

## **Procedure for Internal Assessment and Selection of Institutionally-Nominated Grant Applications**

Some grant programs accept only limited institutional submissions. Applications require institutional nomination and the institution may make only a limited number of nominations per granting cycle (often only one). This necessitates an internal process for selecting faculty applications to be put forward.

Principal investigators for such grants must normally be full-time tenure-track or tenured faculty of any rank.

As with all institutional applications for external research funds, faculty who wish to be nominated by the University must complete and submit to the Office of Sponsored Programs a *Pre-Proposal Review Form* signed by their Chair/Director and Dean. This should be received by the Office 30 days before the application deadline.

If more than the allowable number of projects is put forward to the Office of Sponsored Programs, the application material will be reviewed by the OSP in collaboration with faculty expert consultants as appropriate. The following criteria will be used in evaluating applications:

1. The intellectual significance of the proposed project.
2. The quality or promise of quality of the applicant's work.
3. The quality of the conception, definition, organization and description of the project.
4. The feasibility of the proposed plan of work, the budget and alignment with other programs and strategic aims of Park University.
5. The likelihood that the application will be successful and the applicant will complete the project.

At the completion of the review process, applications will be recommended to the Vice President for University Advancement in rank order. The final decision will be made by the Vice President for University Advancement, who is the nominating officer for the University.

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