

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

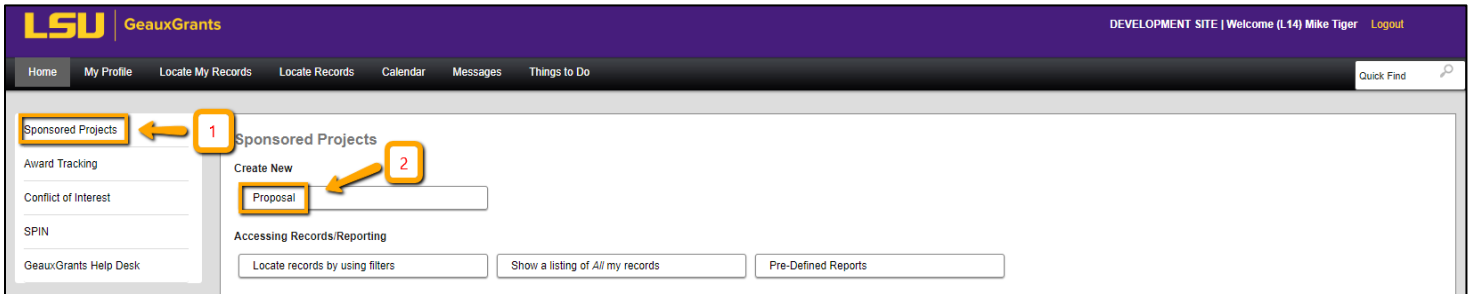
NIH Proposals are submitted via GeauxGrants as a System-to-System (S2S) proposal. All sections will be uploaded into GeauxGrants, and the Office of Sponsored Programs (OSP) will submit from GeauxGrants to Grants.gov.

NOTE: NIH multi-component proposals will follow the [Creating Manual Proposals](#) 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.

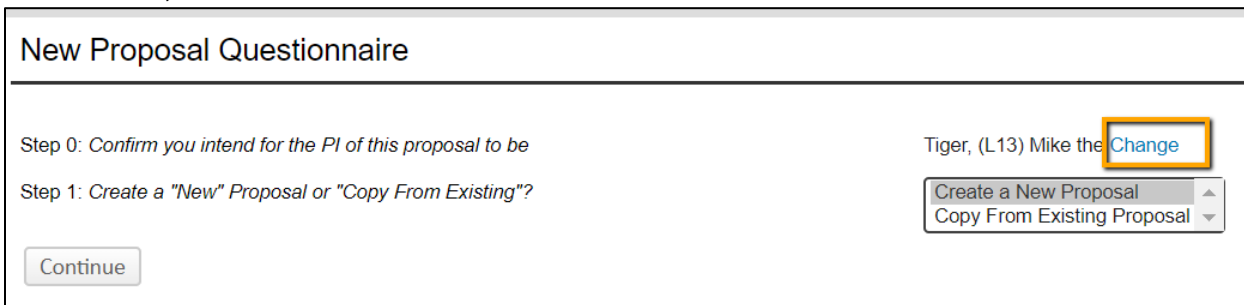
- Step 1: From the home screen, select “Sponsored Projects” on the left-hand navigation tabs
- Step 2: From the Sponsored Projects screen, select “Proposal” under Create New



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.



- **Step 1:** Click on “Create a New Proposal” and click Continue

New Proposal Questionnaire

Step 0: Confirm you intend for the PI of this proposal to be Tiger, (L14) Mike the [Change](#)

Step 1: Create a "New" Proposal or "Copy From Existing"?

[Continue](#)

Create a New Proposal
Copy From Existing Proposal

- **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"?

Step 1: Continued

Create a New Proposal

Select from Grants.Gov Opportunities

S2S [Search](#)

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

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"?

Step 1: Continued

Create a New Proposal

Select from Grants.Gov Opportunities

S2S [Search](#)

Opportunity Number	CFDA Number	Competition ID	Competition Title	PackageID	S2S	Opening Date	Agency	Title
▶ 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)
▶ PA-18-863 Select		FORMS-E	FORMS-E	PKG00243901	✓	05-Sep-2018	National Institutes of Health	Alcohol and Other Drug Interactions: Unintentional Injuries and Overdoses: Epidemiology and Prevention (R01 - Clinical Trial Optional)
▶ PA-18-061 Select		FORMS-E	Use for due dates on or after January 25, 2018	PKG00235713	✓	06-Jan-2018	National Institutes of Health	Marijuana, Prescription Opioid, or Prescription Benzodiazepine Drug Use Among Older Adults (R01 Clinical Trial Optional)
▶ 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 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

