



LOMA LINDA UNIVERSITY

Pre Award Grant Submission Notification

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 |
| | From through | |
| List three key words | | |
| | | |

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.