



TEXAS A&M LIMITED SUBMISSIONS PROCESS – OVERVIEW –

Limited Submissions (LS) are funding opportunities in which the sponsor accepts a limited number of applications from one institution. Institutions must develop internal processes to ensure they do not submit more applications than the sponsor allows. Failure to comply may result in applications being returned without review or rendered ineligible to apply to future funding cycles.

The Limited Submission Team (LST), which consists of members from Research Development Services (RDS) and Strategic Initiatives Office (SIO) within the Division of Research (DOR), manages and facilitates the limited submission process (LSP) for federal and foundation opportunities for TAMU, AgriLife, TEES, HSC, and Galveston. The LSP includes two tracks: **Standard Track** and **Strategic and Recurring Track**, each consisting of multiple phases, as outlined in this document.

STANDARD TRACK:

The Standard Track will be the most commonly used. LS opportunities will be reviewed and communicated with the research community, with each LS opportunity being assigned with one of the following designations,

- **Standard:** a designation for newly identified opportunities with adequate time to conduct an internal competition. This designation requires more than eight weeks between the identification of the LS opportunity and the sponsor's deadline. Internal proposals are typically due **10 business days** from the announcement in the Limited Submission Newsletter.
- **Recurring:** a designation for recurring LS opportunities that will be posted 6-8-months before the sponsor deadline. Internal proposals are typically due **6 weeks** from the announcement in the Limited Submission Newsletter.
- **Open:** a designation for LS opportunities whose internal deadline has passed, and the number of available seats has not been exceeded. Approvals or "Tickets" will be granted on a **first-come, first-served** basis.
- **Quick Turn-Around:** a designation for LS opportunities if there are less than eight weeks between identification and the sponsor's deadline. Approvals or "Tickets" will be granted on a **first-come, first-served basis**.

STRATEGIC AND RECURRING TRACK:

A select group of **Strategic and Recurring** LS opportunities has been identified that impact the university's strategic research mission and priorities. These LS opportunities will be provided additional institutional support to increase their success rate.

Both tracks will utilize the InfoReady platform for Notice of Intents (NOI) and Internal Proposals. Internal deadlines will be noted on the [Limited Submissions Website](#) and the weekly newsletter ([click to subscribe](#)). The Standard and Strategic and Recurring Tracks have their respective standard turnaround times; however, shorter or longer internal deadlines may be adjusted depending on sponsor's deadlines.

The LST will establish a review team to independently review and rank proposals, consolidate scores, and notify all applicants of their status. The LST also closely communicates and coordinates with Sponsored Research Services (SRS) to ensure that only approved teams are submitted to the sponsor.

Questions?


Contact LST at limitedsubmissions@tamu.edu with any questions about this process.



**TEXAS A&M LIMITED SUBMISSIONS PROCESS
– TRACK AND PHASE OVERVIEW –**

The diagram below provides a quick overview of each phase and its required steps related to the **Standard** and **Strategic and Recurring** tracks for the Texas A&M Limited Submission process.

		STANDARD Majority of LS Opportunities	STRATEGIC/RECURRING Select LS Opportunities Only
PHASE 1	Identification and Communication	 Identify and communicate opportunities on a weekly basis via LS Newsletter	 Identified select opportunities will be communicated via LS Newsletter
PHASE 2	Campus Response: Notice of Intent	 Quick Response: Used for LS opportunities identified as "Quick Turn-Around"	 Quick Response: General researcher interest collection
PHASE 3	Campus Response: Internal Proposal	 Internal proposal to be submitted for LS opportunities identified as "New" or "Recurring"	 Internal proposal to be submitted
PHASE 4	Internal Review & Nomination	 Reviewers will provide their rankings and nominations will be communicated	 Reviewers will provide their rankings and nominations will be communicated
PHASE 5	Pre-Proposal/Proposal Development Support	 Support may be provided at the Institutional, College/School, or Department Level	 Support will be provided by various offices within DOR

Key:  Required  Optional



TEXAS A&M LIMITED SUBMISSIONS PROCESS – STANDARD TRACK –

The Limited Submission Team (LST) manages and facilitates the **Standard Track** LS process for federal and foundation opportunities for TAMU, AgriLife, TEES, HSC, and Galveston. The **Standard Track** consists of six phases, detailed below.

