



HOBART AND WILLIAM SMITH COLLEGES

HWS Policy for Limited Submission Funding Opportunities

Funding agencies sometimes limit the number of proposals submitted by institutions for particular funding programs. Hobart and William Smith Colleges' Office of Sponsored Programs works with the Office of Academic and Faculty Affairs to comply with the limited submission policies of these opportunities. The *HWS Policy for Limited Submission Funding Opportunities* describes the Colleges' process for determining which prospective applicants can submit proposals to specific limited submission programs.

In these instances, the Provost and Dean of Faculty will convene an *ad hoc* committee to select the nominees to move forward with a full proposal for the competition. The Associate Provost for Faculty Affairs and Development will arrange the announcement of limited submission opportunities, serve as the point of contact for pre-proposals, and notify faculty and staff regarding the outcomes of the committee's deliberations.

Internal Pre-proposal Application Process

While Sponsored Programs will make all reasonable efforts to accommodate faculty and staff interested in applying to a limited submission funding opportunity, we cannot make guarantees if given less than **two months'** notice prior to the sponsor deadline.

Internal pre-proposals should align with the program guidelines and directly address the sponsor's objectives and funding criteria. The Associate Provost will share the pre-proposals with the Provost for review.

Internal Pre-proposal Review Process

If the Colleges' identify fewer than the maximum number of submissions permitted, then interested Principal Investigators (PIs) may follow the normal application process to submit a proposal. If more than the allowed submissions are received, the Provost's *ad hoc* committee will determine the project(s) to be put forth on behalf of the Colleges through an *ad hoc* committee selection process. The Provost and the *ad hoc* committee will refer to the funder's stated criteria in the program announcement for evaluating the pre-proposals. Other factors may include the quality of the proposal and the work described, quality of the budget, probability of successful funding, and alignment with the mission of the Colleges.

Proposal Submission Process

The Associate Provost will notify the faculty and/or staff members regarding the decision of the Provost. OSP will work with the nominees to follow the Colleges' process for submitting proposals to external funding organizations, help with proposal questions, discuss drafts in progress, and connect faculty with grant writing resources.

Additional Considerations

If a proposal is submitted for a limited submission opportunity and is not funded, that proposal will have no preference over other projects in any subsequent limited submission competitions.

Due to the large number of programs, it is not possible to announce every limited submission opportunity. Therefore, it is the responsibility of PIs to notify Sponsored Programs of their intention to submit an application to a limited submission program. Sponsored Programs will help to ensure that the Colleges do not exceed the number of applications allowed per institution.

To find limited submission opportunities in your area of interest, you may conduct a search in the [SPIN](#) funding database by logging in and clicking on "Search" then "Limited Submission Programs." You can either search and filter through "All Limited Submissions" or click "Limited Submission per Configuration" to view a subset of opportunities based on our institution-specific filters. Sponsored Programs also offers a curated list of major limited submission opportunities that can be viewed on the [Public Bookmarks](#) page when logged into SPIN. (**Tip:** To sort by column, click on the column name; to view filter options for a particular column, click on the funnel next to the column name).