

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

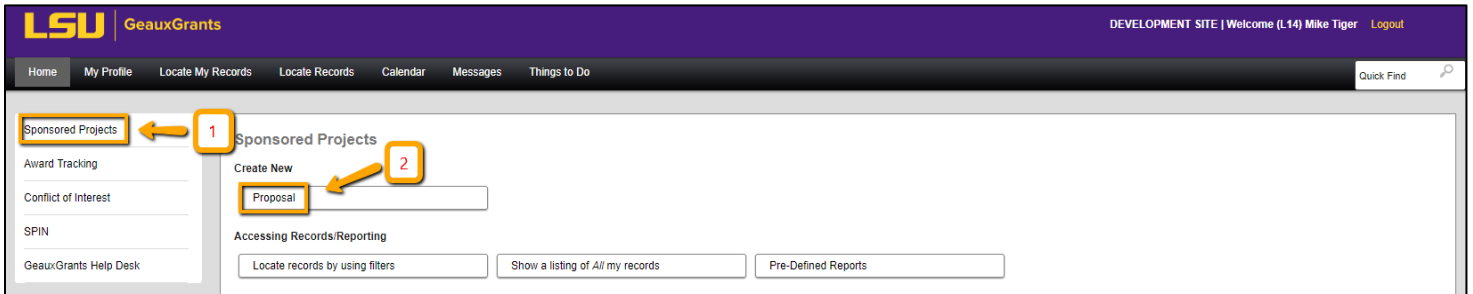
NIH Proposals are submitted via GeauxGrants as a System-to-System (S2S) proposal. All sections will be uploaded into GeauxGrants, and the Office of Sponsored Programs (OSP) will submit from GeauxGrants to Grants.gov.

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.

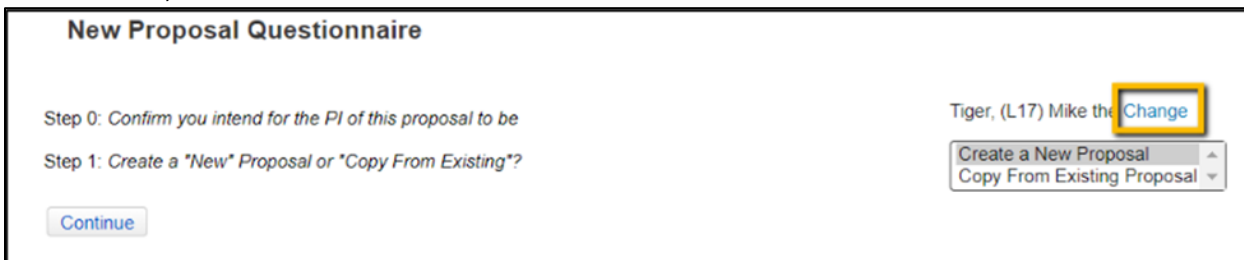
- Step 1: From the home screen, select “Sponsored Projects” on the left-hand navigation tabs
- Step 2: From the Sponsored Projects screen, select “Proposal” under Create New



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

- **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.

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

Opportunity Number	CFDA Number	Competition ID	Competition Title	PackageID	S2S	Opening Date	Agency	Title
PAR-22-131 Select		FORMS-H	Use for due dates on or before January 24, 2025	PKG00277806	✓	01-Nov-2022	National Institutes of Health	Imaging, Biomarkers and Digital Pathomics for the Early Detection of Premetastatic Cancer and Precancerous Lesions Associated with Lethal Phenotypes (R01 Clinical Trial Optional)
PAR-22-131 Select		FORMS-I	Use for due dates on or after January 25, 2025	PKG00288565	✓	07-Nov-2024	National Institutes of Health	Imaging, Biomarkers and Digital Pathomics for the Early Detection of Premetastatic Cancer and Precancerous Lesions Associated with Lethal Phenotypes (R01 Clinical Trial Optional)

- **Step 2:** Choose “New”, “Resubmission” or “Renewal” as applicable and Click 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
Create a New Proposal

Step 1: "New" or "Copy From Existing?"

