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Managing Institutionally Limited Grants at MSU

Large Center Grants, Instrument Grants, Career Awards

Some research funding programs, especially large center grants, large instrument grants and faculty scholars (e.g. Career Award) programs, are institutionally limited. For such programs, a given institution can submit a limited number – Requires a pre-selection process if there are more faculty/faculty groups interested in applying than allowed by the funder.

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Managing Institutionally Limited applications

- At MSU a website is maintained listing Institutionally Limited Programs (ILPs) whose external deadline is within the next 2 – 4 months.
[http://resfacil.msu.edu/groups/ILP/wiki/93a2f/Institutionally Limited Opportunities w PDF.html](http://resfacil.msu.edu/groups/ILP/wiki/93a2f/Institutionally_Limited_Opportunities_w_PDF.html)
- The website lists an internal deadline for submitting an internal pre-proposal – usually ~6 weeks prior to the external deadline.
- Provides link to the program's website and a summary of the program.

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Managing an Internal Review Process

Internal Pre-proposal consists of:

- Cover sheet – includes project title and list of PIs
- 3-5 page project summary
- Two page CV for each PI
- One page project budget summary (estimate)
- Total project cost share estimate (if available)
- A letter of agreement for the matching funds from the lead department (if applicable)
- Additional support information deemed relevant by PIs

Review of Internal Pre-proposals

- Evaluation of pre-proposals based on the criteria listed by the funding agency.
- Review carried out by an ad hoc panel of faculty with expertise in the areas or knowledge of the program.
- Reviews are carried out within a week to 10 days PIs chairs and deans are notified of the outcome. Comments from the reviews are shared with the PIs to assist with the preparation of a competitive external application or to provide feedback for applications not approved to go forward.

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Review of Internal Pre-proposals

- PIs are required to confirm their intent to submit an external application within 24hr
- Upon receipt of confirmation, the MSU Office of Sponsored Programs – is notified

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Communication about ILPs

A Listserve has been developed that provides an update of recently posted ILP opportunities

Faculty who subscribe to the listserv are automatically sent updates about the ILPs that are open for internal competition

After the internal deadline, but before the external deadline, the ILP website lists the number of applications that were approved for submission. If less than the allowed number has been approved during this time, other applications are considered on a first come first serve basis.

When an ILP opportunity that is not in the Grant Coordination Office's listing is brought to the attention of that office within 6 weeks of the external deadline, normally the applicants are approved on a first come first serve basis. We normally have an abbreviated review to assist the faculty in developing the most competitive application.

The new CoS – Pivot site identifies programs that are institutionally limited using the advanced search option. See: <http://pivot.cos.com/>. Requires that you set up an account.