



AMERICAN UNIVERSITY

OFFICE OF THE VICE PROVOST FOR GRADUATE STUDIES AND RESEARCH

Limited Submissions - Internal Competition Guidelines

Please prepare a brief narrative (1-2 pages) and submit it to the attention of the Vice Provost for Graduate Studies and Research via email (to morgan.burkett@american.edu), copying the dean of your school or college, **four weeks in advance** of the stated application deadline. In the subject line of the email please write "Limited Submission Request."

Please follow these guidelines when preparing your narrative:

- **Abstract** - One paragraph
- **Background** - One or two paragraphs detailing how the project stems from prior scholarship in the field (yours or others)
- **Contribution** - One or two paragraphs explaining how the project will advance scholarship in your field
- **Cost** - A brief estimate of the budget for your project
- **Conclusion** - One paragraph stating the intended outcomes of your project (e.g., manuscript, larger grant, book, etc.)

If the VPGSR is notified of a limited submission RFP that has not previously been announced and if there are at least 10 working days until the agency deadline, the standard review process will apply. If there are fewer than 10 working days until the agency deadline, proposals will be approved by the VPGSR on a first-come, first-served basis. If a proposal is submitted after the university has reached the maximum number of submissions permitted, the proposal will be ineligible for submission.