Program Number	Program Name	Competition Title	Competition ID	PackageID	Sponsor
PAR-22-131	Imaging, Biomarkers and Digital Pathomics for the Early Detection of Premetastatic Cancer and Precancerous Lesions Associated with Lethal Phenotypes (R01 Clinical Trial Optional)	Use for due dates on or after January 25, 2025	FORMS-I	PKG0028555	National Cancer Institute (NCI)

Step 2: Proposal Type New

Step 3: Select a Sponsor

Alternate sponsors listed in SPIN for this Opportunity

--OR--

Select sponsor from full list

Continue

National Cancer Institute/NIH/DHHS
National Cancer Institute/NIH/DHHS
National Institutes of Health/DHHS

- **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
Create a New Proposal

Step 1: "New" or "Copy From Existing?"

Program Number	Program Name	Competition Title	Competition ID	PackageID	Sponsor
PAR-22-131	Imaging, Biomarkers and Digital Pathomics for the Early Detection of Premetastatic Cancer and Precancerous Lesions Associated with Lethal Phenotypes (R01 Clinical Trial Optional)	Use for due dates on or after January 25, 2025	FORMS-I	PKG0028555	National Cancer Institute (NCI)

Step 2: Proposal Type New

Step 3: Selected Sponsor

Mechanism

Step 4: "Tracking" Number or "Proposal" Number

Step 5: Proposal's Title

Continue

National Cancer Institute (NCI)
Research Project
This proposal will be automatically numbered.

- **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
Create a New Proposal

Step 1: "New" or "Copy From Existing?"

Program Number	Program Name	Competition Title	Competition ID	PackageID	Sponsor
PAR-22-131	Imaging, Biomarkers and Digital Pathomics for the Early Detection of Premetastatic Cancer and Precancerous Lesions Associated with Lethal Phenotypes (R01 Clinical Trial Optional)	Use for due dates on or after January 25, 2025	FORMS-I	PKG0028555	National Cancer Institute (NCI)

Step 2: Proposal Type New

Step 3: Selected Sponsor

Mechanism

Step 4: "Tracking" Number or "Proposal" Number

Step 5: Proposal's Title

Step 6: What are the project start and end dates?

Continue

National Cancer Institute (NCI)
Research Project
This proposal will be automatically numbered.
Test for NIH

From To

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
Create a New Proposal

Step 1: "New" or "Copy From Existing?"

Program Number	Program Name	Competition Title	Competition ID	PackageID	Sponsor
PAR-22-131	Imaging, Biomarkers and Digital Pathomics for the Early Detection of Premetastatic Cancer and Precancerous Lesions Associated with Lethal Phenotypes (R01 Clinical Trial Optional)	Use for due dates on or after January 25, 2025	FORMS-I	PKG0028555	National Cancer Institute (NCI)

Step 2: Proposal Type New

Step 3: Selected Sponsor

Mechanism

Step 4: "Tracking" Number or "Proposal" Number

Step 5: Proposal's Title

Step 6: Project Start and End Dates

Step 7: How many years and/or budget periods would you like?

Continue

National Cancer Institute (NCI)
Research Project
This proposal will be automatically numbered.
Test for NIH

01-Feb-2025 to 31-Jan-2027

2

*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.

Setup Questions

GeauxGrants will automatically generate a Proposal/Record/Institution #. GeauxGrants numbering will be AMFYXXXX. For Fiscal Year (FY) 2026, all numbers begin with AM26.

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.

- Grants.Gov submission Information will populate based on the opportunity number including a forms section that will allow you to select optional forms.

Test for NIH
Test (L17) Mike the Tiger - LSUAM | Sch of VETM | Pathobiological Sciences | CC00293 (National Cancer Institute (NCI))
Proposal
AM250677

Grants.Gov Submission Information

Opportunity Number	PAR-22-131
Opportunity Title	Imaging, Biomarkers and Digital Pathomics for the Early Detection of Premetastatic Cancer and Precancerous Lesions Associated with Lethal Phenotypes (R01 Clinical Trial Optional)
Offering Agency	National Institutes of Health
Open Date	07-Nov-2024
Close Date	07-Sep-2025 <i>Close Date is 10 days later than the close date posted at Grants.Gov to ensure availability of opportunities within InfoEd/ID for appropriate late submissions.</i>
CFDA Number	
CFDA Description	
Competition ID	FORMS-I
Competition Title	Use for due dates on or after January 25, 2025
Form Version	
PackageID	PKG00288565
Agency Contact	

R01 Validations [Mechanism Opt In/Out](#)

You must include a budget with this application

Project period may not exceed five Budget Periods.

