

Updated 04/25/2024

Proposals must be completed and routed seven (7) business days before the deadline for OSP to submit the proposal.

# **Creating National Institutes of Health (NIH) Proposals**

NIH Proposals are submitted via GeauxGrants as a System-to-System (S2S) proposal. All sections will be uploaded into GeauxGrants, and the Office of Sponsored Programs (OSP) will submit from GeauxGrants to Grants.gov.

NOTE: NIH multi-component proposals will follow the <u>Creating Manual Proposals</u> user guide. This type of proposal will need to separately be loaded into ASSIST for submission.

# How to Create a Proposal Development (PD) Record

It is recommended that you use Chrome or Firefox. Login through myLSU.

- Step 1: From the home screen, select "Sponsored Projects" on the left-hand navigation tabs
- Step 2: From the Sponsored Projects screen, select "Proposal" under Create New

Home My Profile Locate My Records Locate Records Calendar Messages Things to Do Cuick Find Sponsored Projects	t
	d 🔑
Award Tracking Conflict of Interest SPIN GeauxGrants Help Desk Locate records by using filters Show a listing of All my records Pre-Defined Reports Pre-Defined Reports	

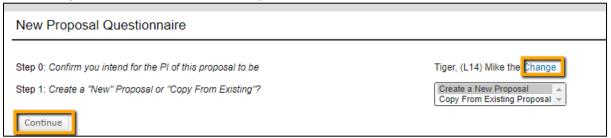
## New Proposal Questionnaire

The New Proposal Questionnaire consists of several steps (Steps 0-7). To go back a step, click Back on top right. All search fields are progressive text.

• **Step 0**: Defaults to user. You can change to another Principal Investigator (PI) by clicking Change. Type last name, first name of PI and click Select.

New Proposal Questionnaire	
Step 0: Confirm you intend for the PI of this proposal to be	Tiger, (L13) Mike the Change
Step 1: Create a "New" Proposal or "Copy From Existing"?	Create a New Proposal A
Continue	Copy From Existing Proposal V

• Step 1: Click on "Create a New Proposal" and click Continue



• **Step 1 Continued**: Choose Select from Grants.Gov Opportunities and enter the opportunity number or partial number (i.e. R01) and click Search. A list will populate with all possible opportunity numbers.

New Proposal Questionnaire	Back
Step 0: Confirm you intend for the PI of this proposal to be	Tiger, (L14) Mike the Change
Step 1: "New" or "Copy From Existing"?	Create a New Proposal
Step 1: Continued	Select from Grants.Gov Opportunities S2S Search

#### • **Step 1 Continued**: Click Select next to the correct opportunity number.

l	Nev	v Proposal Question	naire								Back
	Step	0: Confirm you intend for the 1: "New" or "Copy From Exit 1: Continued		to be		Tiger, (L14) Mike Create a New Pro Select from Grant r01		<b>&gt;</b> _ \$2\$	Searc	h	
		Opportunity Number	CFDA Number	Competition ID	Competition	Title	PackageID	\$2\$	Opening Date	Agency	Title
	۲	PA-19-043 Select		FORMS-E	FORMS-E		PKG00246021	~	05-Dec-2018	National Institutes of Health	Novel Approaches for Relating Genetic Variation to Function and Disease (R43/R44 Clinical Trial Not Allowed)
	۲	PA-18-863 Select		FORMS-E	FORMS-E		PKG00243901	1	05-Sep-2018	National Institutes of Health	Alcohol and Other Drug Interactions: Unintentional Injuries and Overdoses: Epidemiology and Prevention (R01 - Clinical Trial Optional)
	۲	PA-18-061 Select		FORMS-E	Use for due da January 25, 2	ates on or after D18	PKG00235713	~	06-Jan-2018	National Institutes of Health	Marijuana, Prescription Opioid, or Prescription Benzodiazepine Drug Use Among Older Adults (R01 Clinical Trial Optional)
	Þ	PAR-19-045 Select		FORMS-E	FORMS-E		PKG00245999	~	05-Jan-2019	National Institutes of Health	End-of-Life and Palliative Care Approaches to Advanced Signs and Symptoms (R01 Clinical Trial Optional)

## • **Step 2**: Choose "New", "Resubmission" or "Renewal" as applicable and Click Continue.

New Proposal Questic	onnaire					Back
Step 0: Confirm you intend for t		Tiger, (L14) Mike the Change Create a New Proposal				
Step 1: "New" or "Copy From E Program Number	Program Name	Create a New Proposal	CFDA	Competition ID	PackageID	Sponsor
PA-EO-R01	G.g. Training and NIH Ext-UAT FOA (R01-Clinical Trial Opt	ional)	93.865	FORMS-E	PKG00037265	
Step 2: Please Select a Propos	ial Type	New 🔽 🧲	_			

• **Step 3**: National Institutes of Health (NIH) will pre-populate. Click Continue.

New Proposal Qu	estionnaire					Back
Step 0: Confirm you intend for	r the Pl of this proposal to be	Tiger, (L17) Mike the Change				
Step 1: "New" or "Copy From	Existing"?	Create a New Proposal				
Program Number	Program Name	Competition Title	Competition ID	PackageID	Sponsor	
PA-20-185	NIH Research Project Grant (Parent R01 Clinical Trial Not Allowed)	Use for due dates on or after January 25, 2022	FORMS-G	PKG00269448	National Institutes of Health (NIH)	
Step 2: Proposal Type		New				
Step 3: Select a Sponsor		Alternate sponsors listed in SPIN for this Opportunity	National Institutes of Health/DHHS		✓ <==>	
		OR				
		Select sponsor from full list				
		Continue				

• Step 4: Will be automatically numbered by the system

#### • Step 5: Enter Proposal's Title and click Continue

New Proposal Que	estionnaire					Back
Step 0: Confirm you intend for	the PI of this proposal to be	Tiger, (L17) Mike the Change				
Step 1: "New" or "Copy From	Existing"?	Create a New Proposal				
Program Number	Program Name	Competition Title	Competition ID	PackageID	Sponsor	
PA-20-185	NIH Research Project Grant (Parent R01 Clinical Trial Not Allowed)	Use for due dates on or after January 25, 2022	FORMS-G	PKG00269448	National Institutes of Health (NIH)	
Step 2: Proposal Type		New				
Step 3: Selected Sponsor		National Institutes of Health (NIH)				
Mechanism		Research Project				
Step 4: "Tracking" Number or	"Proposal" Number	This proposal will be automatically numbered.				
Step 5: Proposal's Title						
This is a test proposal for trai	ning					
				1.		
Continue						

- Step 6: Enter Project Start and End Dates and click Continue
  - $\circ$  We recommend the start date to be the first of the month and the end date to be the last day of the

## month for budget calculation purposes.

New Proposal Que	estionnaire					Back
Step 0: Confirm you intend for	the PI of this proposal to be	Tiger, (L17) Mike the Change				
Step 1: "New" or "Copy From	Existing*?	Create a New Proposal				
Program Number	Program Name	Competition Title	Competition ID	PackageID	Sponsor	
PA-20-185	NIH Research Project Grant (Parent R01 Clinical Trial Not Allowed)	Use for due dates on or after January 25, 2022	FORMS-G	PKG00269448	National Institutes of Health (NIH)	
Step 2: Proposal Type		New				
Step 3: Selected Sponsor		National Institutes of Health (NIH)				
Mechanism		Research Project				
Step 4: "Tracking" Number or	"Proposal" Number	This proposal will be automatically numbered.				
Step 5: Proposal's Title		This is a test proposal for training.				
Step 6: What are the project s	tart and end dates?	From				
		То				
Continue	•					

• **Step 7**: Confirm number of budget periods. If this changes, the dates will need to be changed on the Budget Setup section of the Budget. Click Continue.

New Proposal Que	estionnaire					Back
Step 0: Confirm you intend for	the PI of this proposal to be	Tiger, (L17) Mike the Change				
Step 1: "New" or "Copy From I	Existing"?	Create a New Proposal				
Program Number	Program Name	Competition Title	Competition ID	PackagelD	Sponsor	
PA-20-185	NIH Research Project Grant (Parent R01 Clinical Trial Not Allowed)	Use for due dates on or after January 25, 2022	FORMS-G	PKG00269448	National Institutes of Health (NIH)	
Step 2: Proposal Type		New				
Step 3: Selected Sponsor		National Institutes of Health (NIH)				
Mechan/sm		Research Project				
Step 4: "Tracking" Number or	"Proposal" Number	This proposal will be automatically numbered.				
Step 5: Proposal's Title		This is a test proposal for training.				
Step 6: Project Start and End	Dates	01-Jan-2023 to 31-Dec-2024				
Step 7: How many years and/	or budget periods would you like?	2 -				
		*NOTE: If you need additional years/periods beyond 7, you may add	them as needed once inside the pro	posal.		
Continue						

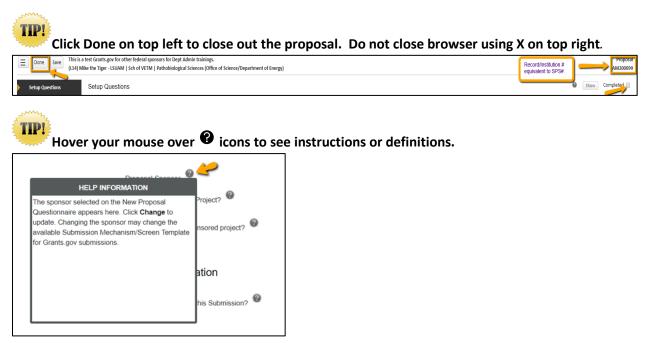
- Click Back or Step back through responses button at any step to go back to the previous step to change information.
- Ensure all information is correct and click Create Proposal.

New Proposal Que	estionnaire					Back
Step 0: Confirm you intend for	the PI of this proposal to be	Tiger, (L17) Mike the Change				
Step 1: "New" or "Copy From	Existing"?	Create a New Proposal				
Program Number	Program Name	Competition Title	Competition ID	PackageID	Sponsor	
PA-20-185	NIH Research Project Grant (Parent R01 Clinical Trial Not Allowed)	Use for due dates on or after January 25, 2022	FORMS-G	PKG00269448	National Institutes of Health (NIH)	
Step 2: Proposal Type		New				
Step 3: Selected Sponsor		National Institutes of Health (NIH)				
Mechanism		Research Project				
Step 4: "Tracking" Number or	"Proposal" Number	This proposal will be automatically numbered.				
Step 5: Proposal's Title		This is a test proposal for training.				
Step 6: Project Start and End	Dates	01-Jan-2023 to 31-Dec-2024				
Step 7: Number of Budget Pe	riods	2				
Is all of the above information		*NOTE: Clicking "Create Proposal" will create a new proposal with the prope completed before you can start entering your new proposal. Again, you will b need be.				