Program Number	Program Name	CFDA	Competition ID	PackageID	Sponsor
PA-EO-R01	G.g. Training and NIH Ext-UAT FOA (R01-Clinical Trial Optional)	93.865	FORMS-E	PKG00037265	

Step 2: Please Select a Proposal Type

[Continue](#)

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

New Proposal Questionnaire 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: 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 Questionnaire 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

Continue

- **Step 6:** Enter Project Start and End Dates and click Continue
 - 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 Questionnaire 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 start and end dates?

From To

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 Questionnaire 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: How many years and/or budget periods would you like?

*NOTE: If you need additional years/periods beyond 7, you may add them as needed once inside the proposal.

- 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 Questionnaire 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 Periods 2

Is all of the above information correct?

*NOTE: Clicking "Create Proposal" will create a new proposal with the properties you have indicated above. There is one final screen of questions to be completed before you can start entering your new proposal. Again, you will be able to change the properties of the proposal once it has been created if 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.

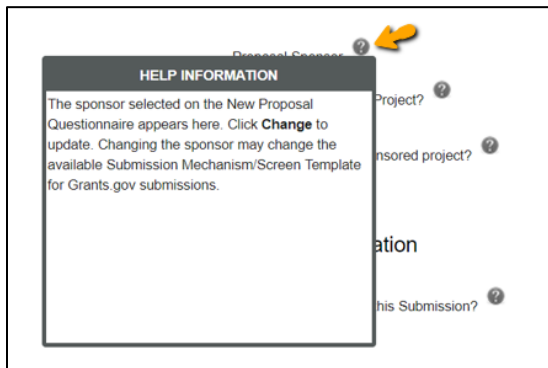
This tab gathers general information about your proposal. After you complete this section, additional proposal tabs will appear to the left of the screen.



Click Done on top left to close out the proposal. Do not close browser using X on top right.



Hover your mouse over ? icons to see instructions or definitions.



- 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.



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

Department Select Close

LSUAM | ORED | CCT Director's Office

Filter by Institution
Louisiana State University and Agricultural and Mechanical College

- 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.



The Primary Department will administer the award in Workday.

Associated Departments [?] LSUAM | Sch of VETM | Pathobiological Sciences
Add

PI Departments [?]
 LSUAM | Sch of VETM | Pathobiological Sciences
 LSUAM | ORED | CCT Director's Office Remove
 Add

- 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? [?] Yes No

Will your proposal involve the use of Laboratory Animals? [?] Yes No

Will your proposal involve multiple principal investigators? [?] Yes No

Will your proposal be a training grant? [?] Yes No

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 College ▾

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.



Make sure to answer correctly before routing as many of these questions trigger an approval step in the route.

Done Save Test Proposa
AM23028

Test (L17) Mike the Tiger - LSUAM | Sch of VETM | Pathobiological Sciences | CC00293 (National Institutes of Health (NIH))

Setup Questions **LSU Questionnaire** Validate Form History Question History Complete

LSU Questionnaire Answer all questions and complete all required fields (*). When done, check Complete at top right of page.

Proposal #: AM230289

* Proposal Title:
Test

Compliance Information.

* 1) Human Subjects records or samples? (Please go back to Setup Questions tab to change answer if needed)
Yes No
* What is the status of your protocol?
Pending Submission

* 2) Vertebrate animals? (Please go back to Setup Questions tab to change answer if needed)
Yes No
* What is the status of your protocol?
Pending Submission (Just-in-Time)

* 3) Recombinant DNA, infectious agents, transgenic plants or animals, human or primate cells/tissues or biological toxins?
Yes No
* What is the status of your registration?

- 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**

Add

* Investigator	* Role	* Department	* % F&A Distribution	* % Project Credit
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: Locate **Select**

- Louisiana State University and A&M College
 - Conversion
 - Louisiana State University A and M
 - 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 This is a test proposal for training. Test (L17) Mike the Tiger - LSUAM | Sch of VETM | Pathobiological Sciences (National Institutes of Health (NIH)) Proposal AM230025

LSU Questionnaire Validate Form History Question History **Complete**

LSU Questionnaire
Answer all questions and complete all required fields (*). When done, check Complete at top right of page.

