

Procedures for “Limited Submission” Requests for Proposals (RFPs)

Procedure A to be used in cases of advance notice RFPs and procedure B to be used in last minute situations.

- A. A limited submission funding announcement comes to the attention of the Office of Research and Sponsored Programs (RSP) or a faculty member at least several weeks prior to the submission deadline.
- If it is anticipated that at least one proposal will be submitted, RSP will send out an announcement on the faculty list serve requesting abstracts by a specific date prior to the deadline date from all those interested in applying to the limited submission.
 - Upon receipt of those abstracts, if we find we do not exceed the number of proposals on the sponsor's limit, all those submitting abstracts may submit proposals.
 - Upon receipt of those abstracts, if we find that the maximum number of allowable proposals is exceeded, the Vice President for Research in conjunction with the appropriate deans will make the final determination on which proposals will be allowed to go forward.
 - If RSP receives any proposals for a limited submission RFP after the requested date for abstracts, these proposals will not be considered for submission unless RSP did not receive any abstracts by the original specified date (or received fewer than the number allowed). If RSP did not receive any abstracts by the original date (or received fewer than the number allowed), these proposals will be treated on a first come, first serve basis until the maximum number allowable is reached.
- B. A faculty member brings a limited submission proposal to RSP that has not previously been announced on the list serve with a deadline date for abstracts.
- If there is enough time (at least ten working days prior to the deadline), an announcement will be sent out on the faculty list serve and instructions (A) will apply.
 - If there is less than ten working days prior to the deadline, the proposals will be submitted on a first come, first serve basis. If any proposals come in after WSU has reached their maximum number of submissions, those proposals will not be able to be submitted.