PHASE 1 IDENTIFICATION AND COMMUNICATION

LS opportunities are actively identified through internet searches, web services, opportunities shared by faculty, and historical opportunities. These opportunities are communicated using the following methods.

1. Announcement in The Limited Submission Newsletter ([click to subscribe](#)) is sent to subscribers on Wednesdays and will identify each opportunity with one of the four designations below. Anyone, including students and staff, may Subscribe. New faculty/staff are not automatically subscribed to this newsletter.
2. Posting on the Limited Submissions Table on the Texas A&M [Limited Submissions Website](#).
3. Direct communication, if applicable, with the Deans, Center/Institute Directors, Associate/ Assistant Deans for Research, and Faculty.



DURATION
continuous

LIMITED SUBMISSION OPPORTUNITIES DESIGNATIONS

LS opportunities will be designated as **New, Recurring, Open, or Quick Turn-Around**.

- **Standard**: a designation for **newly identified** opportunities with adequate time to conduct an internal competition. This designation requires **more than 8 weeks** between the identification of the LS opportunity and the sponsor's deadline to allow adequate time to conduct an internal review while providing the selected team(s) enough time to prepare a competitive proposal. Internal proposals are typically due **10 business days** from the announcement in the Limited Submission Newsletter.
- **Recurring**: a designation for identified recurring LS opportunities that will be posted 6-8 months before the sponsor deadline. Starting the LS process early allows Colleges, Departments, and individual teams time to build their teams and prepare a more robust Internal Proposal and provide the approved teams more time to develop stronger proposals. Internal proposals are typically due **6 weeks** from the announcement in the Limited Submission Newsletter.
- **Open**: a designation for LS opportunities whose internal deadline has passed and the number of available seats has not been exceeded. Approvals will be granted on a **first-come, first-served** basis by the LST. An eligible principal investigator (PI) must email limitedsubmissions@tamu.edu requesting approval.
- **Quick Turn-Around**: a designation for LS opportunities if there are **less than 8 weeks** between identification and the sponsor's, which does not allow adequate time to conduct an internal review and provide the selected team(s) enough time to prepare a competitive proposal. These LS opportunities are either opportunities that the LST was not able to identify through traditional methods or opportunities where the sponsor imposed a short turnaround from posting to response. Approvals will be granted on a **first-come, first-served** basis by the LST. An eligible principal investigator (PI) must submit their application through the InfoReady platform.

RESEARCH COMMUNITY IDENTIFIED OPPORTUNITIES:

The LST identifies as many LS opportunities as possible; however, not every opportunity can be identified due to the sheer volume from government and foundation opportunities available. **Anyone wishing to apply to a limited submission not listed on the [Limited Submissions Website](#) should email limitedsubmissions@tamu.edu.** The LST will review the RFP guidelines and determine how to proceed with one of the following steps.

1. If there are **more than 8 weeks** between the identification of the LS opportunity and the sponsor's deadline, a "New" designation will be applied to that LS opportunity and follow the abovementioned process.



- If there are less than 8 weeks between the identification of the LS opportunity and the sponsor’s deadline, the requestor will automatically receive a “ticket.” If additional seats remain, the LS opportunity will be designated as “*Quick Turn-Around*” and communicated through the abovementioned methods.