# **Setup Questions**

GeauxGrants will automatically generate a Proposal/Record/Institution #. GeauxGrants numbering will be AMFYXXXX. For Fiscal Year (FY) 2024, all numbers begin with AM24.

This tab gathers general information about your proposal. After you complete this section, additional proposal tabs will appear to the left of the screen.



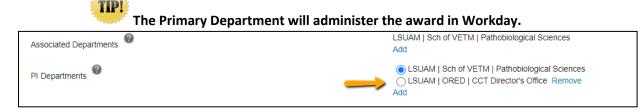
- Read instructions at the top of the page, answer all questions. Click Save at any point to preserve all date entered. Clicking Save and Continue at the bottom right corner will validate the form.
- Deadline: Enter deadline date as the date you would like OSP to submit your proposal. If submission has a deadline then you must also enter deadline time. Use Central Time Zone. NIH deadline time is usually 5:00 PM local time. All proposal must be submitted by OSP before 5:00 PM.
- Associated Departments: If the proposal includes investigators from multiple units, the Associated Department will need to be added in order for these investigators and their associated unit heads/administrators to view the proposal.
  - To add associated departments (i.e. CCT, CAMD, joint appointments, etc.), click Add under associated Departments. This will allow these departments access to this specific proposal.
  - If the PI has a joint appointment, click Add next to PI Departments.

Associated Departments	LSUAM   Sch of VETM   Pathobiological Sciences Add
PI Departments	LSUAM   Sch of VETM   Pathobiological Sciences

• This field is progressive text and you will only need to enter part of name to populate. Click Select.

LSUAM   ORED   CCT Director's Office	Department	Select Close
Filter by Institution	LSUAM   ORED   CCT Director's Office	
	Filter by Institution	
Louisiana State University and Agricultural and Mechanical College 🔻	Louisiana State University and Agricultural and Mechanical Co	llege 🔻

• You will then see a toggle by the PI Departments. The unit that is marked will be the Primary Department for the proposal and any resulting award. Select and then click Save in top Left.



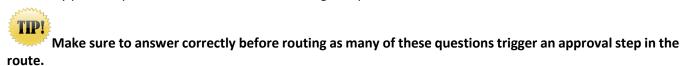
• Click Add to add the additional department. This field is progressive text and you only need to enter part of name to populate. Click Select.

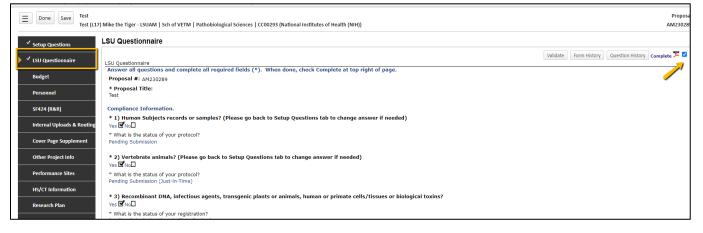
General Proposal Properties	
Will your proposal involve the use of Human Subjects?	O Yes  No
Will your proposal involve the use of Laboratory Animals?	O Yes INO
Will your proposal involve multiple principal investigators?	O Yes INO
Will your proposal be a training grant?	○ Yes
Associated Departments @	LSUAM   Sch of VETM   Pathobiological Sciences Add
PI Departments	LSUAM   Sch of VETM   Pathobiological Sciences Add
Department	Select Close
LSUAM   ORED   CCT Director's Office	
Filter by Institution	
Louisiana State University and Agricultural and Mechanical Colle	ege 🔻

## LSU Questionnaire

This is where we capture compliance, budget and specific information about your proposal, including investigators for F&A & Project % Credits.

- To change the title, enter new title in the Proposal Title box.
- Answer all mandatory questions. Yes answers may include a prompt for additional information. Click Save at any point to preserve all data entered. Clicking Completed will validate form.





Creating (NIH) Proposals

Investigators % F&A Distribution & % Project Credit are collected in #26 of the LSU Questionnaire. You will
enter the Investigator Name, Role, Department, and %. If an investigator has a joint appointment and
required to split his/her credit between units, you will need to enter them twice. To add additional
investigators or departments click the Add button.

26) Investigator					
* Investigator	* Role	* Department	* % F&A Distribution	* % Project Credit	Add
Tiger, (L14) Mike the 🖌	* a) Principal Investigator	LSUAM   ORED   CCT Director's Office 📝	50.00	0.00	×
Tiger, (L14) Mike the 🤞	a) Principal Investigator	LSUAM   Sch of VETM   Pathobiological Sciences	50.00	100.00	×

• To enter the Investigator Name or Department, click the pencil icon. For Department, begin typing the cost center name or cost center number in Find Department. Once it appears, click on unit name and then click Select.

Departments	Close
Find Department: LSUAM   ORED   CCT Director's Office	Select
Louisiana State University and A&M College	
- Conversion	
+• Louisiana State University A and M	
I →• School 1 ○	

• After you answer all mandatory questions, click Complete. Checking the Complete box will perform Validations. Click Ok on pop-up box to show errors.

Done Save	est proposal for tra Mike the Tiger - LS	ining. UAM   Sch of VETM   Pathobiological Sciences (National Institutes of Health (NIH))		Proposal AM230025
✓ Setup Questions	LSU Question	naire		
LSU Questionnaire	LSU Questionnai		Validate	Form History Question History Complete
Budget		estions and complete all required fields (*). When done, check Complete at top ry Questions need to be completed Dock X	ight of page.	
Personnel				
SF424 (R&R)	Page LSU	Question		
Internal Uploads & Routing	Questionnaire	<ol> <li>Recombinant DNA, infectious agents, transgenic plants or animals, human or primate cells/tissues or biological toxins?</li> </ol>	nswer if needed)	

# Budget

# SF424 R&R Budget

The SF424 R&R Detailed Budget is used for any budget with more the \$250,000 of direct costs in any year of the budget or as required by the funding opportunity number (FOA).

- On Setup Tab, answer "No" for modular budget.
- For proposals submitting a SF 424 R&R Detailed Budget follow the instructions for <u>Creating a Detailed Budget</u>.

# **Modular Budget**

The Modular Budget is used when applying for \$250,000 or less direct costs each budget period or when specified in the funding opportunity announcement (FOA). Refer to your FOA for guidance.

## Creating (NIH) Proposals

- On Setup Tab, answer "Yes" for modular budget.
- Click on Modular Budget tab first and enter number of modules in each budget period. Modules are equal to \$25,000. A typical modular grant application will request the same number of modules in each budget period.

	his is a test proposal for training. est (L17) Mike the Tiger (National Institutes of	Health (NIH))						Propos AM23002
Budget Modular Budget	+ Modular Budget @ Directs		ļ			ļ		Edit Moo
F&A	YEAR DIRECTS SUB CO		MOD	ULES		AMOUNT		GA
Cost Sharing	1	\$ 127,400	[	6 🗸		\$ 150,000		\$ -22,60
Justifications	2	\$ 127,400		5 🗸		\$ 150,000		\$ -22,60
		\$ 254,800		12		\$ 300,000		\$ -45,20
Versions	F&A Basis							
Setup	YEAR			DETAIL DIRECTS	DETAIL BASE E	XEMPTIONS M		ODULAR BAS
	-		1	\$ 127,400	\$ 119,800	\$ 7,600	6 🗸	\$ 142,4
			2	\$ 127,400	\$ 119,800	\$ 7,600	6 🗸	\$ 142,40
				\$ 254,800	\$ 239,600	\$ 15,200	12	\$ 284,80
				ERIOD 1		PERIOD 2		TOTAL
	Modular DC less Consortium F&A			150,000		\$ 150,000		\$ 300,0
	Consortium F&A		\$			\$0		\$0
	Total Direct Costs			150,000		\$ 150,000		\$ 300,0
	Modular DC Including Consortium F&			150,000		\$ 150,000		\$ 300,0
	Exemptions			7,600		\$ 7,600		\$ 15,20
	Total INST Cost Sharing		\$			\$0		\$ 0
	Unallowable Costs		\$			\$0		\$0
	Base			142,400		\$ 142,400		\$ 284,80
	F&A %		50			50		
	F&A \$			71,200		\$ 71,200		\$ 142,4
	Total		\$	221,200		\$ 221,200		\$ 442,40

- Click Save.
- Go back to the Budget tab and enter the details of the budget in each cost category to correctly calculate F&A by following the <u>Creating a Detailed Budget</u> instructions.
- On the Budget tab, the Modular Budget Transaction shows the difference in the requested funds and the Total Sponsor Direct Costs, which is the total amount of the number of modules that you selected. In the example below, \$18,000 is the difference in year 1 of what is budgeted and \$250,000, the 10 modules chosen.

