

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

| | | |
|--|---|-----------------------------------|
| Phone Number 909-558-4571 | Fax Number | Email: researchaffairs@llu.edu |
| *Signature of Authorized Representative Completed on submission to Grants.gov | *Date Signed Completed on submission to Grants.gov | |
| 20. Pre-application | | |
| 21. Cover Letter Attachment PDF | | |

2. Personnel:

- Upload biosketch (NIH Layout)

- ✓ Setup Questions
- SF424 (R&R)
- Performance Sites
- Personnel
- Budget
- Internal Documents
- Other Project Info
- PHS398_ResearchPlan
- Approvals
- Finalize

Personnel

Completed OMB Number: 4040-0001
Expiration Date: 12/31/2022 [Edit Mode](#)

Add Personnel [hide]

Proposal Element: Prime Proposal Structure

Personnel Type: Key

Create Profile: Name (Last, First): Role: PD/PI

Save

Person Months:

| Senior/Key | | PI | INC | NAME/ROLE | MAIL | ALERT | ORGANIZATION / DEPARTMENT | PERSON MONTHS | | | CV/BIOSKETCH | CURRENT/PENDING SUPPORT | REMOVE |
|------------|--|----|-----|---|------|-------|--|---------------|----------|--------|--------------|-------------------------|--------|
| | | | | | | | | CALENDAR | ACADEMIC | SUMMER | | | |
| | | | | Cindy Hernandez PD/PI * Certifications and Training | | | Loma Linda University Health LLUSS: Pre Award | 0 | 0 | 0 | | | |

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

- ✓ Setup Questions
- SF424 (R&R)
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- Approvals
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Other Project Info

Completed OMB Number: 4040-0001
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Please make sure attachments adhere to Agency specific standards for margins, font, and font size.

1. Are Human Subjects Involved? Yes No (set on Setup Questions tab) ?

2. Are Vertebrate Animals Used? Yes No (set on Setup Questions tab) ?

2.a. IF YES to Vertebrate Animals
Is the IACUC review Pending? Yes No ?

Animal Welfare Assurance Number: ?

3. Is proprietary/privileged information included in the application? Yes No ?

4.a. Does this Project Have an Actual or Potential Impact - positive or negative - on the environment? Yes No ?

5. Is the research performance site designated, or eligible to be designated, as a historic place? Yes No ?

6. Does this project involve activities outside of the United States or partnerships with international collaborators? Yes No ?

7. Project Summary/Abstract ?

8. Project Narrative ?

9. Bibliography & References Cited ?

10. Facilities & Other Resources ?

11. Equipment ?

12. Other Attachments ?

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.**

PHS398_ResearchPlan [?] Show Final Version Comple

OMB Number: 0925-
Expiration Date: 09/3

PDF Pages
14

[View Burden Statement](#)

Introduction

1. Introduction to Application
(for Resubmission and Revision applications)

Research Plan Section

2. Specific Aims Original (1) Transformed

3. *Research Strategy Original (1) Transformed

4. Progress Report Publication List Original (6) Transformed

Other Research Plan Section

5. Vertebrate Animals

6. Select Agent Research

7. Multiple PD/PI Leadership Plan Original (1) Transformed

8. Consortium/Arrangements
Contractual

9. Letters of Support

10. Resource Sharing Plan(s) Original (1) Transformed

11. Authentication of Key Biological and/or Chemical Resources

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>