PHASE 2 | CAMPUS RESPONSE: NOTICE OF INTENT

A Notice of Intent (NOI) will ONLY utilize through InfoReady for opportunities identified as a “*Quick Turn-Around*.” These opportunities are identified ***less than 8 weeks*** before the sponsor deadline and will be awarded on a first-come, first-served basis. Information gathered will only include general information such as PI information, Proposal Type (New, Resubmission, Extension), Submitting A&M Institutions (TAMU, TEES, AgriLife, HSC, Galveston), Cost Share Acknowledgment; and Indication of type/track (if applicable). The submitted NOI time stamp will determine which teams have the approval to submit. NOIs will remain open **“until filled.”**



DURATION

until filled

PHASE 3 | CAMPUS RESPONSE: INTERNAL PROPOSAL

InfoReady will be utilized for Internal Proposal applications for LS opportunities identified as “*New*.” The internal proposal comprises form information and uploadable PDF documents detailed in Table 1. The intention is to collect information to ensure a quality internal review. Internal proposals are due **“2 weeks”** from the announcement in the Limited Submission Newsletter.



DURATION

2 weeks

Table 1: InfoReady Requirements for Standard Track

InfoReady Form Information	Uploadable PDF documents
<ul style="list-style-type: none"> PI and Co-PI Information (Name, College/School, Department) Proposal Type (New, Resubmission, Renewal) Submitting A&M Institutions (TAMU, TEES, AgriLife, HSC, Galveston) Cost Share Acknowledgement Indication of type/track (if applicable) 	<ul style="list-style-type: none"> 3-page description References (no page limit) Biosketch (PI and Co-PIs) Rough Budget (no justification required) Sponsor Feedback (if resubmission) Plan to address reviewer comments (if resubmission)

PHASE 4 | INTERNAL REVIEW & NOMINATION

Not all internal proposals must be reviewed depending on the number of seats available and the interest on campus. The following describes the process for each scenario.



DURATION

2 weeks

SCENARIO 1: NO INTERNAL COMPETITION:

When the number of internal proposals received does not exceed the number of seats available to A&M, an internal review competition will not be conducted, and the LST will grant immediate approval(s) or “ticket(s).”

SCENARIO 2: INTERNAL COMPETITION:

When the number of internal proposals received exceeds the number of seats available to A&M, an internal review competition will be conducted. Each PI will have at least one reviewer from within their college/school, typically consisting of Research Deans and/or ad hoc committee member(s) assigned by the Research Deans. The committee will consist of at least two reviewers, although three or more are preferred. When additional reviewers are needed, reviewers from our [Internal Limited Submission Database](#) with relevant

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AN INTERNAL REVIEWER?**

[Add your name to our Limited Submissions Reviewer Database](#)



expertise will be assigned to provide a broader review. Internal proposals will be reviewed and ranked using the following criteria,

- The relevance or “match” between the proposed project and the program requirements,
- The impact or “significance” of the proposed project,
- Responsiveness to review comments from a previous submission, if applicable, and
- Any other factors relevant as appropriate to the funding program

Ideally, proposals will be reviewed, and applicants will be notified within “2 weeks”; however, in some cases (large quantity of applicants or large/complex pre-proposals), additional review and notification time may be required. Reviewers are encouraged to provide comments for each proposal reviewed; however, this is only sometimes possible due to the volume of internal review competitions.

COMMUNICATION WITH PI/TEAMS:

Rankings will be consolidated from each reviewer, and all applicants will be informed of the outcome via email, including reviewer comments if available. Transparency is an essential value for our Limited Submissions Process, so selected applicants will be publicly noted on the Limited Submissions Table by indicating the submitting institution (TAMU, TEES, AgriLife, HSC, Galveston) followed by first initial and last name.

In some high-profile or nationally competitive programs where publicly identifying the PI/Team would be a strategic disadvantage, the PI/Team will not be publicly added to the Limited Submissions Table until after the sponsor’s deadline has passed and the status will be indicated as “Confidential” until after the sponsor’s deadline.

Only applicants listed on the Limited Submissions Table are approved or have “tickets” to submit to the sponsor.

COMMUNICATION WITH SRS OR FOUNDATION:

The LST closely communicates with SRS and the Foundation Office to ensure that only approved teams can submit. During the initial approval email, SRS or the Foundation is copied, and they will quickly have a proposal administrator contact the PI to initiate the Maestro record and assist the teams with budget and submission.

