

# Limited Submission Policy

Subject	Limited Submission
Revised	September 7, 2022; September 2025
Web Link	<a href="https://www.montana.edu/policy/limited_submission/">https://www.montana.edu/policy/limited_submission/</a>
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Responsible Party	Office of Research Development

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## 100.00 Introduction and Purpose

Limited Submissions are funding opportunities that allow a specific and limited number of proposals from a given institution. Extra submissions can result in rejection of all proposals submitted by that institution. Montana State University's Office of Research Development (ORD) manages internal competitions to comply with sponsors' limited submission guidelines.

## 200.00 Policy

To be considered for limited submission opportunities, Montana State University (MSU) Deans, Department Heads, and Principal Investigators (PIs) must coordinate with the Office of Research Development as described in the procedures below.

## 300.00 Procedures

### 300.10 Limited Submission Solicitations

The Office of Research Development (ORD) shall establish a procedure to both notify potential PIs of limited submission opportunities and collect initial information to determine who may submit a full proposal.

### 300.20 Selection Process

Should the number of pre-proposals submitted exceed the number of allowable submissions for an opportunity, the ORD will convene a review panel and implement reviewer recommendations. The ad hoc review panels will be comprised of members from the Office of the Vice President of Research and Economic Development, research council, and/or faculty members with relevant expertise. Evaluation criteria will include, but is not limited to, quality of the pre-proposal, key deliverables, competitiveness, and eligibility of the investigator. Other key considerations include likelihood of successful funding and alignment with MSU's strategic plan. Pre-proposal reviews will remain anonymous. The highest-ranking pre-proposals will be selected to move forward. In the event of a reviewer tie, the Vice President for Research and Economic Development will break the tie.

### 300.30 Full Proposal Submission

Once selected to move forward for a limited submission opportunity, a PI will proceed to develop a full proposal in accordance with sponsor guidelines and following normal submission procedures established by the Office of Sponsored Programs (OSP). ORD will copy a PI's assigned OSP research administrator on pre-proposal decision emails to ensure clarity and communication between all offices involved. Should a PI decide not to move forward with a limited submission opportunity, they must contact ORD as soon as possible to provide enough time for previously unselected applicants to apply.

### 300.40 Resubmission

If a proposal is submitted for a limited submission opportunity and is not funded, that proposal will have no preference over other projects in any subsequent limited submission opportunities. To be considered for any subsequent limited submission opportunities, a new or revised pre-proposal must be resubmitted to a new limited submission competition and will be evaluated against competing projects.

### 300.50 Internal control considerations

Reviewers are required to certify a confidentiality statement as well as acknowledge any potential conflicts of interest (COIs) with any internal competition in which they are involved. Research Integrity and Compliance will consult on any reported COIs.

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