	nis is test NIH propos r. Mike The Tiger Jr. (I	National Institut																AM2001
Period 4 ·	+	1		1 0	01-Jan-2020	31-Dec-202	20 Nev	* Prop	osed		\$ 363,088			-	\$ 250,000	\$ 11	3,088	\$ 363,0
Modular Budget		2		2 0	01-Jan-2021	31-Dec-202	21 Nev	* Prop	osed		363,088				250,000	11	3,088	363,0
nodular Budget		3		3 0	01-Jan-2022	31-Dec-202	22 Nev	* Prop	oosed		363,088			-	250,000	11	3,088	363,0
8A		4		4 C	01-Jan-2023	31-Dec-202	23 Nev	* Prop	oosed		363,088			-	250,000	11	3,088	363,0
ost Sharing									Total:		\$ 1,452,352		\$	0 :	\$ 1,000,000	\$ 45:	2,352	\$ 1,452,3
stifications	Subproject Sur	nmary [Show]																
sions	Personnel [Hid																	
ions		NAME											PERIOD 1	PERIOD 2	PERIOD 3	PERIOD 4	DIRECT COSTS	
ιp	Key Pers		00.00														4.0	
	Detail	Tiger, Mike Personnel	PD/PI										-	-	•	-	\$0	
	Detail		duate Student										40,000	40,000	40,000	40,000	160,000	Remove
	Detail	TBH, Pos	t Doctoral Asso	ociate									129,600	129,600	129,600	129,600	518,400	Remove
												Subtotal Personnel:	\$ 169,600	\$ 169,600	\$ 169,600	\$ 169,600	\$ 678,400	
	Louisiana Stat	a Univer	d Norman Read	Dents trains t														
	Non-Personne		Id New Promie	Begin typing t	o select Personnel	Name	Select Type	•	Select Role -		Add Person	PERIOD 1	PERIOD 2	PERI	OD 3	PERIOD 4	@ A	
	Non-Personne G	l [hide] ATEGORY		Begin typing t	o select Personnel .	Name	Select Type	•	Select Role -		Add Person	PERIOD 1					DIRECT COSTS	
	Non-Personne C Detail	l [hide]	pplies	Begin typing t	o select Personnel .	Name	Select Type	•	Select Role -		Add Person		PERIOD 2 \$ 10,000 10,000	\$ 10	OD 3 ),000 ),000	PERIOD 4 \$ 10,000 10,000		Delete
	Non-Personne Detail Detail	I [hide] ATEGORY Materials and Su	pplies ts	Begin typing t	o select Personnel .	Name	Select Type	•	Select Role -	•	Add Person	PERIOD 1 \$ 10,000	\$ 10,000	\$ 10 10	0,000	\$ 10,000	DIRECT COSTS \$ 40,000	Delete
	Non-Personne Cr Detail 1 Detail 4 Detail 1	I [hide] ATEGORY Materials and Su Other Direct Cos	pplies ts	Begin typing t	o select Personnel .	Name	Select Type	•	Select Role -	•	Add Person	PERIOD 1 \$ 10,000 15,000	\$ 10,000 10,000	\$ 10 10 2	),000 ),000	\$ 10,000 10,000	DIRECT COSTS \$ 40,000 45,000	Delete Delete Delete
	Non-Personne CC Detail Detail Detail Detail	I [hide] ATEGORY Materials and Su Other Direct Cos Publication Costs	pplies ts	Begin typing t	o select Personnel	Name	Select Type	•	Select Role -		Add Person	PERIOD 1 \$ 10,000 15,000 3,000	\$ 10,000 10,000 2,000	\$ 10 10 2	2,000 2,000	\$ 10,000 10,000 2,000	DIRECT COSTS \$ 40,000 45,000 9,000	Delete Delete Delete Delete
	Non-Personne G Detail Detail Detail Detail	I [hide] ATEGORY Materials and Su Dther Direct Cos Publication Costs fravel-Domestic	pplies ts i	Begin typing t	o select Personnel	Name   -	Select Type	•	Select Role -		Add Person	PERIOD 1 \$ 10,000 15,000 3,000 10,000	\$ 10,000 10,000 2,000 10,000	\$ 10 10 2 10	0,000 0,000 2,000 0,000	\$ 10,000 10,000 2,000 10,000	DIRECT COSTS \$ 40,000 45,000 9,000 40,000	Delete Delete Delete Delete
	Non-Personne G Detail Detail Detail Detail	I [hide] ATEGORY Waterials and Su Other Direct Cos Publication Costs fravel-Domestic Iravel-Foreign	pplies ts i	Begin typing t	o select Personnel	Name   -	Select Type	•	Select Role -	Subtotal Nor		PERIOD 1 \$ 10,000 15,000 3,000 10,000 10,000	\$ 10,000 10,000 2,000 10,000 10,000	\$ 10 10 2 10 10 14	0,000 0,000 2,000 0,000 0,000	\$ 10,000 10,000 2,000 10,000 10,000	DIRECT COSTS \$ 40,000 45,000 9,000 40,000 40,000	Dele Dele Dele Dele Dele Dele Dele
	Non-Personne C Detail Detail Detail Detail Detail Select Budge SubAwards [st	I [hide] ATEGORY Materials and Su Dther Direct Cos Publication Costs Travel-Domestic Travel-Foreign Travel-Foreign Travel-Foreign Unition Remission et Category iow]	pplies ts n	• • • • •	dd Item	Name ] -	Select Type	• •	Select Role -			PERIOD 1 \$ 10,000 15,000 3,000 10,000 10,000 14,400	\$ 10,000 10,000 2,000 10,000 10,000 14,400	\$ 10 10 2 10 10 14	0,000 0,000 2,000 0,000 4,400	\$ 10,000 10,000 2,000 10,000 10,000 14,400	DIRECT COSTS \$ 40,000 45,000 9,000 40,000 40,000 57,600	Dele Dele Dele Dele Dele Dele
	Non-Personne C Detail Detail Detail Detail Detail Select Budge SubAwards [st	I [hide] ALEGORY Waterials and Su Dther Direct Cos Publication Costs fravel-Domestic fravel-Foreign Fuitton Remission et Category	pplies ts n	• • • • •		Name ] -	Select Type	v	Select Role -			PERIOD 1 \$ 10,000 15,000 3,000 10,000 10,000 14,400	\$ 10,000 10,000 2,000 10,000 10,000 14,400	\$ 10 10 2 10 10 14	3,000 2,000 3,000 3,000 3,000 4,400	\$ 10,000 10,000 2,000 10,000 10,000 14,400	DIRECT COSTS \$ 40,000 45,000 40,000 40,000 57,600 \$ 231,600	Deleta Deleta Deleta Deleta Deleta
	Non-Personne C Detail Detail Detail Detail Detail Select Budge SubAwards [st	I [hide] ATEGORY Materials and Su Dther Direct Cos Publication Costs Travel-Domestic Travel-Foreign Travel-Foreign Travel-Foreign Unition Remission et Category iow]	pplies ts n	• • • • •		Name ] -	Select Type	v	Select Role -	Subtotal Nor		PERIOD 1 \$10,000 115,000 10,000 10,000 14,400 \$62,400	\$ 10,000 10,000 2,000 10,000 10,000 14,400 \$ 56,400	\$ 10 10 10 10 10 14 \$ 56	2 PER	\$10,000 10,000 2,000 10,000 10,000 14,400 \$56,400	DIRECT COSTS \$ 40,000 45,000 40,000 40,000 57,600 \$ 231,600	Delete
	Non-Personne C Detail Detail Detail Detail Detail Select Budge SubAwards [st	I [hide] ATEGORY Materials and Su Dther Direct Cos Publication Costs Travel-Domestic Travel-Foreign Travel-Foreign Travel-Foreign Unition Remission et Category iow]	pplies ts n	• • • • •		Name ] =	Select Type	• •	Select Role -	Subtotal Nor	n-Personnel:	PERIOD 1 \$10,000 115,000 10,000 10,000 14,400 \$62,400	\$10,000 10,000 10,000 10,000 14,400 \$56,400	\$ 10 10 10 10 10 10 14 \$ 56 PERIOD 7	2 PER 2000 S 2	\$ 10,000 10,000 2,000 10,000 10,000 14,400 \$ 56,400	DIRECT COSTS \$ 40,000 45,000 40,000 40,000 57,600 \$ 231,600	Delete Delete Delete Delete Delete Delete S 90,0
	Non-Personne C Detail Detail Detail Detail Detail Select Budge SubAwards [st	I [hide] ATEGORY Materials and Su Dther Direct Cos Publication Costs Travel-Domestic Travel-Foreign Travel-Foreign Travel-Foreign Unition Remission et Category iow]	pplies ts n	• • • • •		Name ] -	Select Type	• •	Select Role -	Subtotal Nor	n-Personnel:	PERIOD 1 \$ 10,000 15,000 10,000 10,000 14,400 \$ 62,400 ref Transaction:	\$10,000 10,000 2,000 10,000 14,400 \$56,400 PERIOD 1 \$18,000	\$ 10 10 10 10 10 12 12 56 PERIOD 3 \$ 24,000	2,000 2,000 3,000 3,000 5,400 2 2 9 8 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9	\$ 10,000 10,000 2,000 10,000 10,000 14,400 \$ 56,400 \$ 56,400	DIRECT COST \$ 40,000 4 5,000 4 0,000 5 7,600 \$ 231,600 PERIOD 4 1 \$ 24,000	Delete Delete Delete Delete Delete Delete

# **Budget Justification**

- Click Choose File to find budget justification document and click Upload.
- Can upload Word or PDF documents. GeauxGrants will convert Word documents to a PDF. To open the uploaded file, click the PDF logo.
- File appears as the type of document uploaded. Remove option is also available if new version needs to be uploaded.

#### For Modular Budgets:

- Personnel Justification required for all modular budget.
- Consortium Justification is required if you have Subawards.
- Additional Narrative Justification is required for any variation in the number of modules requested.

- Done Save	a test proposal for training. 17) Mike the Tiger (National Institutes of Health (NIH))
Budget +	Justifications @
Modular Budget	Show
F&A	UPLOAD "PERSONNEL JUSTIFICATION DOCUMENTATION
Cost Sharing	ORIGINAL TRANSFORMED REMOVE
Justifications	UPLOAD "CONSORTIUM JUSTIFICATION" DOCUMENTATION
Versions	Choose File No file chosen
Setup	Upload Upload Upload Upload
	Choose File No file chosen
/	Upload

## • For SF424 R&R Detailed Budgets:

- Only one Budget Justification is required.
- Click Choose File to select the budget justification and click Upload.
- GeauxGrants will convert all documents to PDF.

Budget +	Justifications Show	
F&A		
Cost Sharing	UPLOAD "BUDGET JUSTIFICATION" D	OCUMENTATION
	Choose File No file chosen	Upload
Justifications	<b></b>	<u>+</u>
Versions		
Sotup		J
Setup		

Creating (NIH) Proposals

# Personnel

All personnel listed on the budget will populate on this tab. If you enter individuals on the Personnel tab, that person will automatically populate on the Budget tab and vice versa.



You must add all investigators that are in #26 of the LSU Questionnaire to the Personnel tab. This helps ensure that all necessary routing approvals are received.

• To add investigators, type in their name, choose role using the dropdown, begin typing name, and click Save.