These Mandatory Questions need to be completed Dock X

Page	Question
LSU Questionnaire	3) Recombinant DNA, infectious agents, transgenic plants or animals, human or primate cells/tissues or biological toxins? answer 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 [Creating a Detailed Budget](#).

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.

- 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.

YEAR	DIRECTS LESS SUB CONT F&A	MODULES	AMOUNT	GAP
1	\$ 127,400	6	\$ 150,000	\$ -22,600
2	\$ 127,400	6	\$ 150,000	\$ -22,600
	\$ 254,800	12	\$ 300,000	\$ -45,200

YEAR	DETAIL DIRECTS	DETAIL BASE	EXEMPTIONS	MODULE DIRECTS	MODULAR BASE
1	\$ 127,400	\$ 119,800	\$ 7,600	6	\$ 142,400
2	\$ 127,400	\$ 119,800	\$ 7,600	6	\$ 142,400
	\$ 254,800	\$ 239,600	\$ 15,200	12	\$ 284,800

	PERIOD 1	PERIOD 2	TOTAL
Modular DC less Consortium F&A	\$ 150,000	\$ 150,000	\$ 300,000
Consortium F&A	\$ 0	\$ 0	\$ 0
Total Direct Costs	\$ 150,000	\$ 150,000	\$ 300,000
Modular DC Including Consortium F&A	\$ 150,000	\$ 150,000	\$ 300,000
Exemptions	\$ 7,600	\$ 7,600	\$ 15,200
Total INST Cost Sharing	\$ 0	\$ 0	\$ 0
Unallowable Costs	\$ 0	\$ 0	\$ 0
Base	\$ 142,400	\$ 142,400	\$ 284,800
F&A %	50	50	
F&A \$	\$ 71,200	\$ 71,200	\$ 142,400
Total	\$ 221,200	\$ 221,200	\$ 442,400

- 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 [Creating a Detailed Budget](#) 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.

PERIOD 1	PERIOD 2	PERIOD 3	PERIOD 4	TOTAL COSTS
\$ 18,000	\$ 24,000	\$ 24,000	\$ 24,000	\$ 90,000
\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 1,000,000
113,088	113,088	113,088	113,088	452,352
\$ 363,088	\$ 363,088	\$ 363,088	\$ 363,088	\$ 1,452,352

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.

- **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.

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.

Personnel

Add Personnel [hide]

Proposal Element: Prime

Personnel Type: Key

Name (Last, First):

Role: Co-PD/PI

Save

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

Senior/Key							
PI	NAME/ROLE	MAIL	ALERT	COI	RESPONSIBLE	ORGANIZATION / DEPARTMENT	
<input type="radio"/>	(L13) Mike the Tiger PD/PI * Certifications and Training				<input checked="" type="checkbox"/>	Louisiana State University and A&M College LSUAM Sch of VETM Pathobiological Sciences	
<input type="radio"/>	(L14) Mike the Tiger Co-Investigator Certifications and Training				<input checked="" type="checkbox"/>	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.

- 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

Senior/Key							
PI	NAME/ROLE	MAIL	ALERT	COI	RESPONSIBLE	ORGANIZATION / DEPARTMENT	
	(L13) Mike the Tiger PD/PI * Certifications and Training				<input checked="" type="checkbox"/>	Louisiana State University and A&M College LSUAM Sch of VETM Pathobiological Sciences	
	(L14) Mike the Tiger Co-Investigator Certifications and Training				<input checked="" type="checkbox"/>	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.

Senior/Key											PERSON MONTHS			CV/BIOSKETCH	CURRENT/PENDING SUPPORT	REMOVE
PI	NAME/ROLE	MAIL	ALERT	COI	RESPONSIBLE	ORGANIZATION / DEPARTMENT	CALENDAR	ACADEMIC	SUMMER							
(L14) Mike the Tiger PD/PI * Certifications and Training				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Louisiana State University and A&M College LSUAM Sch of VETM Pathobiological Sciences	0	2	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					
Bob Nicholls SubAward PI Certifications and Training				<input checked="" type="checkbox"/>	<input type="checkbox"/>	Nicholls State University Nicholls State University	0	0	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					

Need to uncheck for Subaward senior/key personnel

Legend:
 Prime
 SubAward - AM200151-subk-01 (Bob Nicholls)

- 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.

