

## **Limited Submission Opportunities in the UW School of Public Health Policy and Procedures**

Limited submissions are opportunities for which the UW can generally only submit one or two applications. Announcements of Limited Submission Opportunities are communicated by the Office of Research to the Associate Dean for Research and each School or College may nominate one proposal per Limited Submission Opportunity. A committee constituted by the Office of Research reviews the nominations and selects the proposal that will be the UW's submission. Limited Submission Opportunities include a deadline to submit a nomination to the Office of Research, a deadline to have a completed proposal to OSP, and a sponsor deadline. The timeline is generally short, so rapid turn-arounds are often required.

The procedure in the School of Public Health for identifying appropriate nominees for Limited Submission Opportunities is summarized below.

- Associate Dean for Research circulates announcement of Limited Submission Opportunity to the SPH Research Council members (Directors of Research and Research Administrators in each department) with a summary of the process, including timeline.
- SPH Research Council members circulate announcement to faculty in their respective departments.
- Each Department may only forward one nomination. In the event that there is more than one investigator/faculty member interested in applying for a particular Limited Submission Opportunity, the Department determines the process for selecting the departmental nominee.
- Departments prepare a letter of support for the Dean's signature that summarizes the applicant's qualifications and demonstrates the Department and SPH support for the candidate.
  - Nomination packages must be received by the Associate Dean for Research at least one week prior to the deadline set by the Office of Research
- In the event that more than one department nominates a candidate for a Limited Submission Opportunity, the Associate Dean for Research will consult with the Dean and make the selection of the SPH nominee.
- The Department is responsible for forwarding the nomination package to the Office of Research prior to the deadline (when Associate Deans for Research forward Limited Submissions, the Office of Research assumes they play a substantive role in the project and recuses them from the review).
- The Associate Dean for Research is responsible for tracking success rates.