

Limited Submission Application Guidelines

Some research sponsors limit the number of grant applications that they will consider from an institution in response to Requests for Applications (RFAs) or other Funding Opportunity Announcements. These “**Limited Submission**” programs require institutions to identify which application(s) will be submitted to the program sponsor. **At Penn State College of Medicine, Research Development is responsible for identifying the applications that will be submitted to Limited Submission programs.** For programs that impose a limit on the number of applications that may be submitted by the entire University, Research Development coordinates a prescreening process within the College of Medicine/Milton S. Hershey Medical Center under guidelines established by the Office of the Vice President for Research at University Park.

The following guidelines for Limited Submission programs at the College of Medicine/Milton S. Hershey Medical Center are intended to ensure that the most competitive application(s) will be submitted to the sponsor:

1) Investigators interested in submitting an application to a particular sponsor in response to an RFA or other Funding Opportunity Announcement should review the sponsor’s guidelines and notify Research Development *immediately* (x6949; researchdevelopment@hmc.psu.edu) if there are any limitations on the number of proposals that may be submitted by the institution.

2) For Limited Submission programs identified a month or more prior to the sponsor’s receipt date: Research Development will distribute the Funding Opportunity Announcement to appropriate investigators, who work in related areas and who may have an interest in submitting an application. If the number of investigators who are interested in submitting an application exceeds the number of applications that the sponsor will accept, an internal selection process will be initiated to identify the proposal(s) that will be authorized to move forward on behalf of the institution. In general, this internal selection process will involve the independent ranking of preliminary applications by three to five reviewers including one or more members of the College of Medicine Scientific Review Committee. When the most competitive application(s) has been identified, Research Development will notify the Office of Research Affairs regarding the application that has been selected for submission; any other application(s) received by the Office of Research Affairs for submission to the same program will be returned to the PI(s). At the discretion of the Director, in consultation with the Vice Dean for Research and Graduate Studies, priority may be given to PIs of renewal applications without conducting a downselect.

3) For Limited Submission programs identified less than a month prior to the sponsor’s receipt date: In this situation, there generally will not be sufficient time for a competitive internal selection process as outlined above without adversely limiting the time available for development of the final application(s). Accordingly, Research Development - in consultation with the Vice Dean for Research and Graduate Studies- will identify the investigator(s) who will be authorized to develop an application(s) for submission to the program sponsor on behalf of the institution. Research Development will also notify the Office of Research Affairs regarding the application(s) that has been selected for submission; any other application(s) received by the Office of Research Affairs for submission to the same program will be returned to the Principal Investigator(s)

Please refer any questions regarding Limited Submission applications Research Development (x6949; researchdevelopment@hmc.psu.edu).