PI/TEAM FAILURE TO SUBMIT:

Limited submission opportunities are very competitive and important to A&M. It is understandable that unexpected circumstances influence the PI/team’s decision not to submit. In these circumstances, the LST must be notified immediately of the team's withdrawal of approval to submit to the approved LS opportunity via email at limitedsubmissions@tamu.edu. The earlier you inform the LST, the earlier we can assign the next highest-ranked team or reopen the opportunity to campus.

The LST tracks all limited submission applications through Maestro to ensure all approved teams submit their proposal to the sponsor. Failure to notify the LST will be shared with the review committee when the PI applies for future LS opportunities, which may influence the proposal rankings of the review committee.

PHASE 5 PRE-PROPOSAL/PROPOSAL DEVELOPMENT SUPPORT

The RDS proposal development team supports campus-wide proposal development, prioritizing larger and more complex proposals. Resources are limited, and only some proposals can be supported; however, we encourage teams to seek College/School or Department level Research Development Officers for support.



DURATION
to completion



TEXAS A&M LIMITED SUBMISSIONS PROCESS – STRATEGIC AND RECURRING TRACK –

The Limited Submission Team (LST) manages and facilitates the **Strategic and Recurring Track** LS process for federal and foundation opportunities for TAMU, AgriLife, TEES, HSC, and Galveston. A select group of strategic and recurring LS opportunities has been identified that impact the university's strategic research mission and priorities (Appendix [1: STRATEGIC AND RECURRING LIMITED SUBMISSION OPPORTUNITIES](#) for a current list). This track offers additional institutional support to increase the success rate of these identified opportunities. The **Strategic and Recurring Track** consists of five phases, as outlined below. Note: the timelines below may need to be adjusted to account for the sponsor's deadline.

PHASE 1 IDENTIFICATION AND COMMUNICATION

The **Strategic and Recurring LS** opportunities are communicated campus-wide including a request for Notice of Intent (NOI), using the following methods:

1. Announcement in the Limited Submission Newsletter ([click to subscribe](#)). This Newsletter is sent to subscribers on Wednesdays. Anyone, including students and staff, may Subscribe. New faculty/staff are not automatically subscribed to this newsletter.
2. Posting on the Texas A&M [Limited Submissions Website](#).
3. Direct communication, if applicable, with the Deans, Center/Institute Directors, Associate/ Assistant Deans for Research, and Faculty.
4. OSI will proactively identify faculty interest/expertise and foster collaborative engagement for effective proposal team building for identified strategic and recurring large-scale LS opportunities. Databases will be utilized (i.e., RDASH, SCHOLARS@TAMU, and MAESTRO) to identify researchers with relevant interests/expertise aligned with the target LS and encourage them to submit an NOI.



DURATION
continuous

Note: Phase 1 will start at least 3 months before the anticipated release date of the RFP by the sponsor.

PHASE 2 CAMPUS RESPONSE: SUBMISSION OF NOTICE OF INTENT

Interest applicants are required to submit a NOI through InfoReady, with a standard response time of 3 weeks. The NOI will gather general information such as researcher information, interests, expertise, proposal idea/topic, interested role(s), and other information. After the NOI deadline, a list will be generated and shared with everyone who submitted to promote transparency and encourage members to explore potential collaborations based on shared interests and expertise.



DURATION
4 weeks

Note: Submission of a NOI is required for participating in the next phase.

PHASE 3 CAMPUS RESPONSE: SUBMISSION OF INTERNAL PROPOSALS

InfoReady will be utilized for Internal Proposal applications. PIs who submitted NOIs will be contacted and encouraged to submit collaborative and team-based proposals for the internal competition. The internal proposal will contain form information and uploadable PDF documents detailed in Table 2. The intention is to collect information to ensure a quality internal review.



DURATION
4 weeks

Note: Phase 3 will start at least 2 months before the anticipated release date of the RFP by the sponsor with a standard response time of 4 weeks.



