Research Administration Services
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New Mexico State University's Limited Submissions Procedures

Federal funding agencies often impose limits on the number of proposal submissions by an institution for a particular solicitation. In addition, the nature of the requested work (interdisciplinary, collaborative, multi-institutional) or the number of awards may dictate that all interested parties work together to develop one submission for the greatest chance of success. To support successful competition for funding and to ease the application process for interested candidates, NMSU has developed the following procedures.

Identification Process for Limited Submissions

The Office of Research Administration Services (RAS) will identify limited submission opportunities. However, there may be instances when RAS is unaware of a limited submission opportunity, and it is not communicated with the faculty. In these instances, the Principal Investigator (PI) who is interested in submitting a proposal is responsible for notifying RAS as soon as possible so that the established process can be followed.

Announcement Process

RAS lists limited submission opportunities on the Limited Submissions webpage (accessible through the research website at https://research.nmsu.edu, under *Research Administration Services* menu). The site lists important dates such as the deadlines to submit letters of intent, the deadlines to submit concept papers and the deadlines for submitting full proposals. The list also contains internal deadlines for interested researchers to notify RAS of their intent to pursue available limited submission opportunities. RAS will also send out periodic reminders to the NMSU community through the Office of the Vice President for Research, reminding them to visit the limited submission website.

Notification of Intent to Pursue

The limited submission announcements contain an internal deadline for informing RAS. Applicants must submit their application indicating intent to pursue through the Streamlyne FundFit system no later than the deadline posted on the Limited Submissions webpage to be considered for any limited submission competition. Streamlyne FundFit is accessible through the Limited Submissions webpage.

Review and Selection Process

If the number of NMSU applicants does not exceed the limit imposed by the sponsor, approvals will be issued after the internal deadline to notify RAS. If the number of applicants interested in an opportunity exceeds the limit imposed by the sponsor, the applicants may be asked to determine the possibility of combining their efforts into one stronger proposal. If that is not possible, RAS will provide instructions to

applicants requesting white papers for an internal review. RAS will also form a review panel to determine the stronger applicant(s) who should move forward with submitting their proposal(s).

The review panel will include a representative from RAS and may include the Associate Deans for Research from the applicants' colleges and/or subject matter experts chosen by RAS or Associate Deans for Research. The committee might also include a representative from the OVPRGS depending on the nature of the funding opportunity. The criteria for selection will include intellectual merit, competitive strengths of the proposal, alignment with strategic university objectives, and compliance with the sponsor's requirements. If time permits, RAS will convene an internal review meeting providing applicants an opportunity to make short presentations and answer the committee's questions.

In the case where a funding agency has posted/published a solicitation less than six weeks before the external submission deadline, approvals are given on a first-come, first-served basis.

For limited submission opportunities whose internal deadlines to notify RAS have expired and there are still vacancies, approvals are given on a first-come, first-served basis.

Institutional Support Notifications

RAS will notify applicants of limited submission selection through Streamlyne FundFit. Other relevant NMSU staff, such as Associate Deans for Research of colleges, college Research Centers, and the RAS Grants and Contracts Administrators can view selected applicants on the NMSU Limited Submissions webpage.

Submission Process

It is the PI's responsibility to contact the relevant college Research Center and RAS to prepare all the paperwork and submit the full application to the sponsor.

Withdrawal Process

If approval has already been obtained and a PI decides not to submit, the PI must login to Streamlyne FundFit to withdraw the application. The allows RAS to contact the next applicant in line, or, in case an internal competition was held, to the applicant whose white paper garnered the 2nd highest score among those not selected by the committee.