

Bowie State University Limited Submission Guidelines

Limited Submissions are Grant programs, which accept only a fixed number of applications or nominations from a given institution. Many funding agencies have programs that place limits on the number of applications they will accept. To coordinate limited submissions at Bowie State University, the following guidelines have been established.

Submitting the Pre-Proposal

A **pre-proposal** should include a cover page with the name and title of all principal investigators and title of proposed research. It should include a two to three page summary of the proposed project and describe briefly why the applicant thinks his/her proposal might be successful. It should also include a curriculum vitae or short bio or qualification description for each principal investigator, and a one-page budget. If cost sharing or matching is required, a statement specifying who will be providing the cost share must be included.

The campus selection process will be instituted if more pre-proposals are submitted than an agency allows. If the number of participants does not exceed the number of allowable submissions, no internal competition will be necessary. If the Office of Research and Sponsored Programs receives more applications than are allowed by the agency, an internal, peer-review by the Director of Research and Sponsored Programs, and other appropriate University personnel which could include department chairs, college deans and the Provost or his designee, will be conducted to determine which proposals will go forward.

The internal pre-proposal must be submitted to the Office of Research and Sponsored Programs by 5:00p.m. EST on the date specified. **Pre-proposals must be submitted via email to preawardservices@bowiestate.edu** as a single PDF file.

Process if an Internal Submission Process is not instituted

If an internal competition is not implemented in a timely manner and ORSP receives more final proposals than the number of proposals the funding agency will accept, the matter will be resolved as follows:

1. If all proposals received are from one college, the Director of Research and Sponsored Programs will seek the assistance of the Dean of that College in selecting the proposal to be submitted.
2. If more than one College is involved, the Director of Research and Sponsored Programs will seek the solution in consultation with the Deans of those Colleges and the Provost.

Questions and comments should be directed to Mr. Rafel Rosier, Pre-Award Services Manager, Office of Research and Sponsored Programs at 301-860-4399 or rosier@bowiestate.edu.