Research. A final decision will be made by the Associate Provost, in consultation with the relevant Dean(s) and/or Chair(s). The Office of Sponsored Research will work with any PI who is not selected to proceed with a submission in order to identify other potential funding opportunities.

If the limited submission opportunity is brought to the Office of Sponsored Research within 1 month of the deadline, permission to submit will be given on a first-come, first-serve basis upon receipt of a fully executed grant clearance form.