

**LIMITED SUBMISSION COVER SHEET AND INSTRUCTIONS**

- Many federal and foundation sponsors limit the number of grant proposal applications which may be submitted, and these require an internal institutional review for selecting those proposals which are sent to the sponsor. Some nominations for individual prizes or awards also require institutional review.
- **Process:** Individual investigators or teams of investigators wishing to submit a proposal or nomination in response to a limited submission must send this completed cover sheet to [ordlimitedsubs@ksu.edu](mailto:ordlimitedsubs@ksu.edu) with the attachments outlined in the guidelines sent to you. A review team, assembled by the Office of Research Development from the Associate Deans for Research Council and relevant faculty, will select the proposal(s) or nomination(s) to be submitted to the funding source and will provide comments intended to strengthen the submission.
- **Criteria:** Submissions will be evaluated based on:
  - The alignment of the proposed project with the goals of the limited submissions program announcement (i.e. fundability).
  - The guidelines sent to you.
  - The degree to which the proposed project aligns with the priorities of the institution (i.e. suitability).
  - The credentials of the individuals involved with the project.

---

PI or nominee: \_\_\_\_\_ email: \_\_\_\_\_

Academic unit: \_\_\_\_\_

Proposal title (draft): \_\_\_\_\_

Agency and program: \_\_\_\_\_

K-State internal deadline \_\_\_\_\_

---