

**Office of Research Services and the Office of Corporate and Foundation Relations  
Lakeside Campuses**

**Coordinated Guidelines on Competitions with Limited Submission Requirements**

[\[Click here to go directly to the submission form.\]](#)

Occasionally, federal and state agencies, foundations and other non-profit organizations, as well as corporations, limit the number of applications/nominations a campus may submit for specific awards and prizes. When a request for proposals (RFP) restricts the number of submissions, institutions are required to screen pre-proposals or nominations to determine which applications will be submitted for competition.

For purposes of these types of competitions, the Lakeside campuses (Lake Shore and Water Tower) and the Maywood campus are considered two different “organizations” and so the proposal limit would apply to each location separately.

**Competitions Held by Philanthropic Sponsors (Corporations, Foundations, and Private Organizations)**

For each limited submission opportunity from a non-profit entity, foundation or corporation, Corporate and Foundation Relations (CFR) will notify the Associate Provost for Research

## **Pre-Proposal Submission**

Each pre-proposal must be submitted via the online Limited Submission Competition form, which is found [here](#).

In addition to information concerning the external opportunity, the pre-proposal should include:

1. PI and Co-PI(s) contact information
2. Project's working title
3. 2-3 page project description, which includes self-assessment of the competitiveness of the project and its relation to the University's mission
4. Curriculum vitae for each investigator
5. One-page estimated budget (total direct costs, including applicable fringe benefits, of the contemplated project).

## **Proposal Review Committee**

For each limited submission competition where there is more than one pre-proposal, the Associate Provost for Research & Centers (and the Advancement Division's Director of Corporate and Foundation Relations, when it involves a philanthropic funding