



UNIVERSITY OF NOTRE DAME

OFFICE OF THE VICE PRESIDENT FOR RESEARCH

Limited Submission Procedures – updated Feb. 27, 2009

Sponsored programs that limit the number of proposals that can be submitted from each institution are becoming increasingly common. The Office of Research strives to ensure transparency and fairness in these competitions with a process that does not overburden either the researcher or the reviewers required to make high quality decisions. The overall objective of this process is to make Notre Dame as competitive as possible in these limited competitions.

Overall Process

The process is as follows:

1. Email notification of program; response by interested faculty
2. Internal competition; submission of preproposal by interested faculty
3. Review of preproposals by Limited Submissions Committees
4. Final proposal submitted to sponsor

1. EMAIL NOTIFICATION

Such programs will be announced by the Office of Research via email to faculty, Deans, and Chairs as appropriate to the program.

- The email will contain the following information:
 - Name of Sponsor and title of program
 - Internal deadline to submit preproposal (two weeks from email date)
 - Sponsor deadline
 - Description of submission limitation
 - Brief program description
 - Link to program guidelines
- Faculty interested in applying to the program are asked to reply to the email within two weeks
- If interest does not exceed the limit then the interested faculty will be contacted via email to proceed with their application.

2. INTERNAL COMPETITION/PREPROPOSAL

If interest exceeds the program limitation, the interested faculty are contacted and asked to submit a preproposal within 1-2 weeks depending on schedule committee meetings and proximity of the deadline.

- Preproposal

- For each competition, an electronic template will be provided. The template will request basic information as well as information related to the requirements particular to the individual competition.
- Full CVs is required for each new/young investigator programs. Two-page CVs are required for each faculty member on regular programs.

3. REVIEW BY LIMITED SUBMISSIONS COMMITTEE

- The Limited Submissions Committee will convene to review the preproposals. The appropriate Deans will provide a ranking of the preproposals submitted from their College for consideration at the committee meeting.
 - If more than one college is involved, all colleges with participating researchers may rank the preproposal.
- The Limited Submissions Committees will provide a recommendation to the Vice President for Research who makes the final submission decision.

4. SUBMISSION OF FINAL PROPOSAL

- All interested faculty will be notified via email of decision
- All faculty who submit preproposals will have the opportunity to hear feedback from a committee member.

Limited Submissions Committees:

Mission:

Each participant on this committee will have a faculty appointment or faculty experience. The committee will meet with the Vice President for Research to discuss the relative merits of the preproposals and select the proposal(s) to be invited to submit. The ultimate goal of the committee is to identify the very best proposal(s) to send on behalf of Notre Dame.

Membership:

- Associate Dean for Research *and*
- Nominated College/School representative from:
 - College of Arts & Letters
 - College of Engineering
 - College of Science
 - Law School
 - Mendoza College of Business
 - School of Architecture

- Possible expert reviewer with no conflict of interest may serve as a special member at the request of the Vice President for Research.
- Possible current awardees of a limited submission program may serve as a special member at the request of the Vice President for Research.