



Pre Award Intent to Submit

Note: The *Submit by Email* function will not work with Adobe Reader.

LLeRA# _____

Office of Research Affairs
24887 Taylor Street, Suite 202
Ext. 44589, FAX 558-0199

INSTRUCTIONS

All research and sponsored projects, whether privately or publicly funded, are subject to [LLUH policy](#). The Vice President for Research Affairs or designee signs on behalf of the institution.

To the Principal Investigator: The approval process *must* be completed before the proposal is submitted.

Notification Process:

Step 1 - Complete pre-award notification form and submit to Research Affairs Pre-Award via email rapreaward@llu.edu.

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

Step 3 - Investigators submit 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)	Department			

PROPOSAL AND SPONSOR INFORMATION

Proposal/Project Title (limit to 200 characters)	STAGE OF APPLICATION	
Originating Sponsor (funding the proposal)	Deadline	SUBMISSION MECHANISM
If LLU is a sub, list the proposal prime institution	LOI Deadline	PROJECT TYPE
RFA/RFP or solicitation #	Project Period	AWARD TYPE
List three key words	From _____ through _____	

Project Goals

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

- 1. The project involves human subjects. a. If yes, provide the IRB LLeRA #: _____
- b. If yes to human subjects, the project uses human specimens and/or human data only.
- c. If yes to human subjects, the project is a clinical trial.
- 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. (NIH ONLY)
- 5. There will be subaward(s). If yes, send list of subaward institution(s), PI(s) , & contact person(s) to Pre Award.