



Everything You've Ever Wanted to Know about the External Funding Limited Submission Approval Process

External funding agencies such as the National Institutes of Health, National Science Foundation, U.S. Department of Agriculture, U.S. Department of Energy, etc., often limit the number of proposal submissions that a university may submit. This information is always provided in the agency announcement.

To make sure that Mississippi State University provides an equal opportunity to all researchers pertaining to a limited submission, it is necessary that a process be in place to insure an equal opportunity. Therefore, all limited submissions are required to go through the Office of Research and Economic Development (ORED) before being submitted to Sponsored Programs Administration (SPA).

ORED is responsible for identifying the limited submissions and then sending an email notice to all associate deans for research, deans, directors, department heads, and university level center directors, notifying them of an agency that has posted a limited proposal submission. It is these administrators who are responsible for providing the information to their faculty and personnel. The email contains a Word document that provides detailed information to an individual who is interested in submitting a proposal. This includes pertinent information for the individual who would like to provide a white paper/preproposal to ORED.

Once the preproposal deadline to ORED has passed, and if there are more preproposals submitted to ORED than the Request for Proposals (RFP) indicated, ORED will convene a panel of faculty and administrators to review the proposals to determine which proposal has the best opportunity for funding and will represent MSU.

Once a decision is made by ORED, the principle investigator (PI) of the preproposal is notified that they will represent MSU for the submission and an ORED approval number is provided. The ORED approval number must be provided on the Internal Approval Sheet (IAS) before being sent to SPA. This is necessary so that when SPA is reviewing the entire proposal, the ORED number indicates that it is a limited submission and the PI has followed protocol and has been approved to submit. Otherwise, SPA will not submit the proposal without ORED approval.

It is the responsibility of the MSU employee (faculty, researcher, center director, etc.) to notify ORED if they identify a proposal announcement that has a limit on the number of proposals that can be submitted. Otherwise it can result in their proposal not being submitted by SPA because they did not follow protocol.

A PI of a preproposal that has been approved by ORED to go forward to represent the university should notify ORED if for some reason they decide not to submit a proposal for the limited submission. This will allow ORED to notify the second highest scoring preproposal applicant to submit on behalf of MSU.

For additional information, please contact:

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