Policy Title:	Limited Submission Proposal Policy
Policy Number:	600-005
Effective Date:	April 3, 2007
Last Updated:	February 9, 2026
Issuing Authority:	Vice President for Research
Responsible Office:	Office of Research, Research Development and Innovation

Purpose

The Limited Submission Proposal Policy assures that Howard University and all related entities, business units, subsidiaries, and affiliated organizations including, but not limited to, Howard University Hospital (hereinafter referred to collectively as "Howard University), submit appropriate proposals in situations where the sponsor limits the number of proposals from an organization or institution. To ensure compliance, strategic alignment, and equitable consideration, Research Development and Innovation (RDI) within the Office of Research oversees the internal proposal selection process for limited submission competitions.

Policy Overview

When multiple investigators express interest in a limited submission opportunity, Research Development and Innovation (RDI) within the Office of Research conducts an internal review to determine which proposal(s) will advance. This process ensures that Howard University submits no more than the allowable number of proposals, prioritizes submissions that align with institutional priorities and demonstrate strong potential for success, and identifies opportunities for university collaboration to strengthen proposal competitiveness.

Investigators who intend to pursue a limited submission opportunity must notify the Office of Research through submission of an "Application to Respond to a Limited Submission Competition." This request must be submitted via the Office of Research Ticketing System no later than 45 calendar days before the funding opportunity's deadline.

1. **More Applications Than Allowed**: If more "Application to Respond to a Limited Submission Competition" forms are received than proposals allowed in the competition, RDI will coordinate review of the proposals with an Internal and/or External Application Review Committee no later than 35 days before the sponsor deadline. The Committee will review all applications to assess alignment with university priorities, explore opportunities for collaboration, and identify actions that may appropriately narrow the pool of potential proposals. In some cases, RDI and the Internal and/or External Application Review Committee will determine by rank order which application will be selected as a first alternate should any of the selected proposals be withdrawn within 5 days of the sponsor's deadline. In the rare case that a competition is announced less than 45 days prior to its deadline date, RDI will adjust its timeline accordingly.

2. **Fewer Applications Than Allowed:** If fewer "Application to Respond to a Limited Submission Competition" forms are received than proposals allowed in the competition, all may proceed with full proposal submission.

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3. **Notification of Selected Proposals:** After the Internal and/or External Application Review Committee has made its recommendations, RDI, on behalf of the Vice President for Research, will inform all interested parties and the Sponsored Programs Pre-Award Office of the selection no later than 30 calendar days before the funding opportunity's deadline.

4. **Additional Applications**: If there are fewer potential proposals than allowed after the 30-day decision, other "Application to Respond to a Limited Submission Competition" forms may be submitted up to the 25th day before the funding opportunity's deadline. The process described above will be repeated if additional potential proposals are beyond the remaining submissions allowed.

5. **Final Deadline:** No "Application to Respond to a Limited Submission Competition" request will be accepted beyond the 25th day prior to the funding opportunity's deadline. No proposal will be accepted for submission in such a competition without an "Application to Respond to a Limited-Submission Competition" form having been previously submitted and approved via InfoReady Review.

6. **Consequences for Non-Submission**: Investigators who are approved to submit to a limited submission opportunity but do not submit a full proposal within five business days of the sponsor deadline may be deemed ineligible to participate in limited submission competitions for one calendar year.

7. **Support for Identifying Opportunities**: To assist investigators in identifying funding opportunities, RDI will maintain a list of recurring limited submission competitions in InfoReady. However, given the breadth of potentially available opportunities, investigators are encouraged to supplement this listing by also utilizing the University's COS Pivot subscription for identification of funding opportunities.

Table 1. Summary Timeline

Days Before Competition Deadline	Event
≥ 45 days	Investigator submits "Application to Respond to a Limited Submission Competition" forms via Office of Research Ticketing System for follow up RDI review in InfoReady.
35 days	If more "Application to Respond to a Limited Submission Competition" forms are received than the maximum allowable number, RDI will conduct a meeting of the Internal and/or External Application Review Committee to examine the potential for collaborations that may reduce the number of applications.
30 days	RDI will notify applicant(s) and Sponsored Programs Office/Pre-Award of outcome.
25 – 29 days	If fewer "Applications to Respond to a Limited Submission Competition" forms apply than submissions allowed, additional forms will be accepted.
≤ 24 days	No further "Applications to Respond to a Limited Submission Competition" forms will be accepted.

Roles and Responsibilities

- **Principal Investigators (PIs)/Project Directors (PDs)**: Potential PIs/PDs are responsible for submitting information to the Office of Research in advance of the submission deadline, in accordance with the timeline outlined in the Limited Submission Proposal Policy, and for participating in meetings to examine potential collaborations that may reduce the number of applications submitted.

- **Sponsored Programs Office/Pre-Award (SPO):** SPO ensures compliance with institutional limits and submits only approved proposals resulting from the limited submission process.

- **Research Development and Innovation (RDI):** RDI assists PIs/PDs in identifying funding opportunities and also maintains the list of limited submission competitions. In addition, RDI receives and processes the "Application to Respond to a Limited Submission Competition" forms, manages the internal review process, communicates the review decision, and ensures alignment with institutional strategy.

Related Policies and Processes

Proposal Development and Submission Procedures

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