- Done Save	t test proposal for training. 7) Mike the Tiger - LSUAM   Sch of VETM   Pathobiological Sciences (National Institutes of Health (NIH))	Proposal AM230025
✓ Setup Questions	Personnel 🚳	Completed
✓ LSU Questionnaire		OMB Number: 4040-0001 Expiration Date: 12/31/2022
✓ Budget		Edit Mode
budget	Add Personnel [hide]	
Personnel		
SF424 (R&R)	Proposal Element Proposal Structure Prime	Institution Louisiana State University and I 🗸
Internal Uploads & Routing		
Cover Page Supplement	Personnel Type	
Other Project Info		
Performance Sites	Name (Last, First)     Role       Create Profile     Begin typing to select Personnel Name     Co-PD/PI	
HS/CT Information	Save	
Decearch Dian		

- To remove a person from the budget:
  - Click on person's name after you add them to the Personnel tab.

ni	or/I	Кеу				_	
ľ	PI	NAME/ROLE	MAIL	ALERT	соі	RESPONSIBLE	ORGANIZATION / DEPARTMENT
(	۲	(L13) Mike the Tiger PD/PI * Certifications and Training		♪	~	ø	Louisiana State University and A&M College LSUAM   Sch of VETM   Pathobiological Sciences
(	D	(L14) Mike the Tiger Co-investigator Certifications and Training			?	Ø	Louisiana State University and A&M College LSUAM   Col of SCI   Chemistry

• Click Budget roles, and check the budget periods that you wish to remove them from the budget.

Contracting	ation for - (L14) Mike the Tig											Save	Close
Salutation	First		Middle				Last			Suffix			
Salutation	(L14) Mike		the				Tiger			Julix			
Title	(												
Address													
202 Himes Hal	l .		Degree	Degree Year	Stored Degree/I	Derree Year Data w	ill not be included	in submission. P	lease follow NSF instructions below.				
					To update the D	egree Type And De	gree Year informat	ion please login	as a PI at www.Research.gov; and update it in the 'View	My Roles' page.			
City			State				Zip						
Baton Rouge			Louisiana 🔻				70803-0001						
County			Country										
			U.S.A.		•								
Phone			Fax				Email		_				
2255780663							itsbatesting@lsu	edu					
Sponsor Creder		_											
Other (Specify	) •	]											
Proposal Elem	ent	Department			Personnel Type			tole		Specified Ro	le 🛛	Grants.gov	
Prime:	AM200014	LSUAM   Col of SCI	Chemistry		Кеу	•		Co-Investigator	👻 Budget Roles				
								Upd	ate Role for checked Period/Increments(s)				
									New* Period 1 - Co-Investigator				
							_		New* Period 2 - Co-Investigator				
							_		New* Period 3 - Co-Investigator				
									Personnel				

 To update a person's address for this proposal only, click on the person's name. Enter address on pop-up and click Save.



To update address on all records, the investigator must edit their address under the My Profile tab at the top of the GeauxGrants Home page

PI	NAME/ROLE	MAIL	ALERT	соі	RESPONSIBLE	ORGANIZATION / DEPARTMENT
۲	(L13) Mike the Tiger PD/PI * Certifications and Training		A	~	Ø	Louisiana State University and A&M College LSUAM   Sch of VETM   Pathobiological Sciences
0	(L14) Mike the Tiger Co-investigator Certifications and Training			?		Louisiana State University and A&M College LSUAM   Col of SCI   Chemistry

- The Responsible column indicates who is an Investigator per PS-98 for Financial Conflict of Interest. PD/PI and Co-Investigators are automatically checked. All LSU PI and Co-Investigators should be checked. Indicate other responsible investigators by clicking the checkbox by their name.
- COI column will either have a green check, yellow sign, or red question mark.
  - If green check mark appears, a Significant Financial Interest (SFI) disclosure has been "Received in GeauxGrants."
  - If red question mark appears, an SFI disclosure has either been "Created; No Disclosure" or "No Disclosure on record for the person". SFI needs to be submitted.

• The Legend describes who is on the Prime and who is on the Subaward.

	(L14) Mike the Tiger						CALENDAR	ACADEMIC	SUMMER	0	01,01001		CURRENT/PENDING SU	
•				<b></b>		Louisiana State University and A&M College LSUAM   Sch of VETM   Pathobiological Sciences	0	2	0	6	2		1	
	2 SubAward PI Certifications and Training	24		?		Nicholls State University Nicholls State University	0	0	0	•	<b>e</b>		1	
lon-Key						Need to uncheck for Subaward senior/key personnel	_							
PI	NAME/ROLE	MAIL	ALERT	соі	RESPONSIBLE	ORGANIZATION / DEPARTMENT		ERSON MONTI			CV/BIOSK	сетсн	CURRENT/PENDING SU	PPORT REN
	TBH Graduate Student Certifications and Training	×		?		Louisiana State University and A&M College Louisiana State University and A&M College	6	0	0	6	1		•	

 If subaward investigators are not considered overall senior/key person and a biosketch should not be included in the proposal you will need to uncheck the INC column next to their name. If this is unchecked, a biosketch will not be uploaded.

All	Certi	ificati	I Certifications and Training											
Se	nior/	/Key												
	Ы	② INC	NA	ME/ROLE	MAIL	ALERT	соі	RESPONSIBLE	ORGANIZATION / DEPARTMENT	PERSON MONTHS CALENDAR   ACADEMIC   SUMMER	0	су/віоѕкетсн	CURRENT/PENDING SUPPORT	REMOVE
:	۲	•	1	Rebecca Trahan PD/PI *	×		?		Louisiana State University LSUAM   ORED   Office of Sponsored Programs   CC00388	0 0 0	A	(Transformed selected)	1	I4
:			2	Subaward PI TEST Co-Investigator Certifications and Training			?		University of Illinois at Urbana-Champaign (UIUC) University of Illinois at Urbana-Champaign (UIUC)	0.1 0 0	ß	(Transformed selected)	4	4

 Biosketches are uploaded on this tab. Refer to the FOA for required documents. If the FOA requires Other Support, then you would upload here. Note: Most NIH FOAs do not require Other Support.

Ы	NAME/ROLE	MAIL	ALERT	соі	RESPONSIBLE	ORGANIZATION / DEPARTMENT		ERSON MONT		0	CV/BIOSKETC	H CURRENT/PEN	DING SUPPORT	REMOVE
۲	<ul> <li>(L14) Mike the Tiger</li> <li>PD/PI *</li> <li>Certifications and Training</li> </ul>	×	▲	~		Louisiana State University and A&M College LSUAM   Sch of VETM   Pathobiological Sciences	0	2	0	â	<b>^</b>	4		¢

• Click Choose File and click Upload and then Close.

Attachment	Close
Attachment: Choose File No file chosen	<b>^</b>
Upload Cancel	
1	

• Click close and file is converted to a PDF.

5	Senior,	/Key												-	
	Ы	NAME/ROLE	MAIL	ALERT	соі	RESPONSIBLE	ORGANIZATION / DEPARTMENT		RSON MONT		0	су/вю	SKETCH	CURRENT/PENDING SUPPOR	
	۲	(L14) Mike the Tiger PD/PI * Certifications and Training	M		?		Louisiana State University and A&M College LSUAM   Sch of VETM   Pathobiological Sciences	0	2	0	â	4	*	<b>*</b>	¢

- The Alert column will show a yellow yield sign if information is missing. Click the sign and message will appear. The error below means the PI is missing the eRA Commons sponsor credential. To add, click on the PI's name and add the eRA Commons user ID to their profile. <u>NOTE</u>: We recommend having the investigators add their NIH eRA Commons ID to their profile. Adding these credentials on the Personnel tab will not save for future proposals and will need to be entered for every proposal record.
- If PI information needs to be updated, click on the name and enter the information in the profile for this record.
- Click Save and then Close after you enter the PI's information including the sponsor credential.

#### Creating (NIH) Proposals

Sr	nior/	:/Key					_	Message from webpage X						
	PI	NAME/ROLE	MAIL	ALERT	соі	RESPONSIBLE	ORGA	Missing: Credentials		RSON MONT		0	су/вюзк	ЕТСН
	۲	Mike The Tiger PD/PI * Certifications and Training			?	2	Louisiana State Un Dept 1.1		0	0	0	A	<b>*</b>	
				Missi	ing: Cr	edentials								

Contact Information fo	or - (L14) Mike the Tiger					Save	Close
Salutation	First	Middle		Last		Suffix 🖌	
	(L14) Mike	the		Tiger			
Title							<b>,</b> ,
Address							
202 Himes Hall		Degree	Degre	ee Year			
ļ							
City		State		Zip			
Baton Rouge		Louisiana 🔻		708030001			
County		Country					
		U.S.A.		•			
Phone		Fax		Email			
2255780663				itsbatesting@lsu.ed	lu		
Sponsor Credential							
Other (Specify) 🔻	Test						
Proposal Element	Department	Personnel Type		Role	Specifi Role	ed Gr	ants.gov
Prime: AM200171	LSUAM   Sch of VETM   Pathobiological Sciences	Кеу	•	PD/PI	•		

• Check Complete in top right when done. Completing will run validations for any missing information and a SADS validation to confirm LSU Personnel have valid eRA Commons profiles. The check is not done for non-LSU personnel so they will not show on the pop-up. Click OK to close.

Submission Agency Data S	ervice Validation		
Name	Error Level ↓	Detail	
Rebecca Trahan	Valid	Personnel passed SADS validation successfully.	Ok

# SF424 (R&R)

TIP!

- This is the Grants.gov cover page. Most information will pre-populate.
- Enter missing information highlighted in light yellow.

