

Limited Submission Proposal Policy



Policy Number: 600-005
Effective Date: April 3, 2007
Last Updated: March 17, 2009
Issuing Authority: Vice President for Research and Compliance
Responsible Office: Office of the Vice President for Research and Compliance and the Office of the Associate Vice president for Sponsored Programs/

Purpose

To assure that Howard University and all related entities, business units, subsidiaries and afflicted organizations including, but not limited to, Howard University Hospital (hereinafter referred to collectively as "Howard University) submit appropriate proposals in situations where the sponsor permits a limited number of proposals.

Policy

For funding opportunities in which only a limited number of proposal submissions is allowed, an additional pre-submission process will be led by the Vice President for Research and Compliance (OVPRC), in collaboration with the Associate Vice President for Sponsored Programs-OSP-as needed, to ensure that only the requisite number of proposals are submitted. In some cases, a review process will be conducted by a faculty-led committee to determine the proposal(s) deemed most appropriate to represent the University. This process requires potential Principal Investigators/Project Directors (PI/PD) to submit formal requests in a timely manner to ensure that each applicant receives the proper consideration. Limited proposal submissions should be approved consistent with the following steps and timeline:

1. No later than 40 calendar days prior to the program's deadline date, 1 the potential PI/PD must submit to the Office of Sponsored Programs Research Administration (OSP-RA) the form entitled "Application to Respond to a Limited-Submission Competition" in hard copy ONLY. All forms received in OSP-RA will be recorded and forwarded to the Office of the Vice President for Research and Compliance for further consideration. The form is available at the OSP-RA website: http://ora.howard.edu/forms/internal/word/limited_submission.doc
2. After the close of business on the 40th day prior to the program's deadline date (or the preceding business day if the 40th day is a weekend or holiday), all potential PI/PDs will be informed by the Office of Vice President for Research and Compliance (OVPRC) of the number and names of the "Application to Respond to a Limited-Submission Competition" form submissions.
3. If fewer "Applications to Respond to a Limited-Submission Competition" forms are received than proposals allowed in the competition, all potential PI/PDs will be invited by the Office of the Vice President for Research and Compliance (OVPRC) to develop and submit their proposals.
4. If more "Application to Respond to a Limited-Submission Competition" forms are received than proposals allowed in the competition, no later than 35 calendar days prior to the program's deadline date, the Vice President for Research and Compliance will convene a meeting of the Limited Selection Committee to determine which applications are most important to the University or, whether there are possibilities of collaboration among potential PIs or suggest

other actions that would reduce the number of potential proposals. In some cases the Limited Selection 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 sponsors deadline.

In the rare case that a competition is announced less than 40 days prior to its deadline date, the Office of the Vice President for Research and Compliance (OVPRC) will adjust its timeline accordingly.

5. After the Limited Selection Committee has made its recommendations, the Vice President for Research and Compliance will consult with the Associate Vice President for Sponsored Programs regarding institutional priorities before making a final selection. This process will be completed and all interested parties will be informed by the Vice President for Research and Compliance of the selection not later than 30 calendar days prior to the competition submission date. The Office of the Vice President for Research and Compliance (OVPRC) and/or the Associate Vice President for Sponsored Programs will inform OSP-RA of the selected proposals.
6. 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 calendar day prior to the program’s deadline. The process described above will be repeated if there are now additional potential proposals beyond the remaining number of submissions allowed.
7. No “Application to Respond to a Limited-Submission Competition” forms will be accepted beyond the 25th day prior to the proposal deadline 1, and no proposals 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. As needed, the Associate Vice President for Sponsored Programs OSP- will consult with the Vice President for Research and Compliance (OVPRC) to ensure that this policy is followed.
8. If the permission to develop a proposal is granted, and a full proposal is not developed and submitted within 5 days (calendar) of the sponsors deadline, the PI/PD will not be allowed to submit other limited submission proposals for one calendar year from the deadline date of the submission. As needed, the Associate Vice President for Sponsored Programs will consult with the Vice President for Research and Compliance (OVPRC) to ensure that this policy is followed. OSP-.
9. To assist PI/PDs in identifying funding opportunities, Office of Sponsored Programs-Research Education and Technical Assistance (OSP-RETA) will maintain on OVPRC website <http://ora.howard.edu/> a list of several limited-submission competitions. This list includes information about these opportunities, their deadline dates, and the number of proposals that can be submitted. It should be recognized that with thousands of funding programs, it will not be possible for the OSP-RETA to maintain an all-inclusive list of such limited submission programs.



