



HMC Limited Submission Internal Selection Policy

Many funders (government agencies, foundations, and corporations) sponsor programs that limit the number of proposals a single institution may submit. HMC's Office of Sponsored Research works with the Research Committee and Dean of Faculty to ensure compliance with such "limited-submission" policies. This "Limited Submission Internal Selection" policy describes the HMC's method of determining individual applicants for limited-submission funding programs.

HMC's Research Committee conducts the review process for faculty seeking nomination for limited submission opportunities and makes a recommendation to the Dean of Faculty who will make the final decision regarding nominations. (In cases where an application does not align with the Research Committee schedule, an *ad hoc* committee may be convened to conduct the internal review process.)

The Office of Sponsored Research (OSR) will notify the College community of limited-submission opportunities, collect internal pre-proposals, and contact interested faculty and staff regarding the outcomes of the committee's decision.

Pre-proposal Solicitation Process

As with all external funding programs, the OSR will make all reasonable efforts to accommodate faculty and staff interested in applying to limited-submission opportunities, however, we cannot make guarantees if given less than 8 weeks notice prior to the sponsor's submission deadline.

Internal pre-proposals should pay close attention to the program announcement and clearly address the sponsor's eligibility, objectives, and funding criteria. The OSR will share the pre-proposals with the Research Committee for review.

Internal Pre-proposal Review Process

Regardless of the number of potential submissions, interested PI's must submit a pre-proposal to the OSR to be officially nominated by the Dean of Faculty. If more than the allowed submissions are received, the Research Committee will review the project(s) and make a recommendation to the Dean of Faculty for nomination.

Members of the Research Committee are eligible to submit pre-proposals and will recuse themselves from the selection process. The Committee will refer to the funder's stated criteria

in the program announcement for evaluating the pre-proposals. Other considerations may include quality of the proposal and the work described, quality of the budget, probability of successful funding, and alignment with the mission of the College.

Proposal Submission Process

The OSR will notify the faculty and staff members regarding the decision of the Research Committee and work with the nominees to follow HMC's standard process for submitting proposals to external funding organizations, help with proposal questions, and review drafts.

Applicants are expected to follow the [Grant Proposal Timeline](#) published online.

Additional Notes:

- This policy and process apply to grants submitted by individuals. Institution-level applications are handled in collaboration with the Office of Advancement and Corporate and Foundation Relations.
- 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 opportunities.
- Given the large number of available programs, it is not possible to provide notification of every limited submission opportunity. Therefore it is the responsibility of the principal investigator to notify OSR of their intention to apply for a limited submission opportunity. OSR will help to ensure that the College does not exceed the number of applications allowed per institution.