Office of Research Development Kansas State University

**LIMITED SUBMISSION COVER SHEET AND INSTRUCTIONS**

* Many federal and foundation sponsors limit the number of grant proposal applications which may be submitted, and these require an internal institutional review for selecting those proposals which are sent to the sponsor. Some nominations for individual prizes or awards also require institutional review.
* **Process**: Individual investigators or teams of investigators wishing to submit a proposal or nomination in response to a limited submission must send this completed cover sheet, with the attachments listed in the guidance given by the Office of Research Development (ORD), to ordlimitedsubs@ksu.edu. A review team assembled by the ORD will select the proposal[s] or nomination[s] to be submitted to the funding source and will provide comments intended to strengthen the submission. Please see <https://www.k-state.edu/research/faculty/funding/limited-submissions/> for more information.
* **Criteria**: Submissions will be evaluated based upon:
	+ The alignment of the proposed project with the goals, scope and evaluation criteria of the program announcement [i.e. fundability].
	+ The degree to which the proposed project aligns with the priorities of the institution [i.e. suitability].
	+ The credentials of the individuals involved with the project.

PI or Nominee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Academic unit: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Proposal title [draft]: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Agency and program: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

KSU Internal preproposal deadline: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_