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Procedure for the internal review of proposals for federal programs with limits on number of proposal submissions per institution

Office of Research Administration and Finance, Northeastern University

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**Procedure for the Internal Review of Proposals for Federal Programs with Limits on
Number of Proposal Submissions per Institution**

Some requests for proposals (RFPs) from federal funding agencies place limits on the number of proposals an institution can submit in a given competition. Because of these limitations there is a need for the University to review all *potential* submissions responding to such RFPs to make sure that proposals submitted have the highest scientific merit and are responsive to the RFP.

Principal Investigators from Northeastern University who intend to respond to a program with a limit on the number of proposals are required to submit a Letter of Intent (LOI) to Horst Wittmann as soon as possible but **no later than 60 days prior to submission due date** . If more than the maximum permissible number of LOIs is received, the Vice Provost for Research will request short abstracts/summaries, to evaluate which proposal will go forward. The due date for the LOIs will be included in all funding opportunity announcements emailed to faculty by Wittmann. Wittmann's announcement may have a different LOI due date which will override the 60 day limit. For funding opportunities not sent out by Wittmann, the 60 day limit applies.

The review of the abstracts/summaries will be carried out as soon as possible by a blue ribbon panel convened by the Provost or Vice Provost for Research, abstracts/summaries will be prioritized, and the respective Deans will be consulted before finalizing the decision. Each PI will be informed of the outcome in time for the selected proposal(s) to meet the agency submission deadline.

The short abstract/summary should have no more than two pages and contain the following information:

Title, Principal Investigator, Co-Principal Investigator(s), Department, College, duration of the project, proposed start date, estimated budget for entire performance period, and a summary of the project (main body of the document) to allow for an evaluation of merit and value to NU. The respective Dean needs to sign this document and with an indication what support the College is willing to provide to make the proposal more competitive.

The LOI and, if requested, the short abstract/summary should be sent to Horst Wittmann extension -3836 and/or (h.wittmann@neu.edu). Wittmann will inform the PI and RAF of the selection outcome. RAF will process only those (limited submission) proposals that have been selected by the Vice Provost for Research. To maintain an even playing field for all and to avoid negative consequences, PIs are urged to follow through with their proposal preparation after they received approval the Vice Provost for Research.