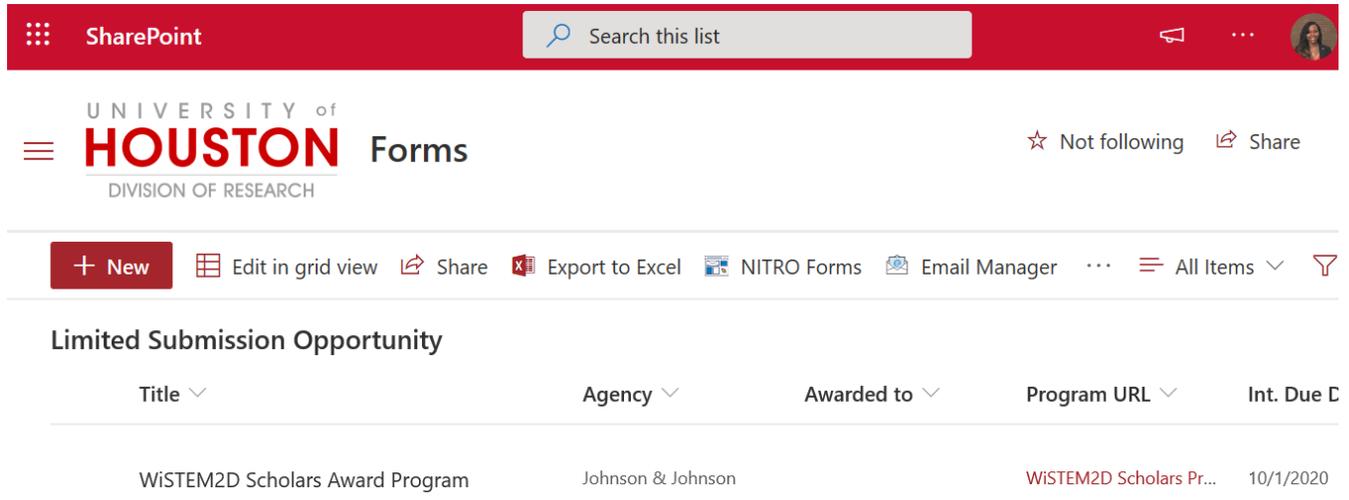


Steps for applying for a limited submission opportunity (i.e., limit on the number of proposals per institution)

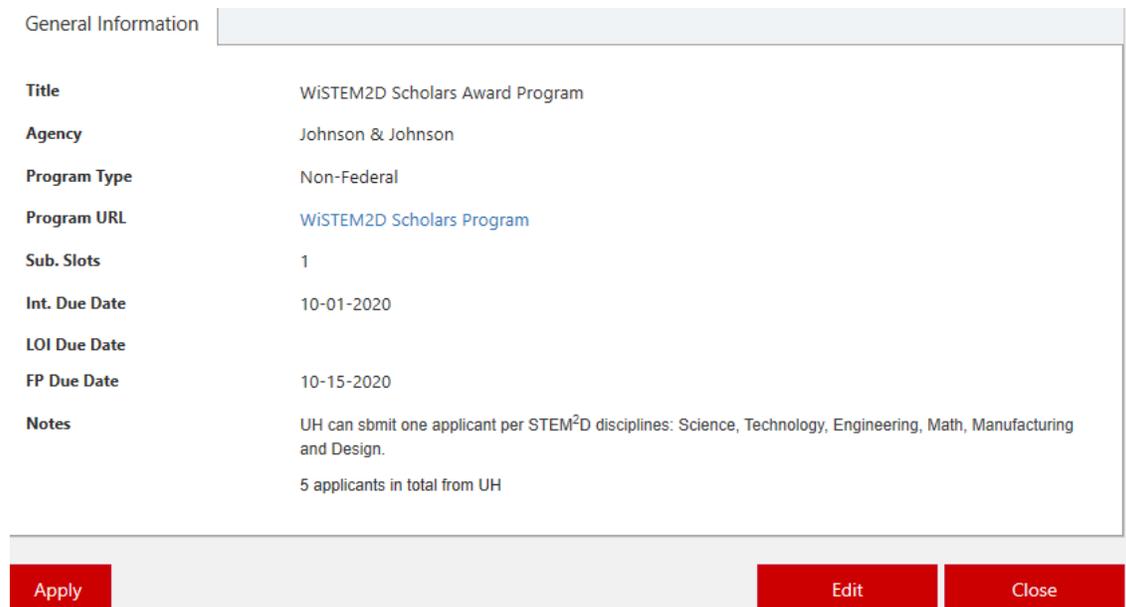
1. Visit the limited submissions list posted by the Office of Research Development (ORD): <https://uofh.sharepoint.com/sites/dor/intranet/forms/Lists/Limited%20Submission/AllItems.aspx>. (CougarNet ID and password may be required.)



The screenshot shows a SharePoint list interface. At the top, there is a red header with the 'SharePoint' logo and a search bar. Below the header, the University of Houston logo and 'Forms' are displayed. The list title is 'Limited Submission Opportunity'. The list contains one item with the following details:

Title	Agency	Awarded to	Program URL	Int. Due D
WiSTEM2D Scholars Award Program	Johnson & Johnson		WiSTEM2D Scholars Pr...	10/1/2020

2. Click on the title of the opportunity of interest
3. The opportunity will load. At the bottom of this window, click Apply.



The screenshot shows the 'General Information' form for the 'WISTEM2D Scholars Award Program'. The form fields are as follows:

Title	WISTEM2D Scholars Award Program
Agency	Johnson & Johnson
Program Type	Non-Federal
Program URL	WISTEM2D Scholars Program
Sub. Slots	1
Int. Due Date	10-01-2020
LOI Due Date	
FP Due Date	10-15-2020
Notes	UH can submit one applicant per STEM ² D disciplines: Science, Technology, Engineering, Math, Manufacturing and Design. 5 applicants in total from UH

At the bottom of the form, there are three buttons: 'Apply', 'Edit', and 'Close'.

4. A new window will open. Fill in the form that appears and upload pre-proposal documentation requested. (All documentation must be in the form of a single PDF.)

Default

Proposal Title*

Applicant*
Search by last name

Opportunity*

Applicant's College*

Applicant's Associate Dean for Research*
Search by last name

Applicant's Department*

Applicant's Department Chair*
Search by last name

Individuals you would like notify of this limited submission
Separate each email with a semicolon and a space

Alternate E-mail Address

Individuals you would like notify of this limited submission
Search by last name
Separate each email with a semicolon and a space

Alternate E-mail Address

Attach a single PDF file containing the following (required)

- Abstract
- Biosketch
- Current & Pending Funding
- Cost Share Information

Attachments

5. Once the form is complete, click Submit.
6. You will receive an email confirmation that the form has been submitted. (Your chair, dean, Associate of Research, and ORD will also be notified.)