Table 2: InfoReady Requirements for Strategic and Recurring Track

Form Information	Uploadable PDF documents
<ul style="list-style-type: none"> PI and Co-PI Information (Name, College/School, Department) Proposal Type (New, Resubmission, Renewal) Submitting A&M Institutions (TAMU, TEES, AgriLife, HSC, Galveston) Cost Share Acknowledgement Indication of type/track (if applicable) 	<ul style="list-style-type: none"> 5-page description References (no page limit) Biosketch (PI and Co-PIs) Rough Budget (no justification required) Sponsor Feedback (if resubmission) Plan to address reviewer comments (if resubmission)

PHASE 4 REVIEW AND SELECTION OF INTERNAL PROPOSALS FOR NOMINATION

A review committee, consisting of relevant experts with background knowledge and experience with the sponsor, will be convened for each specific opportunity. Relevant evaluation criteria will be provided to the committee to guide the review process. As appropriate, consideration may be given to renewals and resubmissions that have a positive history with the sponsor. If needed, shortlisted proposal teams (based on scoring and evaluation by the review committee) may be invited to give oral presentations to the review committee, resulting in the final selection of proposal team(s) for nomination to the sponsor. The LST will notify all team leads regarding the outcome. A list of non-selected proposals will be generated (title and name of PI/Co-PIs) and shared with PIs of the selected proposal team(s) to explore potential collaborations.



DURATION

4 weeks

PHASE 5 PRE-PROPOSAL/PROPOSAL DEVELOPMENT SUPPORT

Units within the DOR will provide selected/nominated proposal team(s) with necessary proposal development support to reduce administrative burden and increase the chance of success for the selected team(s). Assistance by the relevant DOR supporting office is identified below. Phase 5 will start immediately after notification of the selected/nominated proposal team(s).



DURATION

to completion

Note: LST may solicit feedback regarding the LS process from proposal teams, after submission of the proposal(s).

STRATEGIC INITIATIVES OFFICE:

- Provides team building support for internally selected proposal team(s), including workshops, feedback sessions, administrative/logistic support, webinar engagement, travel to visit sponsor, etc.
- Coordinates with Government Relations, IT, MarCom, and other relevant units (if needed).
- Coordinates requests for institutional commitments with relevant unit heads (if needed).
- Coordinates requests for teaching relief or postdoctoral support with relevant unit heads (if needed).

RESEARCH DEVELOPMENT SERVICES:

- Provides full-service proposal management support, including coordination with SRS and Research Compliance for smooth submission.
- Provides assistance with non-scientific documents.
- Provides proposal writing and editing support.
- Provides proposal graphic/videography support (if needed).
- Provides internal review and quality checks (compliance check and review criteria assessment)
- Provides external consultant support (red teams, if needed.)



APPENDIX 1: STRATEGIC AND RECURRING LIMITED SUBMISSION OPPORTUNITIES

Sponsor	Title	Range	Pre-Proposal	Deadline	Cycle
2024					
NSF	Advanced Computing Systems & Services: Adapting to the Rapid Evolution of Science and Engineering Research	\$5M - \$10M	N/A	10/29/24	Yearly
2025					
NSF	National Artificial Intelligence (AI) Research Institutes	\$16M - \$20M	*10/24	*02/25	Yearly
NSF	NSF Scholarships in Science, Technology, Engineering, and Mathematics (S-STEM) - Track 3 Only	\$5M	N/A	03/4/25	Yearly
NSF	Science and Technology Centers: Integrative Partnerships (STC)	\$30M	*02/25	*08/25	2-3 Years
NSF	Eddie Bernice Johnson Inclusion across the Nation of Communities of Learners of Underrepresented Discoverers in Engineering and Science (INCLUDES) Initiative - Alliances Only	\$10M	N/A	10/23/25	2 Years
NSF	Materials Research Science and Engineering Centers (MRSEC)	\$18M - \$27M	*06/25	*11/25	2-3 Years
2026					
NSF	Centers for Innovation and Community Engagement in Solid Earth Geohazards	\$7M	N/A	*03//26	2 Years
DOE	Energy Frontier Research Center (EFRC)	\$16M	*02/24	*05/26	2 Years

* Denotes opportunities with anticipated deadlines.