Timeline

Days Before Competition Deadline	Event
40 or more	“Application to Respond to a Limited-Submission Competition” forms accepted and recorded by Office of Sponsored Programs-Research Administration (OSP-RA). All forms will be forwarded to the Office of the Vice President for Research and Compliance (OVPRC) for further consideration.
35	If more “Applications to Respond to a Limited-Submission Competition” forms than potential submissions, the Vice President for Research and Compliance will conduct a meeting of the Limited Selection Committee to examine potential collaborations that may reduce the number of applications.
30	If still more “Applications to Respond to a Limited-Submission Competition” forms than submissions allowed, the Vice Provost for Research will convene an independent faculty panel to recommend proposals to go forward.
25	If fewer “Applications to Respond to a Limited-Submission Competition” forms apply than submissions allowed, Office of the Vice Provost for Research will accept further “Applications to Respond to a Limited-Submission Competition” forms.
24 or less	No further “Applications to Respond to a Limited-Submission Competition” forms will be accepted.

Roles and Responsibilities

Academic Departments

- **PI/ Principal Investigators/Project Directors:** Potential PI/PDs are responsible for submitting information to Office of the Vice Provost for Research in advance of the due date of the submission according to the timeline listed in the above policy and for participating in meetings to examine potential collaborations that may reduce the number of applications.

Office of Sponsored Programs/Research Administration:

- **Research Administrator (RA):** As necessary, when “Application to Respond to a Limited-Submission Competition” forms are received the RA will forward the documents to the Office of the Vice Provost for Research, who, as necessary, will convene a meeting to discuss possible collaborations. The RA will communicate with the Office of the Vice Provost for Research as needed to facilitate the process.
- **Manager:** The Manager assures that a list of funding opportunities is posted on the OSP/RA website.

Office of the Provost

- **Vice Provost for Research:** The Vice Provost for Research receives “Application to Respond to a Limited-Submission Competition” forms, and convenes a meeting when more “Application to Respond to a Limited-Submission Competition” forms are received than allowed by the sponsor for the purpose of exploring possible collaborations among potential PI/PDs. If, following that meeting, there are still more proposals than allowed, the Vice Provost for Research will empanel a faculty committee to recommend the proposal(s) deemed most appropriate to represent the University. The Vice Provost for Research consults with the Vice

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President for Research and Compliance regarding institutional research priorities before making a selection of proposals.

Related Processes/Events

- Proposal Development and Submission

Forms and Links

- OVPRC Website: <http://ovprc.howard.edu>



**Limited Submission Committee
Howard University
Office of Vice President for Research and Compliance**

Member	School/College	Phone	Email	Research Expertise
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Marcus Alfred	Arts and Sciences	(202) 806-6258	maralfred@howard.edu	Computational Physics
Moshen Mosleh	Engineering	(202) 806-6622	mmosleh@howard.edu	Aerospace Engineering, Applied Mechanics, Fluid and Thermal Sciences CAD/CAM and Robotics
Mohamed Chourikha	Engineering	(202) 806-4819	mchourikha@howard.edu	Image and Signal Processing
George Littleton	Medicine	(202) 806-7959	glittleton@howard.edu	Gastrointestinal Physiology and Endocrinology
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Clarence Lee	Provost	(202) 806-6948	cmlee@howard.edu	Immunoparasitology/ Immunomodulation
Ricardo Brown Ex Officio	Associate Vice President for Sponsored Programs	(202) 806-5567	ricbrown@howard.edu	Cardiovascular Physiology and Biology of Alcohol
Florence Bonner Ex Officio	Vice President for Research and Compliance	(202) 806-4759	fbonner@howard.edu	Ethnic and Race Relations/ African American Women's Institute