DC	O NOT UPDATE PI I	NFORMATION C	ON THIS TAB. Enter t	his information on t	he Personnel tab.
	: proposal for training. like the Tiger - LSUAM   Sch of VETM   Pa	hobiological Sciences (National In	stitutes of Health (NIH))		Proposal AM230025
✓ Setup Questions S ✓ LSU Questionnaire	F424 (R&R) <sup>@</sup>				Completed D OMB Number: 4040-0001 Expiration Date: 12/31/2022
✓ Budget	1. Type of Submission: Pre-application		2. Date Submitted:	Applicant Identifier:	0
✓ Personnel	Application		3. Date Received by State:	State Application Identifier:	
> SF424 (R&R)	Changed/Corrected Application		4 a. Federal Identifier	b. Agency Routing Identifier:	
Internal Uploads & Routing	Pre-pop	lated			
Cover Page Supplement			c. Previous Grants.gov Tracking ID:		
	5. Applicant Information 🥌 Legal Name: Louisiana State University				UEI: ECQEYCHRNKJ4 👔
Other Project Info	Department: LSUAM   Sch of VETM   Pathobiological S Address (Street, city, state, zip/postal code)	ciences			Division: None
Performance Sites	202 Himes Hall Baton Rouge LA 70803-0001 U.S.A.				
HS/CT Information	U.S.A. Province:	Pre-popula	ted		
Research Plan	Person to be contacted on matters involving this app	lication @			
Finalize	Prefix:	First Name: Darya	Middle Name:	Last Name: Courville	Suffix:
	Position/Title: Executive Director-Nonacademic Area	Street1:	Street2:	City: Baton Rouge	County/Parish:
Preview Application	Executive Director-Nonacademic Area State:	Province:	0202 Robert Lee Himes Hall Country:	Zip/Postal Code:	
Tasks	LA		U.S.A.	70803-0001	
	Phone Number: (225)578-2760		Fax Number:	Email: itsbatesting@lsu.edu	
a 17 11 (ar)	(223)3/ 6-2/ 60		I	(กรมสาธรณาฏาฐารม.ชอน	
Is this application being submitted to other agencies?           YES         NO           What other Agencies	Needs to be co		n Development Extramural Research		
11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT: This is test NIH proposal for Department Admin training.	@	inpreted.			
12. PROPOSED PROJECT		13. CONGRESSIONAL DISTR	ICTS OF:		
Start Date: @ 01-Jan-2020	Ending Date: @ 31-Dec-2023	a. Applicant 🚱 LA-008			
14. PROJECT DIRECTOR/PRINCIPAL INVESTIGATOR	CONTACT INFORMATION Change	•			
Prefix: First Name:					Middle Name: Last Name: Suffix:
(L14) Mike Position/Title: Organization Name:	Department: Division:				the Tiger
Louisiana State University a A&M College					
Address (Street, city, county, state, zip/postal code) 202 Himes Hall Baton Rouge LA 708030001			Needs to be complete	ed.	
U.S.A. Province:					
Phone Number:					Fax Number: Email:
2255780003			<b>7</b>		(itsbatesting@lsu.edu
15. ESTIMATED FUNDING:		- X	T TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS? PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE		
a. Total Federal Funds Requested	s	1,462,362.00			
<ul> <li>b. Total Non-Federal Funds</li> <li>c. Total Federal &amp; Non-Federal Funds</li> </ul>	s s	1.452.352.00 b. No Progr	am is not covered by E. O. 12372		
d. Estimated Program Income	\$	0 Or pr	ogram has not been selected by state for review		
U					

• For Section 19 Authorized Representative, click on First Name box and then choose Darya Courville from dropdown and click Set.

Prefix:	First Nam	Middle Name: Last Name: Suffix:				
Title:	Organizatio	n Name:				
	Louisiana St	ate University and A&M College				
Department: Division:						
LSUAM   ORED   Vice President Research and Economic Development						
Address (S	Street, city, coun	ty, state, zip/postal code, province, country)				
Phone Nur	nber	Fax Number Email:				
Phone Nur	nber					

SF424 (R&R) <sup>@</sup>	
	Select Darya Courville
Official Signing for	Applicant Organization
Select Person	Courville, Darya 🔻 Set
Salut	
First Name	Darya
Last Name	Courville
Middle Name	Delaune
Suffix	

• Once all data is entered, click Completed.

## **Internal Uploads & Routing**

All documents for OSP review **that are not being submitted as part of the application** are uploaded here. Follow instructions at the top of the page. These attachments will not be part of the Grants.gov submission.

- **Step 1**: Click Add Institution Forms/Supporting Documentation to upload documents.
- Step 2: After completing all previous tabs (checkmarks on left navigation), user must open both LSU Questionnaire and the Review Summary to Complete/Lock these forms. User can view the LSU Questionnaire by clicking the PDF icon under the Upload column. If changes need to be made, go to the LSU Questionnaire tab at the top, Uncomplete the tab, and make the edits. Complete tab again to lock the data.

Current Proposal Status: Pending					
Components for Initial Application				Pre-Review Route:	oute Proposal 🗸 Submit Pre-Review 💃
		Curre	nt Submission		
FORM/DOCUMENT NAME		VIEW	STATUS	UPLOAD	REMOVE
LSU Questionnaire (Proposal Documentation)		൵	Completed	цан <del>(*****</del> *	Mandatory
Review Summary (Proposal Documentation)		8	Incomplete		Mandatory
Add Institution Forms/Supporting Documents			1	1	
LSU					Form 📃 Validate Save
					7
REVIEWER SUMMARY PAGE	REVIEWER SUMMARY PAGE				J

• **Step 3**: To route proposal for review and approvals, click the Submit button. This step must be completed seven (7) business days before the deadline for OSP to submit the proposal.

g of creating a linked proposal J Mike the Tiger - LSUAM   Sch of VETM   Pathobiological Sciences   CC00293 (LA Department of Health (LDH))				Proposa AM230291
Internal Uploads & Routing				Completed 🗌
Step 1: Upload proposal documents required by the sponsor in this section (i.e. budget and budget justification) and any internal documents for OSP review	w under "Add Institution Forr	ns/Supporting Documents."		
Step 2: Open the Review Summary page, review and confirm all entered project information is correct. When done, please indicate so by clicking the 'Loc	k Form' checkbox within the	Reviewer Summary. This step is req	uired to move the proposal into rout	le.
Step 3: Please indicate the proposal is ready for routing by clicking the "Completed" checkbox and then Route Proposal by clicking the "Thumbs Up" icon.				
Step 4: Click Accepted and then Submit to route the proposal.				
Current Proposal Status: Pending				
Components for Initial Application			Pre-Re	view Route: Route Proposal 🗸 Submit
	Current Submission			
FORM/DOCUMENT NAME	VIEW	STATUS	UPLOAD	REMOVE
LSU Questionnaire (Read Only) (Proposal Documentation)	2	Incomplete		Mandatory
Review Summary (Proposal Documentation)	<u>N</u>	Incomplete		Mandatory
Add Institution Forms/Supporting Documents				

• **Step 4**: Click Accepted and then Continue.

Certification	Close
I have read and agree to the certifications on the Review Summary, if applicable.	
Continue	

- Step 5: If units receiving Investigator Credit are not included in the Route, follow the steps below:
- Step 5a: Insert route after Step 14



Make sure to click on insert icon after Step 14. <u>Do not click on Add new Person to Review</u> <u>Path</u>. This button inserts the person at the beginning instead of the end of the route and prevents OSP from being notified of proposal.

Proposal AM230025 - Test (L17) Mike the Tiger "This is a test proposal for training." (Pending)					
Refresh Route	Route	Path - <b>Route Proposal</b>	Add New Person to Review Path	Submit	
	Step 1	Gold/Purple Assignment	Tracy Wang	<b>•</b>	
		Gold/Purple Assignment	Dana Tuminello	3	
		Gold/Purple Assignment	Rebecca Trahan	<b>•</b>	
		Gold/Purple Assignment	Darya Delaune Courville	3	
		Gold/Purple Assignment	Ryan Russell Greer	<b>3</b>	
	Step 14		Test (L17) Mike the Tiger	P <sup>1</sup>	
		Investigators/Dept Heads/Deans	Dr Joseph Francis	<b>2</b>	
		Investigators/Dept Heads/Deans	Test (L5) Mike the Tiger	<b>*</b>	
		Investigators/Dept Heads/Deans	Test (L4) Mike the Tiger	<b>P</b>	
		Investigators/Dept Heads/Deans	Dr. Konstantin G Kousoulas	₩ <del>(</del> )	

• **Step 5b**: Type Name of Investigator, choose Approval Required and click Add. Newly added Investigator will be added to the Route and a notification will be sent for his/her review and approval.

Add step 5t	b. Begin typing name here.	•	Ad	d Cancel
Type Name				
<ul> <li>Informational Only</li> <li>Approval Required</li> </ul>	-			

• Step 5c: Inserted Investigator will appear after Step 14. Click Submit in top right to route the proposal.

Proposal	AM230025	ō - Test (L17) Mike	the Tiger "This is a test proposal f	for training." (Pen	ding)
Refresh Route	Route Pat	h - Route Proposal	Add New Person to Review Path		Submit
	Step 1	Gold/Purple Assignment	Tracy Wang	*	
		Gold/Purple Assignment	Dana Tuminello	<b>*</b>	
		Gold/Purple Assignment	Rebecca Trahan	P.	
		Gold/Purple Assignment	Darya Delaune Courville	4	
		Gold/Purple Assignment	Ryan Russell Greer	P.	
	Step 14	Investigators/Dept Heads/Deans	Test (L17) Mike the Tiger	<b>H</b>	
		Investigators/Dept Heads/Deans	Dr Joseph Francis	<b>F</b>	
		Investigators/Dept Heads/Deans	Test (L5) Mike the Tiger	<b>b</b>	
		Investigators/Dept Heads/Deans	Test (L4) Mike the Tiger	<b>F</b>	
_		Investigators/Dept Heads/Deans	Dr. Konstantin G Kousoulas	₽ <u></u>	_
	Inserted Step	Inserted Step	Test (L15) Mike the Tiger	<u>ب</u>	
					_

- After proposal is routed, list of required approvals will appear at the bottom of the screen.
- The current status is shown at the top of the documents.
- Click the Scroll to see the Route History.

