

STANDARD OPERATING PROCEDURE (SOP)	
SOP Number: 14 Effective Date: 11/02/2018 Last Reviewed: 05/10/2021  Title: <b>Limited Submissions</b>	<b>Sponsored Programs Contact Information</b>  Business Hours: 8:00 a.m. to 4:30 p.m., Monday-Friday (excluding holidays).  Main: 920-424-3215 E-mail: <a href="mailto:OSP@uwosh.edu">OSP@uwosh.edu</a> Website: <a href="http://uwosh.edu/sponsoredprograms">uwosh.edu/sponsoredprograms</a>

### I. Overview

Limited submission funding opportunities place restrictions on the number of proposal submissions per institution. Certain sponsors will limit the number of proposals submitted by a single institution while other sponsors will require a wait time before the institution can reapply for new or additional funding. UW Oshkosh procedure for limited submission funding opportunities is to provide an open, competitive institutional nomination process for all interested applicants when a sponsor places a limited submission requirement on the funding opportunity. The procedure below has been established in order to meet limited submission standards set forth by various external funding sponsors.

### II. Applicability

This procedure applies to all faculty at UW Oshkosh who are planning to submit a proposal to a limited submission funding opportunity.

### III. Procedure Details:

There are numerous sponsors which solicit limited submission proposals. To showcase the process that is utilized at UW Oshkosh, the [National Endowment for the Humanities \(NEH\) Summer Stipends program](#) will be used as an example for the limited submission process:

- 1) NEH issues their official guidelines for the next NEH Summer Stipend opportunity (typically in spring each year (March-May)).
- 2) Office of Sponsored Programs (OSP) staff review the guidelines to ensure it is a limited submission opportunity and that no significant changes to the opportunity have occurred since the previous year.
- 3) OSP staff send out an announcement to the Faculty listserv with information about the upcoming opportunity with a clear statement that it is a limited submission opportunity. A copy of the Program guidelines and the process for internal nomination are included in the e-mail.
- 4) Full-time tenured and tenure-track faculty wishing to apply for nomination will submit a 1-2 page, single-spaced Letter of Intent (LOI) to [OSP@uwosh.edu](mailto:OSP@uwosh.edu) (2-page single-spaced Letter of Intent for Regent Scholar). Note that Non-tenure track Faculty, Adjunct Faculty, Retired Faculty, Community College Faculty, and Independent Scholars are exempt from nomination.
- 5) The LOI may include a short bibliography and should address the following:
  - (i) Project purpose and importance
  - (ii) Minimum of one project objective or outcome
  - (iii) Methodology
  - (iv) Proposed project activities; and

(v) Intended timeline

Proposed project or activities must align with NEH Summer Stipend program requirements for a humanities project (provided in the program Guidelines and LOIs should be reviewed for proper grammar, spelling and adherence to the internal guidance listed in the e-mail request.

- 6) OSP will establish a deadline for submission of the LOI to [OSP@uwosh.edu](mailto:OSP@uwosh.edu), approximately 60 days before the sponsor's deadline. The LOI deadline is typically set in June so nominees have sufficient time to finalize and submit their proposals to NEH before the late-September deadline.
- 7) If the number of people who apply by the deadline is less than or equal to the maximum allowed per institution (i.e. two proposals for NEH Summer Stipends), they are automatically the nominees. This applies to any limited submission program.
- 8) If the internal deadline passes and no LOIs are submitted, then the process becomes "first come, first served" until two LOIs are received. These individuals are automatically nominated for full proposal submission.
- 9) If there are three or more LOIs submitted prior to the LOI deadline then a competitive nomination procedure will be followed, as outlined here:
  - i) An ad hoc nomination committee of three members, including any of the following will be gathered: Director or Associate Director of OSP, the Faculty Development Board Chair, the Provost or the Provost's designee, and the Director of the Office of Student Research & Creative Activity (OSRCA) for Regent Scholar proposals.
  - ii) Members of the selection committee receive a copy of the NEH guidelines and utilize a scoring rubric based on NEH's guidelines to individually score each Letter of Intent. The two highest-scoring LOIs will move forward as the institutional nominees. Selection committee members do have the option of convening a meeting to discuss scores if there is any disagreement or concern about which LOIs to nominate.
  - iii) In the event of a tie for highest score, the two LOIs in question will be presented to the Director of OSP. The Director will make the final decision about which of the proposals in question should be nominated. Decision will be based on the ability of the intended project to align with NEH program guidelines and potential success of the proposed project.
  - iv) OSP staff will notify nominees, on behalf of the committee, that they may proceed with application submission. Technical information nominees need for using Grants.gov is also shared. More detailed feedback is provided to both the nominees and to those who are declined, upon request.
- 9) All nominees must submit their own NEH Summer Stipends applications through [Grants.gov](https://www.grants.gov) (this may vary for other programs or funding opportunities, contact the Sponsored Programs office for guidance). Nominees are provided with a copy of the NEH Guidelines and may contact OSP staff with questions regarding the Grants.gov application or system.
- 10) Nominated applicants must include in their applications the name and email address of the appropriate nominating official. The Director, Interim Director or Associate Director of OSP, or their designee, may be listed as the Nominating Official of the institution. The Nominating Official may choose to leave additional feedback on proposal materials or provide technical support or guidance for individuals using Grants.gov to submit their final proposal to NEH.
- 11) After the sponsor's deadline, each Nominating Official will receive an email directly from NEH asking for verification of the selected applicants. This verification must be

received by the sponsor's deadline (typically two weeks after the proposal submission deadline).

- 12) OSP requests that all nominees send a copy of their final proposal to [OSP@uwosh.edu](mailto:OSP@uwosh.edu) for the project file and also for tracking purposes.
- 13) In other limited submission cases where there has historically been insufficient levels of interest, the Director or Associate Director of OSP will announce the funding opportunity and request that PIs send a Letter of Intent within a reasonable timeframe, in order to gauge interest.
  - i) Letters of Intent will include a brief description of the proposal; proposal type (if the funding opportunity specifies required subtypes); name of PI; name(s) of any Co-PIs or other faculty/staff participants; names and affiliations of any participants or collaborators not affiliated with UW Oshkosh.
  - ii) If the number of proposals disclosed through the Letter of Intent process is equal to or less than the maximum allowed per institution, then all PIs will be given a tentative green light to submit an application. OSP will collect information about the proposals in development and may share with the college Dean as needed to confirm that there are no reasons why a particular proposal should not proceed to submission. If the number of LOIs exceeds the sponsor's per institution maximum then OSP will follow the process detailed in this SOP.

**IV. Policy Links:**

[NEH Summer Stipends Program Page](#)

[NEH Summer Stipends FOA 2020-21 \(submission guidance\)](#)

**V. Contact Information**

For questions or comments, please contact [OSP@uwosh.edu](mailto:OSP@uwosh.edu) or 920-424-3215

**VI. Revision History:**

6/6/2018, 9/7/2018, 11/2/2018, 4/30/2019, 5/10/20221