

**Office of Research Services and the Office of Corporate and Foundation Relations  
Lakeside Campuses**

**Coordinated Guidelines on Competitions with Limited Submission Requirements**  
[\[Click here to go directly to the submission form.\]](#)

Occasionally, federal and state agencies, foundations and other non-profit organizations, as well as corporations, limit the number of applications/nominations a campus may submit for specific awards and prizes. When a request for proposals (RFP) restricts the number of submissions, institutions are required to screen pre-proposals or nominations to determine which applications will be submitted for competition.

For purposes of these types of competitions, the Lakeside campuses (Lake Shore and Water Tower) and the Maywood campus are considered two different “organizations” and so the proposal limit would apply to each location separately.

**Competitions Held by Philanthropic Sponsors (Corporations, Foundations, and Private Organizations)**

For each limited submission opportunity from a non-profit entity, foundation or corporation, Corporate and Foundation Relations (CFR) will notify the Associate Provost for Research & Centers, who will in turn inform via email the appropriate Deans, Directors, and Department Chairs of the opportunity, for distribution as the college/school, department or center chooses. The email will provide general directions and deadlines for submission of pre-proposals for internal Committee review.

Whenever possible, the limited submission program will be announced at least two months prior to the sponsor’s due date. CFR plans to also keep an up-to-date list of limited submission announcements on the CFR web site.

**Competitions Held by Federal and State Sponsors**

Whenever notification is received in the Office of Research Services (ORS) that a federal or state agency is conducting a limited-submission competition, the Vice Provost for Academic & Faculty Resources will notify via email appropriate Deans, Directors, and Department Chairs of the opportunity, for distribution as the college/school, department or center chooses. The email will provide general directions and deadlines for submission of pre-proposals for internal Committee review.

**Little or No Advance Notice**

While ORS and CFR will make every effort to be aware of and to announce proposal submission programs, this is not always possible. If a PI wishes to apply for a limited submission competition for which an internal review process has not been announced, the PI should contact ORS to determine if a Committee review and selection is necessary.

## **Pre-Proposal Submission**

Each pre-proposal must be submitted via the online Limited Submission Competition form, which is found [here](#).

In addition to information concerning the external opportunity, the pre-proposal should include:

1. PI and Co-PI(s) contact information
2. Project's working title
3. 2-3 page project description, which includes self-assessment of the competitiveness of the project and its relation to the University's mission
4. Curriculum vitae for each investigator
5. One-page estimated budget (total direct costs, including applicable fringe benefits, of the contemplated project).

## **Proposal Review Committee**

For each limited submission competition where there is more than one pre-proposal, the Associate Provost for Research & Centers (and the Advancement Division's Director of Corporate and Foundation Relations, when it involves a philanthropic funding opportunity) will appoint an *ad hoc* Proposal Review Committee whose members will have faculty appointments or have had faculty experience. This Committee will meet to discuss the relative merits of the pre-proposals and to select the proposal(s) to be invited to submit a full proposal.

Each pre-proposal is carefully reviewed by a Proposal Review Committee against the selection criteria provided by the sponsor. Once a decision has been made as to which pre-proposal(s) will move to the next step, all PI applicants will be notified of the Committee's decision. From time to time, the Committee may comment and provide recommendations to the PI applicants, particularly if a stronger external proposal can be submitted by consolidating two or more pre-proposal ideas.

## **Questions**

For any questions about the procedure for limited submission competitions, please contact the Director of Research Services, **Angelica Vaca** at [avaca1@luc.edu](mailto:avaca1@luc.edu) or 773-508-2480.