Procedures for Institutional Nominations for Limited Submission Grants, Summer Stipends, and Fellowships

Several federal agencies and private foundations offer awards that either limit the number of submissions from an institution, or require nomination or approval from the employer of the applicant. This document outlines the procedure that should be followed by prospective applicants in procuring institutional approval.

Pacific requires that the prospective applicants send the following items to the Office of Sponsored Programs at least 6 weeks before the agency deadline. If the funder to be applied to is a private foundation or corporation, the items should also be sent concurrently to the Director, Corporate and Foundation Relations.

- A letter of intent that explains how the proposed project advances knowledge in the specific field in general
- A draft project narrative, not exceeding three single-spaced pages

The following criteria will be used in evaluating applications:

- the significance of the contribution that the project will make to knowledge in the specific field and to the field generally
- the quality or the promise of quality of the applicant's work as an interpreter of the discipline
- the quality of the conception, definition, organization, and description of the project
- the likelihood that the applicant will complete the project

If there are more potential applicants from Pacific than the funder allows, the Associate Provost for Research (or Director, Corporate and Foundation Relations) will work with the appropriate deans/vice presidents to determine which application(s) should be put forward. The Associate Provost (or Director) are not obligated to approve applications by any individuals if they feel that the project(s) do not meet the above criteria, or if they are not reflective of the quality and values that Pacific represents.

The Office of Sponsored Programs (and Corporate and Foundation Relations for foundation and corporate applications) can assist prospective applicants with their application.