Current Proposal Status: Routing							
components for Initial Application							<u>-&gt;</u>
		Current Sub	mission				
FORM/DOCUMENT NAME		EDIT	STATUS	UPLOAD	REMOVE		
SU Questionnaire (Read Only) (Proposal Documentation)		N	Completed	1000 >>	Mandatory		
Review Summary (Proposal Documentation)		<u>N</u>	Completed	1900 X	Mandatory		
dd Institution Forms/Supporting Documents							
Active Routing Progress	6M200145 - (I 12) Mike the T	ider"This is a test proposal for Mani	al Proposal Training "			Open I	•ull
	AM200145 - (L13) Mike the T Who	iger"This is a test proposal for Manı	al Proposal Training."	Decis	sion		_ i
Route Name Route Type Step Number/Name		iger"This is a test proposal for Manu		Decis		Open I	= í
Route Name Route Type Step Number/Name Route Proposal Pre-Review Step 1 - Gold/Purple Assignment	Who	iger"This is a test proposal for Manı	Notified		med -		_ `
Route Name Route Type Step Number/Name Route Proposal Pre-Review Step 1 - Gold/Purple Assignment Route Proposal Pre-Review	Who Rebecca Trahan	iger"This is a test proposal for Manu	Notified 27-Sep-2019 4:24:23 PM	Inform	med - med -		_ `
Route Name Route Type Step Number/Name Route Proposal Pre-Review Step 1 - Gold/Purple Assignment Route Proposal Pre-Review	Who Rebecca Trahan Ryan Russell Greer	iger*This is a test proposal for Manu	Notified 27-Sep-2019 4:24:23 PM 27-Sep-2019 4:24:24 PM	Inform	med - med - med -		_ i
Route Name Route Type Step Number/Name Route Proposal Pre-Review Route Proposal Pre-Review Route Proposal Pre-Review Route Proposal Pre-Review	Who Rebecca Trahan Ryan Russell Greer Dana Rene' Tuminello	iger"This is a test proposal for Manı	Notified 27-Sep-2019 4:24:23 PM 27-Sep-2019 4:24:24 PM 27-Sep-2019 4:24:25 PM	Inform Inform Inform	med - med - med - med -		= í
Route Name Route Type Step Number/Name Route Proposal Pre-Review Route Proposal Pre-Review Route Proposal Pre-Review Route Proposal Pre-Review Route Proposal Pre-Review	Who Rebecca Trahan Ryan Russell Greer Dana Rene' Turninello Trarsy Wang	iger"This is a test proposal for Manu	Notified 27-Sep-2019 4:24:23 PM 27-Sep-2019 4:24:24 PM 27-Sep-2019 4:24:25 PM 27-Sep-2019 4:24:25 PM	Inform Inform Inform Inform	med - med - med - med -	Insert Ren	= í
Route Name Route Type Step Number/Name Route Proposal Pre-Review Route Proposal Pre-Review Route Proposal Pre-Review Route Proposal Pre-Review Route Proposal Pre-Review Route Proposal Pre-Review Route Proposal Pre-Review	Who Rebecca Trahan Ryan Russell Greer Dana Rener Tuminello Tracy Wang Darya Delaune Courville ds/Deans Dr. Test the Department Head 1 (L13) Mike the Tiger	iger"This is a test proposal for Manu	Notified 27-Sep-2019 4:24:23 PM 27-Sep-2019 4:24:24 PM 27-Sep-2019 4:24:25 PM 27-Sep-2019 4:24:25 PM 27-Sep-2019 4:24:26 PM 27-Sep-2019 4:24:28 PM 27-Sep-2019 4:24:28 PM	Inform Inform Inform Inform Inform Appro	med - med - med - med -		= í
Route Name Route Type Step Number/Name Route Proposal Pre-Review Route Proposal Pre-Review Route Proposal Pre-Review Route Proposal Pre-Review Route Proposal Pre-Review Route Proposal Pre-Review	Who Rebecca Trahan Ryan Russell Greer Dana Rene Turminello Tracy Wang Darya Delaune Courville ds/Deans Dr. Test the Department Head 1		Notified 27:5ep:2019 4:24:23 PM 27:5ep:2019 4:24:24 PM 27:5ep:2019 4:24:25 PM 27:5ep:2019 4:24:26 PM 27:5ep:2019 4:24:26 PM 27:5ep:2019 4:24:29 PM	Inform Inform Inform Inform Inform Appro	med - med - med - med - oved -	Insert Ren	_ `

• You can continue to work on the remainder of the proposal record while it routes for a streamlined review.

# **Cover Page Supplement**

- Complete the required questions on this form.
- If you answered "No" to the use of Vertebrate animals, then you are unable to answer #1.

Cover Page S	Supplement <sup>@</sup>	
View Burden St	tatement	
1. Vertebrate	Animals Section	
Are vertebrate anir	nals euthanized? 🔲 Yes 🔲 Ne	0
If "Yes" to euthana		
	nt with American Veterinary Medical A idelines, describe method and provide	ssociation (AVMA) guidelines? Yes No
*Is program incom	" above (indicating that program incor	hich the grant support is requested? Yes No me is anticipated), then use the format below to reflect the amount and source(s). Otherwise, Source(s)
1 year	s	
2 year		
·	\$	
3 year	\$	
4 year	\$	
* Does the propose If the proposed pro	.nih.gov/research/registry/. Or, if	
Specific ster	m cell line cannot be referenced at this	s time. One from the registry will be used.

• Click Save and then the Completed checkbox.

# **Other Project Info**

- Complete the required questions
- Attached the mandatory sections required by the FOA.
- The Human Subjects and Vertebrate Animals Assurance Numbers are pre-populated.

Other Project Info	Completed
	OMB Number: 4040-0001 Expiration Date: 12/31/2022
Attachments in this section must follow these minimum requirements:	
Project Summary/Abstract: Limited to 30 lines of text	
Project Narrative: Limited to 3 sentences	
Other Attachments: Do not include any attachments unless required by the FOA.	
Please review your FOA for additional information and requirements.	
Once this section is complete, please indicate so by clicking the Completed checkbox in the upper right corner.	
1. Are Human Subjects Involved? O Yes I No (set on Setup Questions tab)	
2. Are Vertebrate Animals Used? Yes No (set on Setup Questions tab)	
3. Is proprietary/privileged information included in the application? $\odot$ Yes $\odot$ No $@$	
4.a. Does this Project Have an Actual or Potential Impact - positive or negative - on the environment? $ ightarrow$ Yes $ ightarrow$ No $ ightarrow$	
5. Is the research performance site designated, or eligible to be designated, as a historic place? O Yes O No	
6. Does this project involve activities outside of the United States or partnerships with international collaborators? $\bigcirc$ Yes $\bigcirc$ No $@$	
7. Project Summary/Abstract Add Attachment @ Common Document needs to be uploaded	
8. Project Narrative 2018_NIH_Project_Narrative.docx 🛛 Delete Attachment 🗑 🔿 Original 🧏 🖲 Transformed 🛛 🚱 🦛 Document already uploaded.	
9. Bibliography & References Cited Add Attachment	
10. Facilities & Other Resources Add Attachment	
11. Equipment     Add Attachment	
12. Other Attachments	
Add Attachment	

n Upload 🕐	
1	
Ø <b>J</b>	
	n Upload

• Once all information has been entered/uploaded, click Completed.

٦

# **Performance Sites**

- LSU's site information is pre-populated.
- You can enter Subaward's site information on this form if not prepopulated.

# • Click Completed.

Performance	Sites <sup>®</sup>					Completed
						OMB Number: 4040-0010 Expiration Date: 12/31/2022
Sequence	Organization Name	/		Address		
1	Louisiana State University			Address	202 Himes Hall	Delete
	UEI	ECQEYCHRNK.				
	Congressional District	LA-006		City	Baton Rouge	
				State	Louisiana 🗸	
				Non-US State/Province (4 Characters only)		
				Province		
				Zip/Postal Code	70803-0001	
				County		
			Add Subaward site information here.	Country	U.S.A. 🗸	
		ĺ				
		-		Address		
	UEI ( Congressional District (			City State Non-US State/Province 4 Characters only Province Zip/Postal Code County Country		

## **HS/CT** Information

- Enter the mandatory fields. If you answered "Yes" to human subjects, you must enter a study record for each proposed study involving human subjects.
- Enter the Study Title and click Add New Study.

Other Requested Information 🛛 🚳	Original	PDF
Add Attachment		
Study Record(s) [Hide] @		
Study Title		T
No records to display.		÷
Enter Study Title (each study title must be unique)		

#### • Click the Title link to enter the Study Record.

Study Record(s) [Hide]		
Study Title		
Study Record 1	Delete	4 +
Enter Study Title (each study title must be unique) Add New Study		

#### • Answer all necessary fields.

Study Record: PHS Human Subjects and Clinical Trials Information		Completed
* Always required field		
Section 1 - Basic Information		
1.1. * Study Title (each study title must be unique)		
Study Record 1		
1.2. * Is this Study Exempt from Federal Regulations?	Yes No	
1.3. Exemption Number	1 2 3 4 5 6 7 8	
1.4. * Clinical Trial Questionnaire		
If the answers to all four questions below are yes, this study meets the definition	of a Clinical Trial.	
1.4.a. Does the study involve human participants?	Yes No	
1.4.b. Are the participants prospectively assigned to an intervention?	Yes No	
1.4.c. Is the study designed to evaluate the effect of the intervention on the participan	nts? Yes No	
1.4.d. Is the effect that will be evaluated a health-related biomedical or behavioral out	tcome? 🛛 Yes 🔍 No	
1.5. Provide the ClinicalTrials.gov Identifier (e.g., NCT87654321) for this trial, if applicable		
Section 2 - Study Population Characteristics		
2.1. Conditions or Focus of Study		
	Delete	
Add New Condition		
2.2. Eligibility Criteria		

#### • Click the Inclusion Enrollment Report tab to enter this information, if applicable.

✓ Setup Questions	Inclusion Enrollment Report Complete					Completed						
	1. * Using an Existing Dataset or Resource											
✓ Budget	2. * Enrollment Location Type 🛛 🗹 Domestic	* Enrollment Location Type 🐨 Domestic 🔚 Foreign										
✓ Personnel	3. Enrollment Country(les) USA: UNITED STATES		v Delete									
✓ SF424 (R&R)	4. Enrollment Location(s)		- Journe									
Internal Uploads & Routing					4							
✓ Cover Page Supplement	5. Comments											
				10								
✓ Other Project Info	Planned			Ethnic Categories								
Performance Sites	Racial Categories	Not Hispan	ic or Latino	Hispanic		Total						
HS/CT Information	-	Female	Male	Female	Male							
· ·	American Indian/Alaska Native	1	1		0	2						
Study Record 1	Asian	1	1	0	0	2			Must be com	pleted.		
Inclusion Enrollment	Native Hawailan or Other Pacific Islander	0	0		0	0						
Report	Black or African American	10	[ 10]	2	[ 1]	23						
Research Plan	White	10	[ 10]	2	[ 1]	23						
Finalize	More than One Race	0	0		0	0						
	Total	22	22	4	2	50				Ļ		
Tasks	Cumulative (Actual)											
Proposal Tracking (PT)							ategories	_			_	
	Racial Categories Not Hispanic or Latino				Hispanic or Latino		Unkno	wn/Not Reported E		Total	1	
		Female	Male	Unknown/ Not Reported	Female	Male	Unknown/ Not Reported	Female	Male	Unknown/ Not Reported		
	American Indian/Alaska Native	1	1	0	0	0	0	0	0	0	2	
	Asian	1	1	0	0	0	0	0	0	0	2	]
	Native Hawaiian or Other Pacific Islander	0	0	0	0	0	0	0	0	0	0	
	Black or African American	10	10	2	1	0	0	0	0	0	23	
	White	10	10	2	1	0	0	0	0	0	23	

• If you answered "No" to human subjects, you will need to answer the question below.

