

## **Office of Research and Sponsored Programs**

### **Limited Submission Opportunity (LSO) Procedure**

Revised October 2022

**Purpose:** The purpose of this procedure is to facilitate submissions of proposals to sponsors who limit the number of applications from one institution. All Principal Investigators (PI) and administrative staff at California State University, to eliminate unnecessary duplication of requests. For some sponsors, the guidelines specifically indicate a limit of one or two proposals per Institution.

The Office of Research and

Sponsored Programs (ORSP) learns of LSOs in several ways:

- a. CSUEB receives an invitation from a sponsor,

4. If the number of interested parties falls under or meets the maximum allowed, then applicants work directly with ORSP and follow the usual process for submitting grant proposals through the University.

If the number of interested applicants exceeds the maximum allowed, PIs will be invited to upload a brief summary of the proposal, preliminary budget, and budget justification, as applicable, to their Cayuse proposal.

5. Pre applications will be reviewed by the AVP of ORSP and the appropriate Dean(s)/ Supervisor(s) or their designees. The PI(s) selected by this group will be invited to submit a full proposal to the sponsor.
6. If the proposal is not funded and the Principal Investigator would like to resubmit, they should return to step 1 – notifying ORSP and their Chair and Dean. For resubmissions, the LSO procedure will be repeated. Projects previously selected for submission will not be given preference over other projects being reviewed for the same limited submission opportunity.