Senior/Key											PERSON MONTHS			CV/BIOSKETCH	CURRENT/PENDING SUPPORT	REMOVE
PI	INC	NAME/ROLE	MAIL	ALERT	COI	RESPONSIBLE	ORGANIZATION / DEPARTMENT	CALENDAR	ACADEMIC	SUMMER						
Rebecca Trahan PD/PI * Certifications and Training	<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Louisiana State University LSUAM ORED Office of Sponsored Programs CC00388	0	0	0	<input checked="" type="checkbox"/>	(Transformed selected)				
Subaward PI TEST Co-Investigator Certifications and Training	<input type="checkbox"/>				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	University of Illinois at Urbana-Champaign (UIUC) University of Illinois at Urbana-Champaign (UIUC)	0.1	0	0	<input checked="" type="checkbox"/>	(Transformed selected)				

- 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.

Senior/Key											PERSON MONTHS			CV/BIOSKETCH	CURRENT/PENDING SUPPORT	REMOVE
PI	NAME/ROLE	MAIL	ALERT	COI	RESPONSIBLE	ORGANIZATION / DEPARTMENT	CALENDAR	ACADEMIC	SUMMER							
(L14) Mike the Tiger PD/PI * Certifications and Training			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Louisiana State University and A&M College LSUAM Sch of VETM Pathobiological Sciences	0	2	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					

- Click Choose File and click Upload and then Close.

Attachment Close

Attachment: No file chosen

- Click close and file is converted to a PDF.

Senior/Key											PERSON MONTHS			CV/BIOSKETCH	CURRENT/PENDING SUPPORT	REMOVE
PI	NAME/ROLE	MAIL	ALERT	COI	RESPONSIBLE	ORGANIZATION / DEPARTMENT	CALENDAR	ACADEMIC	SUMMER							
(L14) Mike the Tiger PD/PI * Certifications and Training			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Louisiana State University and A&M College LSUAM Sch of VETM Pathobiological Sciences	0	2	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				

- 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. **NOTE:** 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.

Senior/Key

PI	NAME/ROLE	MAIL	ALERT	COI	RESPONSIBLE	ORGANIZATION	PERSON MONTHS	CV/BIOSKETCH
CALENDAR	ACADEMIC	SUMMER						
1	Mike The Tiger PD/PI * Certifications and Training				<input checked="" type="checkbox"/>	Louisiana State University Dept 1.1	0 0 0	

Message from webpage

Missing: Credentials

OK

Missing: Credentials

Contact Information for - (L14) Mike the Tiger

Save Close

Salutation First Middle Last Suffix

Title

Address

Degree Degree Year

City State Zip

County Country

Phone Fax Email

Sponsor Credential

Proposal Element	Department	Personnel Type	Role	Specified Role
1 Prime: AM200171	LSUAM Sch of VETM Pathobiological Sciences	<input type="text" value="Key"/>	<input type="text" value="PD/PI"/>	Grants.gov

- 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 Service Validation

Name	Error Level ↓	Detail
Rebecca Trahan	Valid	Personnel passed SADS validation successfully.

Ok

SF424 (R&R)

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



DO NOT UPDATE PI INFORMATION ON THIS TAB. Enter this information on the Personnel tab.

This is a test proposal for training.
 Test (L17) Mike the Tiger - LSUAM | Sch of VETM | Pathobiological Sciences (National Institutes of Health (NIH))

Proposal AM230025
 Completed
 OMB Number: 4040-0001
 Expiration Date: 12/31/2022

SF424 (R&R)

1. Type of Submission:
 Pre-application
 Application
 Changed/Corrected Application

2. Date Submitted:
 Applicant Identifier:

3. Date Received by State:
 State Application Identifier:

4 a. Federal Identifier:
 b. Agency Routing Identifier:

c. Previous Grants.gov Tracking ID:

5. Applicant Information
 Legal Name: Louisiana State University
 Department: Division:
 Address (Street, city, state, zip/postal code):

 Province:

Person to be contacted on matters involving this application
 Prefix: First Name: Middle Name: Last Name: Suffix:
 Position/Title: Street: Street2: City: County/Parish:
 State: Province: Country: Zip/Postal Code:
 Phone Number: Fax Number: Email:

Is this application being submitted to other agencies?
 YES NO
 What other Agencies:

9.3.355
 Title (Name of Program):

11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT:
 This is test NIH proposal for Department Admin training.

