CALIFORNIA STATE
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E A S T   B A Y

Limited Submission Opportunity (LSO) Policy and Procedure

Revised September 2019

Purpose: The purpose of this policy 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 adhere to this policy.

Limited Submission Opportunities (LSOs) are extramural funding opportunities that are open to all potential applicants and either limit the number of applications an applicant 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.

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

Policy:

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 responsibility to notify the ORSP if s/he intends 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. PI's notify ORSP about 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.

3. Investigators who are interested in applying must complete ORSP's oline Intent to Submit and Application to an External Sponsor form: https://forms.gle/JZqGo5zwfYWG42AZA

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 applicants for that opportunity, then ORSP will set up a pre-application process via InfoReady. Potential PIs will submit their pre-application through InfoReady and will include a brief summary of the proposal, preliminary budget, and budget justification, as applicable.

5. Preapplications will be reviewed by the AVP of ORSP and the appropriate Dean(s) or their designees for selection to submit a full proposal to the sponsor.

6. If the proposal is not funded and the Principal Investigator would like to resubmit, the process will start with the announcement of the opportunity (see step 1) For resubmission, the process associated with the review of LSO will be repeated. Projects previously selected for submission will not be given preference over other projects being reviewed.