



# Pre Award Initial Notification

## INSTRUCTIONS

All research and sponsored programs, whether privately or publicly funded, are subject to [LLUH policy](#) which require grants to be accepted in the name of Loma Linda University. The Vice President for Research Affairs or designee signs on behalf of LLU.

*To the Principal Investigator:* This Transmittal process *must* be completed, including all approvals, before the proposal is submitted.

Transmittal Process:

Step 1 - Complete pre-award intake form and submit to Research Affairs Pre-Award via email [rapreaward@llu.edu](mailto:rapreaward@llu.edu).

Step 2 - Pre-Award will create a LLeRA record and provide investigators with a timeline and instructions.

Step 3 - Investigators submit the proposals to the electronic approval route at least **5 business days prior** to sponsor deadline.

## PRINCIPAL INVESTIGATOR(S)

Principal Investigator/Project Director	Degree	Academic Title	Department	Phone
_____	_____	_____	_____	_____
Faculty mentor (if post doc or student)	Email	School/Entity (for IDC and cost allocation)		
_____	_____	_____		
Second PI/PD( if multiple PI proposal)	Degree	Academic Title	Department	Phone
_____	_____	_____	_____	_____
	Email	School/Entity (for IDC and cost allocation)		
	_____	_____		

## PROPOSAL AND SPONSOR INFORMATION

Proposal/Project Title (limit to 200 characters)

\_\_\_\_\_

Originating Sponsor (funding the proposal)	Deadline	RFA/RFP or solicitation #	Project Period
_____	_____	_____	From _____ through _____
If LLU is a sub, list the proposal prime institution	PROJECT TYPE	AWARD TYPE	
_____	_____	_____	
_____	_____	_____	
STAGE OF APPLICATION	SUBMISSION MECHANISM	NIH MECHANISM	
_____	_____	_____	
_____	_____	_____	

Yes No If no LLeRA is available for 1-3, mark as Pending.

- 1. The project involves human subjects. If yes, provide the IRB LLeRA #: \_\_\_\_\_
- 2. The project involves vertebrate animals. If yes, provide the IACUC LLeRA #: \_\_\_\_\_
- 3. The project involves potentially biohazardous material or recombinant DNA, such as plasmids, viral vectors, or genetically modified organisms or microorganisms. If yes, provide the IBC LLeRA # \_\_\_\_\_
- 4. The budget is modular.
- 5. There will be subawards.