Office of Grants & Sponsored Research

SJU Limited Submission Proposal Review Process

Many federal agencies and foundations offer grants, awards and fellowships that limit the number of applications that can come from one institution. If multiple Project Investigators confirm their intent to apply to such a solicitation, an internal selection process is required in order to determine which institutional proposal will move forward.

The Review and Selection Process

The Office of Grants and Research (OGSR) ensure that selected pre-proposals:

1. Meet all eligibility requirements
2. Are scientifically and technically strong
3. Promote the greater University research mission

Faculty members confirming intent to move forward in any such limited submission program must provide an internal application to the attention of the OGSR (via littmanj@stjohns.edu) consisting of the following components:

1. **Project Description** (3 pages maximum stating an overview as well as the intellectual merit and broader impacts of the proposed research)
2. **Current Bio Sketch or CV**
3. **A Letter of Support from the applicant’s Chair**

The OGSR (in coordination with the Vice Provost for Graduate Education and Research) reviews and determines the relative merits and limitations of each proposal. They will then choose the proposal that they believe has the greatest chance of being funded, and compliments the best interests of St. John’s University.

Timing between the sponsor deadline and the OGSR decision panel is expected to be very short. As such, any Project Investigator applying to such a program should **immediately** alert an OGSR representative of their intent apply to a limited submission program. This courtesy allows more flexibility to accommodate schedules, and affords the Project Investigator with more lead time to share additional information with their Chair and Dean.