

Limited Submissions

College of Built Environments
Dean's Office

Purpose

The College of Built Environments (CBE) is committed to ensuring that Limited Submissions proposals put forth by the college are well-aligned with the college's strategic framework and the broader UW mission and that such opportunities are equitably and strategically engaged. Therefore CBE will partner with PIs to balance, strengthen, and align proposals to limited submission opportunities.

This document intends to clarify the definition of Limited Submissions, to elucidate the CBE policy regarding submitting proposals to limited submission funding opportunities, and to provide a procedure for Principal Investigators (PIs) seeking to submit a proposal to a limited submission opportunity.

Definitions

Limited Submissions: Requests for Proposals or Funding Opportunity Announcements for sponsored projects that limit the number of proposals coming from one institution.

The University of Washington's Office of Research has a specific [policy and procedure](#) for PIs submitting proposals to Limited Submission funding opportunities.

Policy

PIs in CBE who are considering submitting limited submission proposals must gain approval from CBE's Associate Dean for Research (ADR) before submission to UW's Office of Research. CBE requires materials be routed through the college's Offices of Research and Finance and Administration 3 days in advance of the UW deadline, to allow for review, final approval, and the provision of letters of support or other required materials from the CBE Dean's Office.

Procedure

PIs who identify a grant, award, or fellowship program that restricts the number of applications that can be submitted from an institution should contact CBE's Office of Research (at be-research@uw.edu) if they intend to prepare a response.

The PI will then meet with the ADR to discuss the funding opportunity, the PI's proposed idea, and the PI's readiness for proposal submission.

The ADR and the PI will work with the Team for Research Administration (TRA), and the PI's Department Chair (or, if the Chair is the PI, then with the Dean) to decide whether PIs shall move forward with developing a proposal. If the decision is, for whatever reason, that CBE will not support the PI's limited submission proposal, the ADR will work with the PI to discuss the reasons and next steps.

PIs who are approved to move forward with proposal development will have support from the CBE Office of Research, the TRA, and their department as they develop the proposal, to ensure competitiveness, compliance, and alignment with broader CBE goals for the limited submission opportunity.

The PI will finalize the initial letter of interest to the UW Office of Research no later than 3 days before the UW Office of Research's internal deadline.

The ADR, in consultation with TRA and with Department Chairs as appropriate, will make the final decision on whether, and which, proposals are submitted from CBE to UW's Office of Research for institutional consideration.

If selected, the PIs should follow the typical proposal development processes outlined in [Research Roles and Timelines P&P](#).

Last Review Date: December 5, 2023

Chairs+ Review: January 4-18, 2024

Councils Review: January 22-February 9, 2024

Effective Date: April 1, 2024

Dean's Office Contact:

Associate Dean for Research, Carrie Sturts Dossick, cdossick@uw.edu