#### Creating (NIH) Proposals

• After completing all required components. Click Validate XML & NIH Pre-Submission button to run eRA Commons validations.

HS/CT Information <sup>®</sup>				Completed  Constitution Date: 03/31/2020 Window XML American Constitution Constitution All mandatory data elements (fields/uploads) an all screens must be addressed in order to submit for NIH pre-submission validation.
Are Human Subjects Involved?			(set on Setup Questions tab) Yes No	
Is the Project Exempt from Federal i	regulations?		Yes No (set on Other Project Information tab)	
Exemption number:			1 2 3 4 5 6 7 8 (set on Other Project Information tab)	
If Yes, provide an explanation of Skip the rest of the PHS Human	olve human specimens and/or data? f why the application does not involve human subjects and Clinical Trials Information Form subjects and Clinical Trials Information Form does not involve human subjects NIH Commons Validation		Yes No	Close
ach proposed Huma	Date/Timestamp	Result	Description	
	05-Nov-2019 04:03:29 PM	ОК	No errors/warnings	÷
<b>tudy"</b> for which there is no w	ell-defined plan for human subje	ect involvemen	t at the time of submission, per agency policie	S.

• Once all corrections are made, click Completed.

## **Research Plan**

• The Research Plan consists of several sections that require documents to be uploaded (e.g. Specific Aims, Research Strategy). Refer to the FOA and NIH's Instructions for guidance on other attachments.

Research Plan @	
Attachments in this section must follow these minimum requirements:	
Introduction (if applicable): Limited to 1 page	
Specific Aims: Limited to 1 page	
Research Strategy: Limited to 6 or 12 pages (See NIH Page Limits for specifics)	
Please review your FOA for additional information and requirements.	
Once this section is completed, please indicate so by clicking the Completed checkbox in the upper right corner of the section.?	
View Burden Statement	
Introduction	•
1.	
Introduction to Application	
(for Resubmission and Revision applications)	
Research Plan Section	<u> </u>
2. Specific Aims	Upload
3. *Research Strategy	Upload
4. Progress Report Publication List	Upload
Other Research Plan Section	
5. Vertebrate Animals	Upload
6. Select Agent Research	Upload
7. Multiple PD/PI Leadership Plan	Upload
8. Consortium/Arrangements Contractual	Upload
9. Letters of Support	Upload
10. Resource Sharing Plan(s)	Upload
11. Authentication of Key Biological and/or Chemical Resources	Upload
Appendix	
12. Appendix	
Add New Document	

#### • After documents are uploaded, change Draft Version to Final Version and click Completed.

Research Plan	Show	Draft Version	✓ Completed □
	Change to Final Version		MB Number: 0925-00 xpiration Date: 09/30/202

# • Click PDF to view a full version of all the documents uploaded on this form. Page number of all uploads are listed.

Research Plan <sup>@</sup>	
Attachments in this section must follow these minimum requirements:	
Introduction (if applicable): Limited to 1 page	
Specific Aims: Limited to 1 page	
Research Strategy: Limited to 6 or 12 pages (See NIH Page Limits for specifics)	
Please review your FOA for additional information and requirements.	
Once this section is completed, please indicate so by clicking the Completed checkbox in the upper right corner of the section.?	
PDF	Pages

# **Preview Application**

User can build the whole NIH package to preview.

• Click on the Preview Application tab and click Build NIH Image.

	test proposal for training. 7) Mike the Tiger - LSUAM   Sch of V	TM   Pathobiological Sciences (Natio	nal Institutes of Health (NIH))				Proposal AM230025
✓ Setup Questions	Preview Application	Ļ					
LSU Questionnaire	Build Draft Document	Build NIH Image					
✓ Budget	Form Page			Last Built		Built By	
✓ Personnel	Budget Personnel						
✓ SF424 (R&R)	SF424 (R&R) Cover Page Supplement						
✓ Internal Uploads & Routing	Other Project Info Performance Sites						
✓ Cover Page Supplement	HS/CT Information						
✓ Other Project Info	Research Plan						
✓ Performance Sites	FORM/DOCUMENT NAME Assembled Document			OPEN	08-Sep-2022 4:07:33 PM		
✓ HS/CT Information	NIH Draft Image			66*	08-Sep-2022 4:10:51 PM		
✓ Research Plan							
Finalize							
Preview Application							
Tasks							
Proposal Tracking (PT)							

• Click on the glasses icon next to the NIH Draft Image to preview. This will include all the NIH forms and uploads.

FORM/DOCUMENT NAME	OPEN	CREATED DATE
Assembled Document	60'	08-Sep-2022 4:07:33 PM
NIH Draft Image	<i>ൺ</i>	08-Sep-2022 4:12:03 PM

## Finalize

- Once all tabs are completed, you will build and validate the proposal to run Grants.gov error checks.
- Follow these steps to finalize the proposal:
  - **Step 1a**: Build the forms by clicking Build.

			, 0		
	✓ Setup Questions	Finalize <sup>@</sup>	1		
	✓ LSU Questionnaire	Build PDF / Form Pages	I		
	✓ Budget	Form Page	Build	Last Built	Built By
	Personnel	Budget			
		Personnel			
	🖌 SF424 (R&R)	SF424 (R&R)			
	✓ Internal Uploads & Routing	Performance Sites			
	internal opioads & Routing	Other Project Info			
Ш	Performance Sites	Personal Data			
	✓ S2S Forms	NSF_CoverPage_1_9			

• Step 1b: After the Build is complete, you can view each form as a PDF by clicking View.

✓ Setup Questions	Finalize <sup>@</sup>				
✓ LSU Questionnaire	Build PDF / Form Pages				
✓ Budget	Form Page	Build	<b>-</b>	Last Built	Built By
Personnel	Budget		View	12-Nov-2019 8:49:38 AM	Tiger, (L14) Mike
	Personnel		View	12-Nov-2019 8:49:18 AM	Tiger, (L14) Mike
✓ SF424 (R&R)	SF424 (R&R)		View	12-Nov-2019 8:49:44 AM	Tiger, (L14) Mike
✓ Internal Uploads & Routing	Performance Sites		View	12-Nov-2019 8:49:39 AM	Tiger, (L14) Mike
internal options & notting	Other Project Info		View	12-Nov-2019 8:49:28 AM	Tiger, (L14) Mike
✓ Performance Sites	Personal Data		View	12-Nov-2019 8:49:30 AM	Tiger, (L14) Mike
✓ S2S Forms	NSF_CoverPage_1_9		View	12-Nov-2019 8:49:25 AM	Tiger, (L14) Mike

• **Step 2**: The next step is to Assemble Application. <u>NOTE</u>: All mandatory sections/tabs must be marked Completed. Click Assemble Application and then click Build Grants.gov Application.

✓ Setup Questions	Finalize <sup>@</sup>				
✓ LSU Questionnaire	Build PDF / Form Pages				
✓ Budget	Form Page	Build		Last Built	Built By
✓ Personnel	Budget		View	12-Nov-2019 4:52:28 PM	Tiger, (L14) Mike
	Personnel		View	12-Nov-2019 4:52:25 PM	Tiger, (L14) Mike
🗸 SF424 (R&R)	SF424 (R&R)		View	12-Nov-2019 4:52:31 PM	Tiger, (L14) Mike
✓ Internal Uploads & Routing	Performance Sites		View	12-Nov-2019 4:52:26 PM	Tiger, (L14) Mike
	Other Project Info		View	12-Nov-2019 4:52:34 PM	Tiger, (L14) Mike
<ul> <li>Performance Sites</li> </ul>	Personal Data		View	12-Nov-2019 4:52:31 PM	Tiger, (L14) Mike
✓ S2S Forms	NSF_CoverPage_1_9		View	12-Nov-2019 4:52:30 PM	Tiger, (L14) Mike
- 323 FUIIIS	NSF Deviation Auth		View	12-Nov-2019 4:52:36 PM	Tiger, (L14) Mike
✓ Other Project Info	NSF Suggested Reviewers		View	12-Nov-2019 4:52:37 PM	Tiger, (L14) Mike
▶ Finalize	XML Validation Attachment Filena	mes			
Tasks	You can build the Form Pages/PDF	at any stage of proposal development. A final be	uild will be necessary once all sections a	re marked Completed. Uncompleting any of the sections	will require a re-build of those pages.
Proposal Tracking (PT)	Assemble Application	2			
	Submit to Grants.gov				

✓ Setup Questions	Finalize 🎯	
✓ LSU Questionnaire	Build PDF / Form Pages	
✓ Budget	Assemble Application Build Grants.gov Application	To assemble the application, all sections must be marked Completed, all Pages/PDFs must be built.
✓ Personnel	Submit for Internal Review	
✓ SF424 (R&R)	Submit to Grants.gov	
✓ Internal Uploads & Routing	B	