NIH Annual \$500,000 direct cost limit applies to this proposal.

A non-zero value for calendar months, academic months, or summer months is required for each senior/key person.

Introduction is mandatory for Resubmissions/Revisions.

Introduction cannot be over 1 page for Resubmissions.

Introduction cannot be over 1 page for Revisions.

Research Strategy page limit: 12 pages

Research Strategy is required.

Specific Aims is required and limited to 1 page.

Project period may not exceed 5 years.

Form	Version	Included
SF424 (R & R)	RR_SF424_5_0-V5.0	✓
PHS 398 Cover Page Supplement	PHS398_CoverPageSupplement_5_0-V5.0	✓
Other Project Info	RR_OtherProjectInfo_1_4-V1.4	✓
Project/Performance Site Location(s)	PerformanceSite_4_0-V4.0	✓
Research and Related Senior/Key Person Profile (Expanded)	RR_KeyPersonExpanded_4_0-V4.0	✓
PHS398_ResearchPlan_5_0	PHS398_ResearchPlan_5_0-V5.0	✓
PHS Human Subjects and Clinical Trials Information	PHSHumanSubjectsAndClinicalTrialsInfo_3_0-V3.0	✓
RR_Budget_3_0-V3.0	RR_Budget_3_0-V3.0	☑
RR_SubawardBudget30_3_0-V3.0	RR_SubawardBudget30_3_0-V3.0	☑
PHS398_ModularBudget_1_2-V1.2	PHS398_ModularBudget_1_2-V1.2	☐
PHS_AssignmentRequestForm_4_0-V4.0	PHS_AssignmentRequestForm_4_0-V4.0	☐

- If there are forms that are in the opportunity package that are not updated in GeauxGrants to the current version, the form will be outlined in red, and you will need to email osp@lsu.edu to request the form to be updated.

AD_3030_2_0-V2.0	AD_3030_2_0-V2.0 <input type="checkbox"/>
HRSA_SDS_3_0-V3.0 Unsupported Form - Contact Support	HRSA_SDS_3_0-V3.0

- **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.

- 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.

- 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.

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.

LSU Questionnaire

Validate Form History Question History Complete

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	X
Tiger, (L14) Mike the	a) Principal Investigator	LSUAM Sch of VETM Pathobiological Sciences	50.00	100.00	X

- 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

Select Close

path

LSUAM | Col of AGR | Plant Pathology and Crop Physiology | CC00110
LSUAM | Sch of VETM | Pathobiological Sciences | CC00293

Pick from the tree view

- Louisiana State University
 - Board of Supervisors
 - Conversion Organizational Unit
 - LSUAM | Athletics
 - LSUAM | Centralized Expenditures
 - LSUAM | EVP Finance and Administration/CAO
 - LSUAM | Executive VP and Provost
 - LSUAM | External Members
 - LSUAM | Office of the President
 - LSUAM | Property Management - Asset Disposal or Surplus | CC01105
 - LSUAM | VP and Chief Data Officer
 - LSUAM | VP Engagement, Civil Rights, and Title IX
 - LSUAM | VP External Affairs
 - LSUAM | VP Strategic Communications
 - LSUAM | VP Strategy

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

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

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

Page	Question
LSU Questionnaire	3) Recombinant DNA, infectious agents, transgenic plants or animals, human or primate cells/tissues or biological toxins?

Budget



NIH does not recognize the Co-PD/PI role. The appropriate selection is Co-Investigator or PI/PD if submitting a multi-PI proposal.

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.

This is a test proposal for training.
Test (L17) Mike the Tiger (National Institutes of Health (NIH))

Proposal AM230025

Budget Modular Budget

Modular Budget

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

F&A Basis 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.

