INVESTIGATOR INSTRUCTIONS (please read carefully and follow all instructions):

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.*

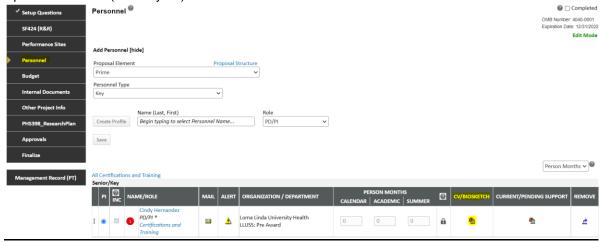
1. SF 424 tab

- Confirm the title is correct in box 11.
- Upload the Title page document on the bottom of the page, under #21



2. Personnel:

Upload biosketch (NIH Layout)

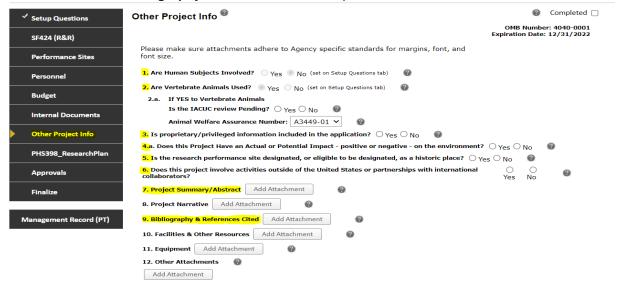


3. Budget:

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

4. Other Project Info:

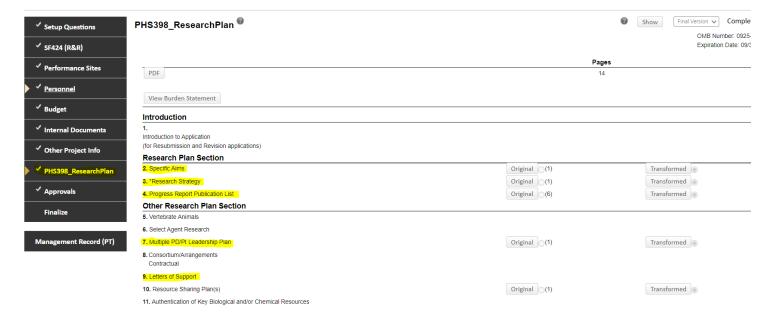
- Review and confirm questions 1 6 have been answered.
 - #7 Project Summary: upload Abstract
 - #9 Bibliography & References Cited: upload References



6. PHS398 Research Plan

Required documents to upload:

- #1: Introduction for resubmission application only (Not for New Applications)
- #2: Specific Aims
- #3: (Research Strategy) upload research plan 6 page limit
- #4: (named Progress Report Publication List in the system) Upload Future Directions
- #5 Multiple PD/PI Leadership Plan (Upload document)
- **#9 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.
- Human or animal subjects sections, not needed at time of submissions
- Ignore all other sections.



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

- If you have any questions, please do not hesitate to contact us (Pre Award):
 - Cindy Dickson, x 44571 or cdickson@llu.edu GRASP, GCAT, FIT, RIG
 - Daniel Ramon, x83911 or dramon@llu.edu GRASP, GCAT, FIT RIG
 - Cindy Hernandez, x55160 or cihernandez@llu.edu GRASP, GCAT, FIT, RIG
 - Wesley James, x 44018 or wjames@llu.edu International GRASP

For more information visit: https://researchaffairs.llu.edu/pre-post-award/pre-award/grants-for-research-and-school-partnerships-grasp