

Standard Practice Guide Policies

Limited Submissions Policy

303.07

Applies to: Faculty, students, other trainees, staff, and all other members of the University of Michigan's academic community

I. PURPOSE OF THE POLICY

For this policy, "Limited Submission" refers to a research funding opportunity (e.g., grant, contract, etc.) for which an external sponsor restricts the number of applications allowed from an institution. This policy outlines the University of Michigan's procedures for the oversight and management of Limited Submissions opportunities for externally sponsored projects that are routed through the Office of Research and Sponsored Projects (ORSP) approved by the Authorized Organizational Representative (AOR). This policy includes the management of the internal competition processes conducted when necessary.

This policy clarifies the lead role of the Office of the Vice President for Research (OVPR) in overseeing Limited Submission processes across campuses. OVPR will:

1. Provide equal notice to all units who are eligible for an opportunity
2. Take adjacent processes to the Limited Submission opportunity into consideration and address procedural steps
3. Ensure fair processes for identifying qualified reviewers
4. Ensure U-M's Limited Submissions applications are submitted with the approval of the AOR when required

II. OVERSIGHT OF LIMITED SUBMISSIONS

The University will manage Limited Submissions according to the following provisions:

- A. OVPR will serve as the primary administrator for all Limited Submission research funding opportunities on behalf of the University of Michigan, inclusive of all campuses.

- B. OVPR may designate responsibility for administering a Limited Submission opportunity to another unit, as appropriate, to optimize processes and outcomes. A Memorandum of Understanding (MOU) between OVPR and the unit will detail terms of the agreement.
- C. OVPR or its designee is responsible for the announcement, review, selection, and approval of all Limited Submission opportunities for which faculty, postdoctoral fellows, staff, and/or graduate students can apply.
- D. Anyone-including potential applicants, research administrators, or other support staff-must notify OVPR promptly if they identify a Limited Submission opportunity that is not posted on OVPR's Limited Submissions (<https://research.umich.edu/research-development/limited-submissions/>) or Research Commons (<https://researchcommons.umich.edu/>) websites.
- E. If interest from applicants exceeds the number of sponsor-allowable submissions, OVPR will manage a selection process, working in collaboration with relevant units, as appropriate.
- F. Every researcher submitting a Limited Submission application to a Sponsor must have written approval from OVPR before submitting to the Sponsor.
- G. The University reserves the right for OVPR to administer select opportunities (e.g., those requiring strategic institutional-level coordination or endorsement) as Limited Submission opportunities even if they are not limited by the Sponsor. These will be marked as "Institutionally Coordinated Limited Submissions" on OVPR's Limited Submissions website.

III. SELECTION PROCESS

When an internal competition is necessary to downselect to the maximum number of submissions allowable by the Sponsor, the University will adhere to the following guiding principles:

- A. The University seeks to put forward the most competitive proposal(s) to the Sponsor, based on input from a peer-review process.
- B. The University will facilitate an expeditious review process to maximize time for applicants to prepare a high-quality proposal.
- C. The University will treat the review process as confidential and will only collect the necessary information and data from applicants to make an informed decision during the selection process.
- D. The University will strive for fairness and equity throughout the peer review and selection process.
- E. The University commits to transparency, posting opportunities as soon as possible, sharing them in a consistent manner with the University community, and sharing the

names of selected principal investigators or teams.

- F. Final selections are made by the Vice President for Research and Innovation or a delegated authority based on guidance from peer review, standing committees, or other inputs.
- G. On occasions whereby OVPR has delegated authority, the designee must agree to adhere to the above best practices when managing the selection process.

PROCEDURES

Additional procedures (<https://research.umich.edu/research-development/limited-submissions/>) must be followed. Due to internal deadlines for grant proposals, OVPR or its designee cannot guarantee institutional approval for any Limited Submission if not notified at least two weeks in advance of a sponsor deadline.

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Faculty, students, other trainees, staff, and all other members of the University of Michigan's academic community

Owner:

Office of the Vice President for Research

Primary Contact:

Office of the Vice President for Research

Related Links:

Limited Submissions (<https://research.umich.edu/research-development/limited-submissions/>)

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