This is test NIH proposal for Department Admin training, Dr. Mike The Tiger Jr. (National Institutes of Health (NIH))

Period 4	1	2	3	4	01-Jan-2020	31-Dec-2020	New*	Proposed	\$ 363,088	-	\$ 250,000	\$ 113,088	\$ 363,088
Modular Budget	2	2	01-Jan-2021	31-Dec-2021	New*	Proposed			363,088	-	250,000	113,088	363,088
F&A	3	3	01-Jan-2022	31-Dec-2022	New*	Proposed			363,088	-	250,000	113,088	363,088
	4	4	01-Jan-2023	31-Dec-2023	New*	Proposed			363,088	-	250,000	113,088	363,088
Total:									\$ 1,452,352	\$ 0	\$ 1,000,000	\$ 452,352	\$ 1,452,352

Subproject Summary [Show]

Personnel [Hide]

NAME	PERIOD 1	PERIOD 2	PERIOD 3	PERIOD 4	DIRECT COSTS
Key Personnel					
Detail Tiger, Mike PD/PI	-	-	-	-	\$ 0
Non-Key Personnel					
Detail TBH, Graduate Student	40,000	40,000	40,000	40,000	160,000
Detail TBH, Post Doctoral Associate	129,600	129,600	129,600	129,600	518,400
Subtotal Personnel:	\$ 169,600	\$ 169,600	\$ 169,600	\$ 169,600	\$ 678,400

Non-Personnel [Hide]

CATEGORY	PERIOD 1	PERIOD 2	PERIOD 3	PERIOD 4	DIRECT COSTS
Detail Materials and Supplies	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 40,000
Detail Other Direct Costs	15,000	10,000	10,000	10,000	45,000
Detail Publication Costs	3,000	2,000	2,000	2,000	9,000
Detail Travel-Domestic	10,000	10,000	10,000	10,000	40,000
Detail Travel-Foreign	10,000	10,000	10,000	10,000	40,000
Detail Tuition Remission	14,400	14,400	14,400	14,400	57,600
Subtotal Non-Personnel:	\$ 62,400	\$ 56,400	\$ 56,400	\$ 56,400	\$ 231,600

SubAwards [show]

Subprojects [show] Import as Subproject

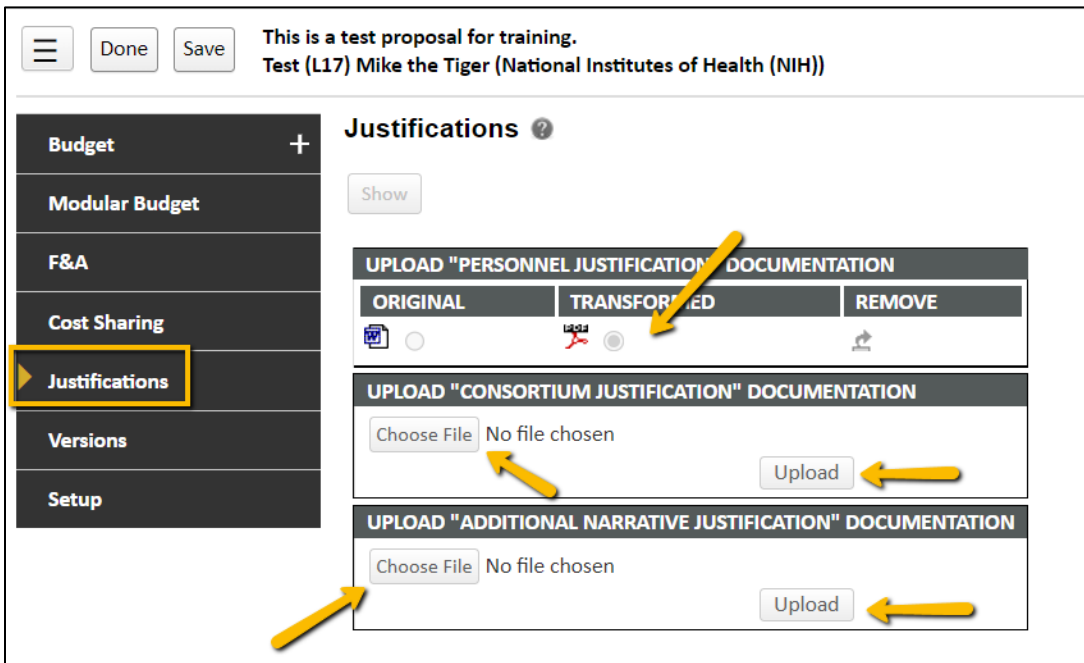
	PERIOD 1	PERIOD 2	PERIOD 3	PERIOD 4	TOTAL COSTS
Modular Budget Transaction:	\$ 18,000	\$ 24,000	\$ 24,000	\$ 24,000	\$ 90,000
Total Sponsor Direct Costs:	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 1,000,000
Sponsor F&A:	113,088	113,088	113,088	113,088	452,352
Total Sponsor Costs:	\$ 363,088	\$ 363,088	\$ 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. Other Significant Contributors will be added to the personnel tab only.



