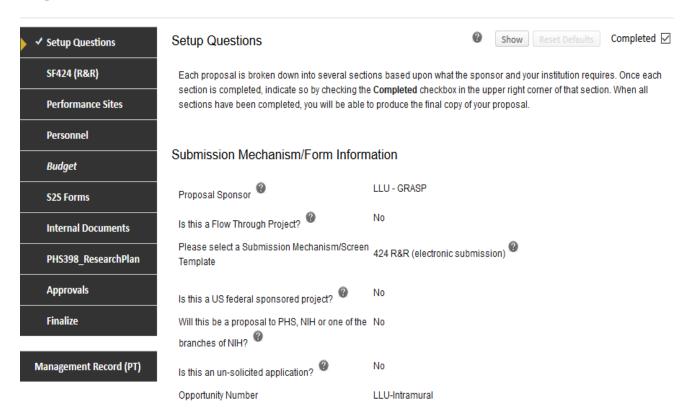**INVESTIGATOR INSTRUCTIONS (please read carefully and follow all instructions):**
These instructions are to benefit you the investigator, our volunteer reviewers, and research administrators who process your applications.

- If you have *any* questions, please do not hesitate to contact us (Pre Award):
    - Cindy Dickson, x 44571 or cdickson@llu.edu
    - Daniel Ramon, x83911 or dramon@llu.edu
    - Wesley James, x 44018 or wjames@llu.edu - International GRASP

- Go to https://era.llu.edu/ and confirm that you can log into the LLeRA system and access your proposal record. ***Do this early in the process.***
- The budget template will be sent to you – if you do not receive it contact Pre Award.
- PIs should have a minimum of 10% effort; it is recommended that they do not have a committed effort of more than 15-20%.
- ***Read the RFA and the technical instructions below carefully and comply with all instructions*** to ensure you do not have missing or incomplete sections. (For example, an abstract is required, the narrative is not.)
- ***Do not wait until the last day to upload your proposal.***
- If you notify us when your proposal is *completely* uploaded and if time permits, we will review and provide you with a list of any needed changes. We do not review the science prior to review.
- In order to be fair to all applicants, ***we will be assisting applicants in a first come/first served manner***.

INSTRUCTIONS FOR PREPARING YOUR PROPOSALS FOR SUBMISSION:

- Do not change any information on the Setup questions tab. If you need a change (e.g., human or animal subjects will be used), send an email request.
- Pre Award will mark the tabs completed that do not require further input from the investigators. Do not un-complete these tabs.

Setup Questions   Show   Reset Defaults   Completed ☑

Each proposal is broken down into several sections based upon what the sponsor and your institution requires. Once each section is completed, indicate so by checking the **Completed** checkbox in the upper right corner of that section. When all sections have been completed, you will be able to produce the final copy of your proposal.

Submission Mechanism/Form Information

Proposal Sponsor	LLU - GRASP
Is this a Flow Through Project?	No
Please select a Submission Mechanism/Screen Template	424 R&R (electronic submission)
Is this a US federal sponsored project?	No
Will this be a proposal to PHS, NIH or one of the branches of NIH?	No
Is this an un-solicited application?	No
Opportunity Number	LLU-Intramural

Sidebar tabs:
- ✓ Setup Questions
- SF424 (R&R)
- Performance Sites
- Personnel
- Budget
- S2S Forms
- Internal Documents
- PHS398_ResearchPlan
- Approvals
- Finalize
- Management Record (PT)

SPECIFIC INSTRUCTIONS FOR EACH PROPOSAL TAB:
1. **SF 424 tab**

   - Confirm the title is correct in box 11. Titles are limited to 200 characters.
   - Upload the Title page under #21: Cover Letter Attachment

   - *Save and mark complete.*

2. **Personnel:**
   Project personnel are added to the proposal here.
   - Designate the contact PI
   - Upload biosketches
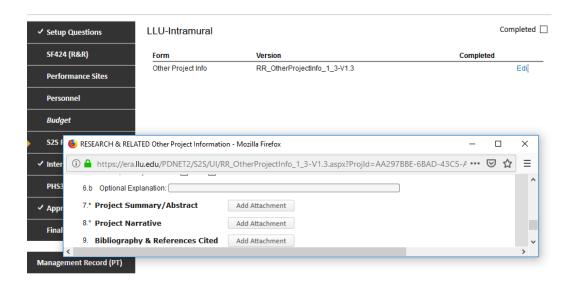   - **Other faculty** should be added to the proposal as Other Significant Contributors.
   - *Save and mark complete.*

3. **Budget:**
   Work with your assigned Pre Award team member for entry of the budget and budget justification.

4. **S2S Forms tab:**
   Open the 'Other Project Info' sub page
- Review and confirm questions 1 – 6 have been answered.
   - **#7/Project Summary**: upload Abstract here
   - **#8/ Project Narrative:** Not needed, do not upload anything here
   - **#9/ Bibliography & References Cited**: upload References here
   - **#10/Facilities & Other Resources:** Not needed, do not upload anything here
   - **#11/ Equipment:** Not needed, do not upload anything here
   - **#12/ Other Attachments:** Not needed, do not upload anything here
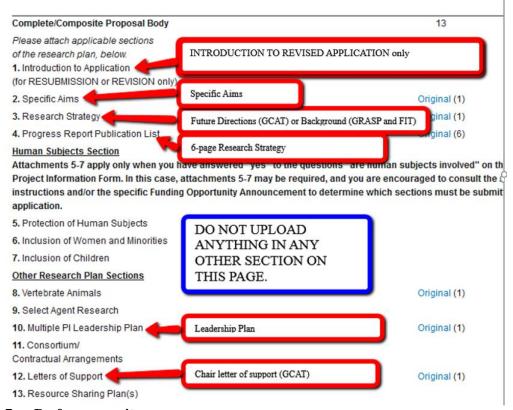
5. **Internal Documents:**
    N/A, no additional information needed

6. **PHS 398 Research Plan**
    Required documents to upload:

    - **#1: Introduction to Revised Application** (for RESUBMISSION or REVISION)
    - **#2: Specific Aims**
    - **#3: (named Research Strategy in the system) upload Future Directions** (GCAT) or **Background** (GRASP and FIT)
    - **#4: (named Progress Report Publication List in the system) upload Research Plan**
    - **#10: (named Multiple PI Leadership Plan in the system) upload Leadership Plan**
    - **Human or animal subjects** sections, not needed for these submissions
    - **#12: Letter of support** from the department chair (GCAT only). If there are additional letters of support they must be combined into one pdf document and uploaded.
    - **Ignore all other sections.**
    - **Save and mark complete.**

7. **Performance sites:**

    - Add any sites other than LLU (if any).
    - *Save and mark complete.*

CONGRATULATIONS YOU ARE DONE! CONTACT PRE AWARD IF YOU HAVE ANY QUESTIONS.

For more information visit: https://researchaffairs.llu.edu/pre-post-award/pre-award/funding-resources#llu_funding_sources