



## Limited Submission Opportunity (LSO) Procedure

Revised October 2022

**Purpose:** The purpose of this procedure is to facilitate submissions of proposals to sponsors who limit the number of applications from one institution. All Principal Investigators (PI) and administrative staff at California State University, East Bay (CSUEB) are expected to follow these procedures.

**Limited Submission Opportunities (LSOs)** are extramural funding opportunities that are open to all potential applicants and either limit the number of applications an Institution may submit or require internal coordination to eliminate unnecessary duplication of requests. For some sponsors, the guidelines specifically indicate a limit of one or two proposals per Institution.

The Office of Research and Sponsored Programs (ORSP) learns of LSOs in several ways:

- a. CSUEB receives an invitation from a sponsor, such as a private foundation, to submit a proposal.
- b. A federal funding opportunity announcement (FOA) becomes available and posted/distributed via listserv.
- c. A CSUEB Department/Division, Faculty or Staff Member receives direct notification of an LSO from a sponsor.

### **Principal Investigator Responsibility:**

Due to the large number of available programs, it is not possible for the ORSP office to provide notification of every limited submission opportunity. Therefore, it is the principal investigator's (PI) responsibility to notify the ORSP if they intend to make an application to a limited submission opportunity. ORSP will distribute the funding opportunity announcement to appropriate Colleges and Departments to solicit any potential interest on the part of other faculty members. In order to be considered for limited submission opportunities, principal investigators (PI) must coordinate with ORSP as provided in the procedures outlined below.

### **Procedure:**

1. PIs notify ORSP and their Chair and Dean (or supervisor) about the LSO as soon as possible, or at a minimum of 30 days prior to the sponsor's deadline.
2. ORSP announces the opportunity via its website, InfoReady, Academic Affairs newsletter, and/or email lists – and sets a deadline for PIs to enter proposal information in Cayuse.
3. Investigators interested in applying must [start a proposal](#) in [Cayuse](#); complete sections 1 through 3; and enter "LIMITED SUBMISSION" in a Cayuse Submission Note.

4. If the number of interested parties falls under or meets the maximum allowed, then applicants work directly with ORSP and follow the usual process for submitting grant proposals through the University.

If the number of interested applicants exceeds the maximum allowed, PIs will be invited to upload a brief summary of the proposal, preliminary budget, and budget justification, as applicable, to their Cayuse proposal.

5. Pre-applications will be reviewed by the AVP of ORSP and the appropriate Dean(s)/ Supervisor(s) or their designees. The PI(s) selected by this group will be invited to submit a full proposal to the sponsor.
6. If the proposal is not funded and the Principal Investigator would like to resubmit, they should return to step 1 – notifying ORSP and their Chair and Dean. For resubmissions, the LSO procedure will be repeated. Projects previously selected for submission will not be given preference over other projects being reviewed for the same limited submission opportunity.