12. PROPOSED PROJECT
 Start Date: Ending Date:

13. CONGRESSIONAL DISTRICTS OF:
 a. Applicant:

14. PROJECT DIRECTOR/PRINCIPAL INVESTIGATOR CONTACT INFORMATION
 Change
 Prefix: First Name: Middle Name: Last Name: Suffix:
 Position/Title: Organization Name: Department: Division:
 Address (Street, city, county, state, zip/postal code):

 Province:
 Phone Number: Fax Number: Email:

15. ESTIMATED FUNDING:

a. Total Federal Funds Requested	\$	1,452,362.00
b. Total Non-Federal Funds	\$	0.00
c. Total Federal & Non-Federal Funds	\$	1,452,362.00
d. Estimated Program Income	\$	0

16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?
 a. Yes THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 process for review on DATE:
 b. No Program is not covered by E. O. 12372
 Or program has not been selected by state for review

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

19. Authorized Representative [?]

Prefix: First Name: Middle Name: Last Name: Suffix:

Title: Organization Name: Louisiana State University and A&M College

Department: Division: LSUAM | ORED | Vice President Research and Economic Development None

Address (Street, city, county, state, zip/postal code, province, country)

Phone Number Fax Number Email:

*Signature of Authorized Representative *Date Signed

Completed on submission to Grants.gov Completed on submission to Grants.gov

SF424 (R&R) [?]

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: Route Proposal Submit Pre-Review

FORM/DOCUMENT NAME	VIEW	STATUS	UPLOAD	REMOVE
LSU Questionnaire (Proposal Documentation)		Completed		Mandatory
Review Summary (Proposal Documentation)		Incomplete		Mandatory

Add Institution Forms/Supporting Documents

LSU

Lock Form Validate Save

REVIEWER SUMMARY PAGE REVIEWER SUMMARY PAGE

- **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.

Page of creating a linked proposal
Mike the Tiger - LSUAM | Sch of VETM | Pathobiological Sciences | CC00293 (LA Department of Health (LDH))

Proposal 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 under "Add Institution Forms/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 "Lock Form" checkbox within the Reviewer Summary. This step is required to move the proposal into route.

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-Review Route: Route Proposal Submit

FORM/DOCUMENT NAME	VIEW	STATUS	UPLOAD	REMOVE
LSU Questionnaire (Read Only) (Proposal Documentation)		Incomplete		Mandatory
Review Summary (Proposal Documentation)		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.

Accepted
 Declined

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. Do not click on Add new Person to Review Path. 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 - Route Proposal	Add New Person to Review Path	Submit
Step 1	Gold/Purple Assignment	Tracy Wang	
	Gold/Purple Assignment	Dana Tuminello	
	Gold/Purple Assignment	Rebecca Trahan	
	Gold/Purple Assignment	Darya Delaune Courville	
	Gold/Purple Assignment	Ryan Russell Greer	
Step 14	Investigators/Dept Heads/Deans	Test (L17) Mike the Tiger	
	Investigators/Dept Heads/Deans	Dr Joseph Francis	
	Investigators/Dept Heads/Deans	Test (L5) Mike the Tiger	
	Investigators/Dept Heads/Deans	Test (L4) Mike the Tiger	
	Investigators/Dept Heads/Deans	Dr. Konstantin G Kousoulas	

- **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.

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

Step	Assignment Type	Name	Actions
Step 1	Gold/Purple Assignment	Tracy Wang	[Edit] [Remove]
	Gold/Purple Assignment	Dana Tuminello	[Edit] [Remove]
	Gold/Purple Assignment	Rebecca Trahan	[Edit] [Remove]
	Gold/Purple Assignment	Darya Delaune Courville	[Edit] [Remove]
	Gold/Purple Assignment	Ryan Russell Greer	[Edit] [Remove]
Step 14	Investigators/Dept Heads/Deans	Test (L17) Mike the Tiger	[Edit] [Remove]
	Investigators/Dept Heads/Deans	Dr Joseph Francis	[Edit] [Remove]
	Investigators/Dept Heads/Deans	Test (L5) Mike the Tiger	[Edit] [Remove]
	Investigators/Dept Heads/Deans	Test (L4) Mike the Tiger	[Edit] [Remove]
	Investigators/Dept Heads/Deans	Dr. Konstantin G Kousoulas	[Edit] [Remove]
Inserted Step	Inserted Step	Test (L15) Mike the Tiger	[Edit] [Remove]

- 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.