When proposals for federal funding are routed, to ensure Research Security Training is completed, all Covered Individuals per Section 10634 of the CHIPS and Science Act of 2022 should be added in the Senior/Key section of the Personnel tab.

Other Significant Contributors (OSC) are listed in the GeauxGrants Senior/Key section with the role of Other-Other Significant Contributor. Research Security Training for OSCs is not required. You can view completed CITI trainings by clicking Certifications and Training under each individual's name in the Personnel chart.



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.

The screenshot displays the 'Personnel' tab in a web application. On the left is a sidebar with a list of navigation items. The main area contains a form for adding personnel. The 'Personnel Type' is set to 'Key'. The 'Role' dropdown menu is open, and 'Co-PD/PI' is selected. A yellow callout box with an arrow pointing to the dropdown contains the text: "Co-PD/PI is auto selected. NIH does not use Co-PD/PI. Switch to Co-Investigator". Below the form is a table titled 'Senior/Key' with columns for PI, INC, NAME/ROLE, MAIL, ALERT, COI, RES, and DEPARTMENT. The table contains two rows for '(L17) Mike the Tiger'. The first row has the role 'PD/PI' and the second row has the role 'Co-Investigator'. The 'Co-Investigator' row has a blue checkmark in the 'RES' column.

PI	INC	NAME/ROLE	MAIL	ALERT	COI	RES	DEPARTMENT	PERSON MONTHS	CV/BIOSKETCH	CURRENT/PENDING SUPPORT	REMOVE		
								CALENDAR	ACADEMIC	SUMMER			
⋮	⊕	(L17) Mike the Tiger PD/PI * Certifications and Training	✉	⚠	?		Louisiana State University LSUAM VETM Sciences CC00293	2	0	0	🔒	(Original selected)	🗑️
⋮	⊕	(L20) Mike the Tiger Co-Investigator Certifications and Training	✉	⚠	?	☑	Louisiana State University LSUAM Col of SCI Chemistry CC00145	1	0	0	🔒	🗑️	🗑️

- Other Significant Contributors are individuals who have committed to contribute to the scientific development or execution of the project but are not committing any specified measurable effort (i.e., person months) to the project. These individuals are typically presented at "effort of zero person months" or "as needed." Individuals with measurable effort may **not** be listed as Other Significant Contributors (OSCs). Consultants should be included if they meet this definition. This is also an appropriate designation for mentors on Career awards.
- To add an LSU Other Significant Contributor, choose the personnel type of LSU Other Significant Contributor and then type the LSU investigator's name and hit Save.

- For Non-LSU employees listed as Other Significant Contributors, they should be entered into GeauxGrants as "External Other Significant Contributor." See directions here: https://lsu.edu/geauxgrants/sponsored_projects/pdf_documents/adding_non-lsu_personnel.pdf
- 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
	<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

- 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												
PI	NAME/ROLE	MAIL	ALERT	COI	RESPONSIBLE	ORGANIZATION / DEPARTMENT	PERSON MONTHS			CV/BIOSKETCH	CURRENT/PENDING SUPPORT	REMOVE
							CALENDAR	ACADEMIC	SUMMER			
(L14) 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	0	2	0	<input checked="" type="checkbox"/>		
Bob Nicholls SubAward PI Certifications and Training					<input type="checkbox"/>	Nicholls State University Nicholls State University	0	0	0	<input checked="" type="checkbox"/>		

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.

