

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	Setup Questions	?	Show	Reset Defaults	Completed <input checked="" type="checkbox"/>
SF424 (R&R)	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.				
Performance Sites					
Personnel					
Budget					
S2S Forms					
Internal Documents					
PHS398_ResearchPlan					
Approvals					
Finalize					
Management Record (PT)					
	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			

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

Phone Number
909-558-8544

*Signature of Authorized Representative
Completed on submission to Grants.gov

20. Pre-application

21. Cover Letter Attachment PDF

A red arrow points to the '21. Cover Letter Attachment PDF' field, which is highlighted with a red box.

- *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

Management Record (PT)

✓ Setup Questions	LLU-Intramural	Completed	<input type="checkbox"/>
SF424 (R&R)	Form	Version	Completed
Performance Sites	Other Project Info	RR_OtherProjectInfo_1_3-V1.3	Edit
Personnel			
Budget			
S2S			
✓ Inter			
PHS3			
✓ Appr			
Final			

RESEARCH & RELATED Other Project Information - Mozilla Firefox

https://era.llu.edu/PDNET2/S2S/UI/RR_OtherProjectInfo_1_3-V1.3.aspx?ProjId=AA297BBE-6BAD-43C5-A

6.b Optional Explanation:

7.* Project Summary/Abstract

8.* Project Narrative

9. Bibliography & References Cited

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.**

Complete/Composite Proposal Body	13
<i>Please attach applicable sections of the research plan, below.</i>	
1. Introduction to Application (for RESUBMISSION or REVISION only)	INTRODUCTION TO REVISED APPLICATION only
2. Specific Aims	Specific Aims Original (1)
3. Research Strategy	Future Directions (GCAT) or Background (GRASP and FIT) Original (1)
4. Progress Report Publication List	6-page Research Strategy Original (6)
Human Subjects Section	
Attachments 5-7 apply only when you have answered "yes" to the questions "are human subjects involved" on the Project Information Form. In this case, attachments 5-7 may be required, and you are encouraged to consult the instructions and/or the specific Funding Opportunity Announcement to determine which sections must be submitted with your application.	
5. Protection of Human Subjects	DO NOT UPLOAD ANYTHING IN ANY OTHER SECTION ON THIS PAGE.
6. Inclusion of Women and Minorities	
7. Inclusion of Children	
Other Research Plan Sections	
8. Vertebrate Animals	Original (1)
9. Select Agent Research	
10. Multiple PI Leadership Plan	Leadership Plan Original (1)
11. Consortium/ Contractual Arrangements	
12. Letters of Support	Chair letter of support (GCAT) Original (1)
13. Resource Sharing Plan(s)	

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