Route Name	Route Type	Step Number/Name	Who	Notified	Decision	Insert	Remove
Route Proposal Pre-Review	Step 1 - Gold/Purple Assignment		Rebecca Trahan	27-Sep-2019 4:24:23 PM	Informed -		
Route Proposal Pre-Review			Ryan Russell Greer	27-Sep-2019 4:24:24 PM	Informed -		
Route Proposal Pre-Review			Dana Rene' Tuminello	27-Sep-2019 4:24:25 PM	Informed -		
Route Proposal Pre-Review			Tracy Wang	27-Sep-2019 4:24:26 PM	Informed -		
Route Proposal Pre-Review			Darya Delaune Courville	27-Sep-2019 4:24:26 PM	Informed -		
Route Proposal Pre-Review	Step 12 - Investigators/Dept Heads/Deans	Dr. Test the Department Head 1 (L13) Mike the Tiger		27-Sep-2019 4:24:29 PM		[Edit]	
Route Proposal Pre-Review				27-Sep-2019 4:24:28 PM	Approved -		
Route Proposal Pre-Review	Step 13 - Inserted Step		Dr. Test the Department Head 2 (L15) Mike the Tiger	27-Sep-2019 4:24:27 PM	Approve As Is	[Edit]	[Remove]

- 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 Supplement [?]

1. Vertebrate Animals Section

Are vertebrate animals euthanized? Yes No

If "Yes" to euthanasia

Is method consistent with American Veterinary Medical Association (AVMA) guidelines? Yes No

If "No" to AVMA guidelines, describe method and provide scientific justification

2. * Program Income Section [?]

*Is program income anticipated during the periods for which the grant support is requested? Yes No

If you checked "yes" above (indicating that program income is anticipated), then use the format below to reflect the amount and source(s). Otherwise, leave this section blank.

Budget Period	Anticipated Amount	Source(s)
1 year	\$ <input type="text"/>	<input type="text"/>
2 year	\$ <input type="text"/>	<input type="text"/>
3 year	\$ <input type="text"/>	<input type="text"/>
4 year	\$ <input type="text"/>	<input type="text"/>

3. Human Embryonic Stem Cells Section

* Does the proposed project involve human embryonic stem cells? Yes No

If the proposed project involves human embryonic stem cells, list below the registration number of the specific cell line(s) from the following list: <http://stemcells.nih.gov/research/registry/>. Or, if a specific stem cell line cannot be referenced at this time, check the box indicating that one from the registry will be used:

Specific stem cell line cannot be referenced at this 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? Yes 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? 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 ? Document needs to be uploaded

8. Project Narrative 2018_NIH_Project_Narrative.docx Original Transformed Document already uploaded

9. Bibliography & References Cited ?

10. Facilities & Other Resources ?

11. Equipment ?

12. Other Attachments ?

7. Project Summary/Abstract No file chosen ?

8. Project Narrative ?

9. Bibliography & References Cited ?

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

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 [?] Completed
OMB Number: 4040-0010
Expiration Date: 12/31/2022

Sequence	Organization Name	Address
1	Louisiana State University UEI: ECQEYCHRNK Congressional District: LA-006	Address: 202 Himes Hall City: Baton Rouge State: Louisiana Non-US State/Province (4 Characters only): Province: Zip/Postal Code: 70803-0001 County: Country: U.S.A.
<input type="checkbox"/>	<input type="text"/> UEI: <input type="text"/> Congressional District: <input type="text"/>	Address: <input type="text"/> City: <input type="text"/> State: <input type="text"/> Non-US State/Province (4 Characters only): <input type="text"/> Province: <input type="text"/> Zip/Postal Code: <input type="text"/> County: <input type="text"/> Country: <input type="text"/>

Add Subaward site information here.

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.

- Click the Title link to enter the Study Record.

- Answer all necessary fields.

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

Racial Categories	Ethnic Categories				Total
	Not Hispanic or Latino		Hispanic or Latino		
	Female	Male	Female	Male	
American Indian/Alaska Native	1	1	0	0	2
Asian	1	1	0	0	2
Native Hawaiian or Other Pacific Islander	0	0	0	0	0
Black or African American	10	10	2	1	23
White	10	10	2	1	23
More than One Race	0	0	0	0	0
Total	22	22	4	2	50

Racial Categories	Not Hispanic or Latino			Hispanic or Latino			Unknown/Not Reported Ethnicity			Total
	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.

