March 16, 2021

To: Faculty, Chairs, Deans, Staff, CLTs
From: Dr. Sandra Palmer, Dean of Faculty
Subject: Revised Limited Submission Policy for Grant Proposals

Original Memo Date: February 8, 2019
Effective Date: February 15, 2019
1st Revision Date: September 15, 2020
2nd Revision Date: March 16, 2021

A Limited Submission is a funding opportunity in which the external sponsor sets an institutional, campus or departmental limit for the number of grant proposal submissions it will accept. To participate, the College must organize an open and transparent process to submit our most competitive proposal(s) within a fair process. This requires an internal competition. The process is critical as too many submissions can result in either the sponsor's acceptance of only the first proposal submitted or total rejection by the sponsor of all proposals.

There are at least three types of limited submissions situations:
1) Limited to types of departments or institutions
2) Limited to number of proposals within the CUNY University System
3) Limited number of proposals per CUNY campus

For a list of such types of proposals at the National Science Foundation, for example, please visit: https://www.nsf.gov/funding/pgm_sro.jsp

Queensborough Community College will follow the *CUNY Limited Submission Policy* https://www.cuny.edu/wp-content/uploads/sites/4/page-assets/research/research-policy-memos/Limited-Submission-Policy_12.19.2020-1.pdf
1) For proposals limited to departments (i.e. Engineering Technology), the department sets its own policies in conjunction with QCC's Office of Grants/Sponsored Programs to determine the proposals to be submitted to the sponsor.
2) For proposals limited by the CUNY University System, PIs and/or the Office of Grants/Sponsored Programs must notify the CUNY Office of Research and follow the procedures in "https://www.cuny.edu/wp-content/uploads/sites/4/page-assets/research/research-policy-memos/Limited-Submission-Policy_12.19.2020-1.pdf dated December 19th, 2020.
3) For proposals limited per CUNY campus, when a Queensborough Community College faculty or staff member identifies a funding opportunity of interest, he/she should notify Jacinta Patrice-George, Grants Compliance Specialist (jpatricegeorge@qcc.cuny.edu) as early as

718-631-6344
FAX 718-281-5684
Administration, Room 503
222-05 56th Avenue
Bayside, NY 11364-1497

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possible, but at least eight (8) weeks in advance of the applicable submission deadline (Letter of Intent or Full Proposal) provided that the issued Request for Applications/Proposal allows for this time. If another member of the Office of Grants/Sponsored Programs becomes aware of faculty interest, that person will inform the Grants Compliance Specialist, Jacinta Patrice-George, as soon as possible so the process can be initiated.

This notification should include the following information (via email):
- PI Name
- PI Title, Department, and Campus
- Telephone number
- University email
- Proposal title
- Funding agency
- Funding announcement web link
- Submission deadline date

Ms. Patrice-George will promptly reach out to all Chairs/Deans/Program Directors on campus to alert them to this opportunity and let them know that the *Limited Submission Process* has been initiated. The Chairs/Deans/Program Directors will have five (5) working days to direct their faculty/staff to submit a notification (with same information listed above) to Ms. Patrice-George, indicating that they are interested in responding to the Request for Proposal.

If two or more eligible proposals are identified, the Office of Grants/Sponsored Programs and Academic Affairs will request a 1-page summary or specific aims document from each Principal Investigator/Team (within 5 working days) and conduct a swift (5 working days or less) process to identify the top proposal chosen for submission to the Funding Agency. The Principal Investigators will be informed of the outcome of this internal assessment directly.

Criteria for selecting the most competitive proposal will include:

- Presentation of the project
- Persuasiveness of argument for funding
- Responsiveness of proposal to guidelines
- Intellectual rigor/merit of proposal OR campus need for proposed program/service
- Review results of the proposal submitted previously

Once proposals are selected, the PI will adhere to the proposal submission policies of QCC's Office of Grants/Sponsored Programs and, if applicable, work with the CUNY Office of Research to develop and submit the proposal. Thank you for your assistance in putting forth the strongest proposals for extramural funding.

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