# • Step 3: Click XML Validation to check for Grants.gov Errors and Warnings.

LSU Questionnaire							
<ul> <li>LSU Questionnaire</li> </ul>	Build PDF / Form Pages						
✓ Budget	Assemble Application Submit for Internal Review						
✓ Personnel	Once your proposal has been completed, it can be elect	ronically routed internally for necessary	approvals. This page will display in two mode	s: Un-submitted and Submitted.			
✓ SF424 (R&R)	The screen is in Un-submitted mode when your propos	al has not yet been routed. You can dete	ermine this by visually identifying a "thumbs u	p" on the screen. If it is there, then the proposal h	has not yet been submitted.		
Internal Uploads & Routing	The screen is in Submitted mode when your proposal h	as been submitted and you can see the	approval path it is on. Your Administrators ha	ve configured the approval path that they feel is a	appropriate for your proposal. If you have an	ty questions regarding this process, plea	se contact them.
<ul> <li>Performance Sites</li> </ul>							
✓ S2S Forms	Current Proposal Status: Routing						
	Components for Initial Application						1
Other Project Info				Current Submission			
	FORM/DOCUMENT NAME		EDIT	STATUS	UPLOAD	REMOVE	
Finalize	Assembled Doc		6la*	Completed	121 1		
	LSU Questionnaire		66	Completed	9 <u>9</u> 9	Mandatory	
	Review Summary		N	Completed	19 <u>1</u>	Mandatory	
Tasks	Review Summary Add Institution Forms/Supporting Documents		8	Completed	7	Mandatory	
			ß	Completed	<b>7</b>	Mandatory	Open Full
Tasks Proposal Tracking (PT)	Add Institution Forms/Supporting Documents	AI		Completed		Mandatory	Open Full
	Add Institution Forms/Supporting Documents	Al		a test Grants.gov NSF submission for Dept Notified	Admin training."	Decision	Open Full
	Add Institution Forma/Supporting Documents Active Routing Progress Route Name Route Type Step Number/Name Route Proposal Pre-Rovier Step 1 - Gold/Purgle Antige	Who ment Ryan Russell Greer		a test Grants.gov NSF submission for Dept Notified 12-Nor-2019 91	Admin training."	Decision Informad -	
	Add Institution Forms/Supporting Decuments Active Routing Progress Route Name Route Type Step Number/Name Route Ropical Pre-Review Step 1 - Gold/Purple Assign Route Ropical Pre-Review	Who ment Ryan Russell Greer Dana Tuminello		a test Grants.gov NSF submission for Dept Notified 12-hor-2019 9 12-hor-2019 9	: Admin training." 100:23 AM 100:24 AM	Decision Informed - Informed -	
	Add Institution Forms/Supporting Decoments Active Routing Progress Route Name Route Type Step Number/Name Route Proposil Pre-Review Route Proposil Pre-Review	Who Ryan Russell Greer Dana Tuminello Darya Delaune Courville		a test Grants.gov NSF submission for Dept Notified 12-Nor-7015 9 12-Nor-7015 9 12-Nor-7015 9	Admin training." 100:22 AM 100:24 AM 100:24 AM	Decision Informad - Informad - Informad -	
	Add Institution Forms/Gapporting Documents Active Routing Progress Route Popular Pre-Brides Route Program Pre-Brides Route Program Pre-Brides Route Program Pre-Brides	Who Ryan Russell Greer Dana Tumisello Darya Delaune Courville Rebecca Trahan		a test Grants.gov NSF submission for Dept <b>Notified</b> 12-Viro-2019 9 12-Viro-2019 9 12-Viro-2019 9 12-Viro-2019 9	Admin training." (00.23 AM (00.24 AM (00.23 AM (00.23 AM	Decision Informad - Informad - Informad -	
	Add Instantion Forms Zangerfing Documents Active Routing Progress Route Reads Type Step Number/Name Rous Rouge Prefere Rous Rouged Prefere Rous Rouged Prefere Rous Rouged Prefere	Who ment Ryan Russell Greer Dana Tuminello Darya Delaune Courville Rebecca Trahan Tracy Wang		a test Grants.gov NSF submission for Dept Notified 12-Nov-2019 9 12-Nov-2019 9 12-Nov-2019 9 12-Nov-2019 9	Admin training." 100 23 AM 100 24 AM 100 23 AM 100 23 AM 100 23 AM	Decision Informad - Informad - Informad - Informad -	
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	Add Instantion Forms-Dargering Documents Active Routing Progress  Rout Rans Route Type Step Yumber/Yean Rous Progress  Rous Progress Pre-Reine Rous Pr	Who ment Ryan Russell Greer Dana Tuminallo Darya Delaune Courville Rebecca Trahan Tracy Wang Animals) Krista Adams Khista Adams		a test Grants.gov NSF submission for Dept Native 124%-2129 124%-2129 124%-2129 124%-2129 124%-2129 124%-2129	Admin training." 60-23 AM 00-33 AM 00-33 AM 00-32 AM 00-32 AM 00-33 AM 00-33 AM	Decision Informad - Informad - Informad - Informad -	Insert Remove
	Add Istabular forms 200ppring Drowness Active Routing Progress Received States (States) (States) (States) (States) Received States) (States) (S	Who ment Ryan Russell Greer Dana Tuminallo Darya Delaune Courville Rebecca Trahan Tracy Wang Animals) Krista Adams Khista Adams	– M200178 - (L14) Mike the Tiger This is	a test Grants.gov NSF submission for Dept Notified 1240-02109 1240-02109 1240-02109 1240-02109 1240-02109 1240-02109	Admin training." 100.23 AM 100.23 AM 100.	Decision Informa - Informa - Informa - Informa - Informa -	
	Add Isatuduto Norms Duppering Drowness Active Routing Progress Read Norma North Systems (Norma Norma Read Normal International Systems) (Norma Read Normal International Read Normal International International International Read Normal International International International Read Normal International International International International Read Normal International Int	Who           ment         Ryan Russell Greer           Dana Tumihalo         Danya Delaune Courville           Rebecca Trahan         rarky Wang           Animals)         Krista Adams           Rhett Whitman Stout         thetdy/Denn (L-1) Mich the Typer		a test Grantsgov NSF submission for Dept INAVIED ISANS 2019 1244-2019 1244-2019 1244-2019 1244-2019 1244-2019 1244-2019 1244-2019 1244-2019	Admin training." 00.23 AM 00.23 AM	Decision Informa - Informa - Informa - Informa - Informa -	Insert Remove
	Ad Istantian Promo Supporting Drowness Active Routing Programs Routing Routing Programs Routing Routing Pre-form Routing Routing Pre-form	Who ment Ryan Russell Greer Dava Tuminallo Davya Dolbure Couville Rebecce Trahan Tracy Wang Animala) Krista Adama Rictt Whitman Stout t Headdy Deans (1.14) Mike the Tiger Dc. Tast the Department 1		a test Grants, gov NSF submission for Dept <b>netted</b> 124-00-2019 124	Admin training." 0023 AM 0023 AM	Decision Informa - Informa - Informa - Informa - Informa -	Insert Remove
	Add Istantiation Research Despersing Discovered Active Routing Programs Research Research Research Research Research Research Research Research Research Research Research Research Research Research Research Research Research Research Res	Who ment Ryan Russell Greer Dava Tuminallo Davya Dolbure Couville Rebecce Trahan Tracy Wang Animala) Krista Adama Rictt Whitman Stout t Headdy Deans (1.14) Mike the Tiger Dc. Tast the Department 1		a test Grants.gov NSF submission for Dept <b>netted</b> 12490-0219 12490-0219 12490-0219 12490-0219 12490-0219 12490-0219 12490-0219 12490-0219 12490-0219 12490-0219 12400-0219 1	Admin training." 10023 AM 10023 AM	Decision Informa - Informa - Informa - Informa - Informa -	insert Remova

• Click Attachment Filenames at any time to check for errors in the filenames.

Validating XML		Close
Validation for Package Components		
Form	Included	Passed Validation
RR_SF424_2_0	×	×
RR_Budget_1_4	4	4
PerformanceSite_2_0-V2.0	×	×
Other Project Info	4	4
RR_SubawardBudget_1_4-V1.4		
SFLLL_1_2	<b>S</b>	×
Validation for RR_SF424_2_0:RR_SF424_2_0  PASSED Validation for RR_Budget_1_4:RR_Budget_1_4  PASSED		XML <rr_sf424_2_0:rr_sf424< td=""></rr_sf424_2_0:rr_sf424<>
Validation for PerformanceSite_2_0:PerformanceSite_2_0		XML <performancesite_2_0:perf< td=""></performancesite_2_0:perf<>
PASSED Validation for RR_OtherProjectinfo_1_4:RR_OtherProjectinfo_1_4		
PASSED		XML <rr_otherprojectinfo_1_4:< td=""></rr_otherprojectinfo_1_4:<>
Validation for SFLLL_1_2-V1.2:LobbyingActivitiesDisclosure_1_2		XML <lobbyingactivitiesdisclosu< td=""></lobbyingactivitiesdisclosu<>
✓ PASSED		

#### • Step 4: To complete eRA Commons validations, click NIH Pre-submission Validation at the bottom of the tab.

lidation & Submission to Gra				
IIH Commons Validation	NIH Pre-Submis	ion Validation		
Date/Timestamp	Result	Description	Grant Image	Delete Image

# • This will show all eRA Commons errors (in red) and warnings. Errors must be corrected. Warnings can be corrected at your discretion, but do not prevent submission.

Date/Timestamp	Result	Description	Grant Image	Delete Image	
12-Sep-2022 10:49:54 AM	Warning	In most cases, a Bibliography and References Cited attachment should be included.			
12-Sep-2022 10:49:54 AM	Warning	The name provided for the PD/PI, (L17) Mike Tiger does not match the name listed on the eRA Commons account: Gina Billiot. The application image will display the name as submitted here. If the name listed in the eRA Commons is not current, please update it in the eRA Commons. Instructions on updating profile information are available at <a< td=""><td></td><td></td><td></td></a<>			
		href=\"http://era.nih.gov/reg_accounts/manage_personal_profile.cfm\" target=\"_blank\">http://era.nih.gov/reg_accounts/manage_personal_profile.cfm	N/A	N/A	
12-Sep-2022 10:49:54 AM	Error	The Commons account provided in the Credential field for the PD/PI larpengm is either not affiliated with the applicant organization or does not hold the PI role. Check with your Commons Account Administrator to make sure your account affiliation and roles are set-up correctly			

- Once you correct all errors, you will need to repeat Steps 1-4 above until you have an error free proposal.
- Once all errors are cleared you will see a Grant Image. Click View to see application in NIH format.

NIH Commons Validation	NIH Pre-Submission Validation				
Date/Timestamp	Result	Description	Grant Ima	ige Delete Image	9
24-Jun-2022 1:41:59 PM	OK	No errors/warnings	Viev	v N/A	*