All Certifications and Training													
Senior/Key													
PI	INC	NAME/ROLE	MAIL	ALERT	COI	RESPONSIBLE	ORGANIZATION / DEPARTMENT	PERSON MONTHS			CV/BIOSKETCH	CURRENT/PENDING SUPPORT	REMOVE
								CALENDAR	ACADEMIC	SUMMER			
Rebecca Trahan PD/PI * Certifications and Training	<input checked="" type="checkbox"/>					<input 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"/>	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												
PI	NAME/ROLE	MAIL	ALERT	COI	RESPONSIBLE	ORGANIZATION / DEPARTMENT	PERSON MONTHS			CV/BIOSKETCH	CURRENT/PENDING SUPPORT	REMOVE
							CALENDAR	ACADEMIC	SUMMER			
(L14) 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	0	2	0	<input checked="" type="checkbox"/>		

- NIH Biosketches are required to be certified in SciENcv by selecting NIH Biographical Sketch Common Form. In addition, your ORCID must be linked to your ERA commons Personnel profile (see [Link Your ORCID iD to Your eRA Commons Account](#) for instructions).
- Click Choose File and click Upload

Attachment Close

Attachment: No file chosen

- After clicking upload, the file will be defaulted to original.

Attachment

Attachment: No file chosen

Original Transformed

- The CV/Biosketch section will say Original selected.

PI	INC	NAME/ROLE	MAIL	ALERT	COI	RESPONSIBLE	ORGANIZATION / DEPARTMENT	PERSON MONTHS			CV/BIOSKETCH
								CALENDAR	ACADEMIC	SUMMER	
	<input checked="" type="checkbox"/>	(L17) Mike the Tiger PD/PI * Certifications and Training				<input checked="" type="checkbox"/>	Louisiana State University LSUAM Sch of VETM Pathobiological Sciences CC00293	1	0	0	(Original selected)

- 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.

Senior/Key

PI	NAME/ROLE	MAIL	ALERT	COI	RESPONSIBLE	ORGANIZATION / DEPARTMENT	PERSON MONTHS			CV/BIOSKETCH
							CALENDAR	ACADEMIC	SUMMER	
	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

- 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.

Contact Information for - (L14) Mike the Tiger

Salutation: First: (L14) Mike Middle: the Last: Tiger Suffix:

Title:

Address: 202 Himes Hall Degree: Degree Year:

City: Baton Rouge State: Louisiana Zip: 708030001

County: Country: U.S.A.

Phone: 2255780663 Fax: Email: itsbatesting@lsu.edu

Sponsor Credential: Other (Specify) Test


Proposal Element: Prime: AM200171 Department: LSUAM | Sch of VETM | Pathobiological Sciences Personnel Type: Key Role: PD/PI Specified Role: Grants.gov

- Check Complete in top right of the personnel screen 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.

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

SF424 (R&R) Completed OMB Number: 4040-0001 Expiration Date: 12/31/2022

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

2. Date Submitted: Applicant Identifier: AM230025

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 UOI: EGOEYCHRIKJ4

Legal Name: Louisiana State University
 Department: LSUAM | Sch of VETM | Pathobiological Sciences Division: None
 Address (Street, city, state, zip/postal code): 202 Himes Hall, Baton Rouge LA 70803-0001, U.S.A.
 Province:

Person to be contacted on matters involving this application

Prefix: First Name: Darya Middle Name: Delaune Last Name: Courville Suffix:
 Position/Title: Executive Director-Nonacademic Area State: LA Province: Country: U.S.A. Zip/Postal Code: 70803-0001
 Phone Number: (225)578-2760 Fax Number: Email: itsbatesting@lsu.edu

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

10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER:
 Title (Name of Program):

11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT: S2S Training 11/13/2025