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

HS/CT Information Completed

OMB Number: 0925-000
 Expiration Date: 03/31/2020
 Validate XML & NIH Pre-Submission
 * All mandatory data elements (fields/uploads) on all screens must be addressed in order to submit for NIH pre-submission validation.

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

Is the Project Exempt from Federal 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 No to Human Subjects
 Does the proposed research involve human specimens and/or data? Yes No

If Yes, provide an explanation of why the application does not involve human subjects research.

Skip the rest of the PHS Human Subjects and Clinical Trials Information Form

NIH Commons Validation Close


Date/Timestamp	Result	Description
05-Nov-2019 04:03:29 PM	OK	No errors/warnings

Study" for which there is no well-defined plan for human subject involvement at the time of submission, per agency policies.

- 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

2. Specific Aims

3. *Research Strategy

4. Progress Report Publication List

Other Research Plan Section

5. Vertebrate Animals

6. Select Agent Research

7. Multiple PD/PI Leadership Plan

8. Consortium/Arrangements
Contractual

9. Letters of Support


10. Resource Sharing Plan(s)

11. Authentication of Key Biological and/or Chemical Resources

Appendix

12. Appendix



[Add New Document](#)




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

Research Plan

Completed



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

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.?

5



Preview Application

User can build the whole NIH package to preview.

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

This is a test proposal for training.
Test (L17) Mike the Tiger - LSUAM | Sch of VETM | Pathobiological Sciences (National Institutes of Health (NIH))

Proposal AM230025

Preview Application

Build Draft Document Build NIH Image

Form Page	Last Built	Built By
Budget		
Personnel		
SF424 (R&R)		
Cover Page Supplement		
Other Project Info		
Performance Sites		
HS/CT Information		
Research Plan		

FORM/DOCUMENT NAME	OPEN	CREATED DATE
Assembled Document	👓	08-Sep-2022 4:07:33 PM
NIH Draft Image	👓	08-Sep-2022 4:10:51 PM

- 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	👓	08-Sep-2022 4:07:33 PM
NIH Draft Image	👓	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.

Finalize

Build PDF / Form Pages

Build

Form Page	Last Built	Built By
Budget		
Personnel		
SF424 (R&R)		
Performance Sites		
Other Project Info		
Personal Data		
NSF_CoverPage_1_9		

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

Finalize

Build PDF / Form Pages

Build

Form Page	Last Built	Built By
Budget	12-Nov-2019 8:49:38 AM	Tiger, (L14) Mike
Personnel	12-Nov-2019 8:49:18 AM	Tiger, (L14) Mike
SF424 (R&R)	12-Nov-2019 8:49:44 AM	Tiger, (L14) Mike
Performance Sites	12-Nov-2019 8:49:39 AM	Tiger, (L14) Mike
Other Project Info	12-Nov-2019 8:49:28 AM	Tiger, (L14) Mike
Personal Data	12-Nov-2019 8:49:30 AM	Tiger, (L14) Mike
NSF_CoverPage_1_9	12-Nov-2019 8:49:25 AM	Tiger, (L14) Mike

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

Finalize

Build PDF / Form Pages

Form Page	Build	Last Built	Built By
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)	View	12-Nov-2019 4:52:31 PM	Tiger, (L14) Mike
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
Personal Data	View	12-Nov-2019 4:52:31 PM	Tiger, (L14) Mike
NSF_CoverPage_1_9	View	12-Nov-2019 4:52:30 PM	Tiger, (L14) Mike
NSF Deviation Auth	View	12-Nov-2019 4:52:36 PM	Tiger, (L14) Mike
NSF Suggested Reviewers	View	12-Nov-2019 4:52:37 PM	Tiger, (L14) Mike

XML Validation Attachment Filenames

You can build the Form Pages/PDF at any stage of proposal development. A final build will be necessary once all sections are marked **Completed**. Uncompleting any of the sections will require a re-build of those pages.

Tasks

Proposal Tracking (PT)

Assemble Application **2**

Submit for Internal Review

Submit to Grants.gov

Finalize

Build PDF / Form Pages

Assemble Application

Build Grants.gov Application

Submit for Internal Review

Submit to Grants.gov

To assemble the application, all sections must be marked **Completed**, all Pages/PDFs must be built.

- **Step 3:** Click XML Validation to check for Grants.gov Errors and Warnings.

