Procedure for Internal Review on Solicitations that Limit the Number of Proposals

A number of external funding sources limit the number of proposals that can be submitted from each institution. In some of those cases, the number of individual faculty or groups of faculty at CSM who wish to submit proposals exceeds that limit. The following procedure will be used to select which CSM proposals will be authorized to go forward.

- Faculty members who wish to submit to sponsors/programs that limit the number of proposals from the institution will notify ORA of their intent within no more than one week after receipt by CSM of the Request for Proposals, or by the deadline imposed by ORA.

- If ORA receives notification after the one-week post-RFP deadline (or the ORA-imposed deadline) has passed, then:

  ➢ If CSM has not yet reached the limit, the faculty member will be authorized to submit.
  ➢ If CSM has reached the limit, the faculty member will not be authorized to submit.

- Upon receipt of notification prior to the one-week post-RFP deadline, ORA will consult with the VP for Research and then publish an internal request for pre-proposals. The request will include:

  ➢ A deadline of five working days after publication of the internal request;
  ➢ A summary of the elements of the external RFP to be considered in making the internal decision, such as the objectives of the program and the review criteria for proposals;
  ➢ A summary of the general factors that will influence the internal decision, such as the nature of the faculty team, how the proposal fits the institutional strategic plan, factors that influence the probability of success, and how the grant would contribute the greatest good for the greatest number of people on campus, and
  ➢ Instructions for submitting the pre-proposal electronically as a .PDF document.

- Immediately following the five-day open period for submission of pre-proposals, ORA will deliver all pre-proposals to the VP for Research. The VPR will conduct a review of the pre-proposals according to the following process and select those proposals that will be submitted by the institution.

  ➢ The VPR will post the internal request and the pre-proposals on the Research Council Blackboard site and open a Discussion Board Forum to receive feedback from Council members for a minimum of three working days.
  ➢ At the end of the comment period, the VPR will invite the Chair of the Research Council to meet within three days in order to select the proposals to be submitted by CSM. If the Chair of the Research Council is not available within that time frame, the VPR will make the decision independently.
  ➢ After notifying the faculty who submitted pre-proposals, the decision and a summary of the strong points of the winning pre-proposals will be posted on Blackboard.

- All faculty who submitted pre-proposals will be notified of the decisions within seven working days after the due date for the pre-proposals.