Finalize

Build PDF / Form Pages

Assemble Application

Submit for Internal Review

Once your proposal has been completed, it can be electronically routed internally for necessary approvals. This page will display in two modes: Un-submitted and Submitted.

The screen is in Un-submitted mode when your proposal has not yet been routed. You can determine this by visually identifying a 'thumbs up' on the screen. If it is there, then the proposal has not yet been submitted.

The screen is in Submitted mode when your proposal has been submitted and you can see the approval path it is on. Your Administrators have configured the approval path that they feel is appropriate for your proposal. If you have any questions regarding this process, please contact them.

Current Proposal Status: **Routing**

Components for **Initial Application**

FORM/DOCUMENT NAME	EDIT	STATUS	UPLOAD	REMOVE
Assembled Doc	60"	Completed		
LSU Questionnaire	60"	Completed		Mandatory
Review Summary		Completed		Mandatory

Add Institution Forms/Supporting Documents

Active Routing Progress

AM200178 - (L14) Mike the Tiger "This is a test Grants.gov NSF submission for Dept Admin training."

Route Name	Route Type	Step	Number/Name	Who	Notified	Decision	Invert	Remove
Route Proposal Pre-Review	Step 1 - Gold/Purple Assignment			Ryan Russell Greer	12-Nov-2019 9:00:23 AM	Informed		
Route Proposal Pre-Review				Dane Sturniolo	12-Nov-2019 9:00:24 AM	Informed		
Route Proposal Pre-Review				Danya Delaune Courville	12-Nov-2019 9:00:25 AM	Informed		
Route Proposal Pre-Review				Rebecca Trahan	12-Nov-2019 9:00:27 AM	Informed		
Route Proposal Pre-Review				Tony Wang	12-Nov-2019 9:00:28 AM	Informed		
Route Proposal Pre-Review	Step 3 - IACUC (Vertebrate Animals)			Krista Adams	12-Nov-2019 9:00:29 AM	Informed		
Route Proposal Pre-Review				Rhett Whitman Stout	12-Nov-2019 9:00:20 AM	Informed		
Route Proposal Pre-Review	Step 12 - Investigators/Dept Heads/Deans			(L14) Mike the Tiger	12-Nov-2019 9:00:31 AM	Informed		
Route Proposal Pre-Review				Dr. Text the Department Head 1	12-Nov-2019 9:00:32 AM	Informed		
Route Proposal Pre-Review				Dr. Text the Department Head 2	12-Nov-2019 9:00:33 AM	Informed		

Submit to Grants.gov

Submit to Grants.gov

Submitted Date

Grants Gov ID

Receipt Date

Receipt Status

XML Validation **3**

Authorized institutional officials can submit/resubmit the application to Grants.gov at left. Any user can see the history of prior Grants.gov submissions of this proposal, or run the XML validation.

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

Validating XML..... Close

Form	Included	Passed Validation
RR_SF424_2_0	✓	✓
RR_Budget_1_4	✓	✓
PerformanceSite_2_0-V2.0	✓	✓
Other Project Info	✓	✓
RR_SubawardBudget_1_4-V1.4	<input type="checkbox"/>	<input type="checkbox"/>
SFLLL_1_2	<input checked="" type="checkbox"/>	✓

Validation for RR_SF424_2_0:RR_SF424_2_0	XML	<RR_SF424_2_0:RR_SF424
✓ PASSED		

Validation for RR_Budget_1_4:RR_Budget_1_4	XML	<RR_Budget_1_4:RR_Budg
✓ PASSED		

Validation for PerformanceSite_2_0:PerformanceSite_2_0	XML	<PerformanceSite_2_0:Perf
✓ PASSED		

Validation for RR_OtherProjectInfo_1_4:RR_OtherProjectInfo_1_4	XML	<RR_OtherProjectInfo_1_4:
✓ PASSED		

Validation for SFLLL_1_2-V1.2:LobbyingActivitiesDisclosure_1_2	XML	<LobbyingActivitiesDiscosui
✓ PASSED		

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

Validation & Submission to Grants.gov

NIH Commons Validation NIH Pre-Submission 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.

Validation & Submission to Grants.gov

NIH Commons Validation NIH Pre-Submission Validation

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 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.

Validation & Submission to Grants.gov

NIH Commons Validation NIH Pre-Submission Validation 

Date/Timestamp	Result	Description	Grant Image	Delete Image
24-Jun-2022 1:41:59 PM	OK	No errors/warnings	View	N/A