12. PROPOSED PROJECT Start Date: 01-Jan-2026 Ending Date: 31-Dec-2027

13. CONGRESSIONAL DISTRICTS OF: a. Applicant: LA-005

14. PROJECT DIRECTOR/PRINCIPAL INVESTIGATOR CONTACT INFORMATION Change

Prefix: First Name: (L17) Mike Middle Name: the Last Name: Tiger Suffix:
 Position/Title: Faculty Organization Name: Louisiana State University Department: LSUAM | Sch of VETM | Pathobiological Sciences | CC00293 Division: None
 Address (Street, city, county, state, zip/postal code): 217 Thomas Boyd Hall, Baton Rouge LA 70803-0001, U.S.A.
 Province:
 Phone Number: (225)578-9999 Fax Number: (225)999-9999 Email: itsbatesting@lsu.edu

15. ESTIMATED FUNDING:

a. Total Federal Funds Requested	\$	403,782.00
b. Total Non-Federal Funds	\$	0.00
c. Total Federal & Non-Federal Funds	\$	403,782.00
d. Estimated Program Income	\$	0.00

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) [?]

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

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

Mike the Tiger - LSUAM | Sch of VETM | Pathobiological Sciences | CC00293 (Australian Catholic University) Proposal AM250324

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 Submit Button.

Step 4: Click Accept and then Submit to route the proposal.

Current Proposal Status: **Pending**

Components for Initial Application Pre-Review Route: Route Proposal

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 Accept and then Continue.

Certification Close

I have read and agree to the applicable certifications on the Review Summary.

Accept Decline

- **Step 5:** If units receiving Investigator Credit are not included in the Route, follow the steps below:



For OSC's not receiving allocation credit, they should not be on the route.

- **Step 5a:** Insert route after Step 16



Make sure to click on insert icon after Step 16. 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 AM250363 - Test (L17) Mike the Tiger "Test for Route" (Pending)

[Refresh Route](#) [Route Path - Route Proposal](#) [Add New Person to Review Path](#)

Step	Gold/Purple Assignment	Tracy Wang	Information Only	Insert After
1	Gold/Purple Assignment	Dana Tuminello	Information Only	Insert After
	Gold/Purple Assignment	Darya Delaune Courville	Information Only	Insert After
	Gold/Purple Assignment	Ryan Russell Greer	Information Only	Insert After
	Gold/Purple Assignment	Rebecca Trahan	Information Only	Insert After
Step 16	Investigators/Dept Heads/Deans	Test (L4) Mike the Tiger	Approval Required	Insert After
	Investigators/Dept Heads/Deans	Unit Dept Head	Approval Required	Insert After
	Investigators/Dept Heads/Deans	Test (L17) Mike the Tiger	Approval Required	Insert After
	Investigators/Dept Heads/Deans	Dean's Level Dept Head	Approval Required	Insert After
	Investigators/Dept Heads/Deans	Test (L5) Mike the Tiger	Approval Required	Insert After

- **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 1. Click Submit in top right to route the proposal.

Step	Assignment	Name	Status	Action
Step 1	Gold/Purple Assignment	Tracy Wang	Information Only	Insert After
	Gold/Purple Assignment	Dana Tuminello	Information Only	Insert After
	Gold/Purple Assignment	Darya Delaune Courville	Information Only	Insert After
	Gold/Purple Assignment	Ryan Russell Greer	Information Only	Insert After
	Gold/Purple Assignment	Rebecca Trahan	Information Only	Insert After
Step 16	Investigators/Dept Heads/Deans	Test (L4) Mike the Tiger	Approval Required	Insert After
	Investigators/Dept Heads/Deans	Unit Dept Head	Approval Required	Insert After
	Investigators/Dept Heads/Deans	Test (L17) Mike the Tiger	Approval Required	Insert After
	Investigators/Dept Heads/Deans	Dean's Level Dept Head	Approval Required	Insert After
	Investigators/Dept Heads/Deans	Test (L5) Mike the Tiger	Approval Required	Insert After
Inserted Step	Inserted Step	Test (L10) Mike the Tiger	Approval Required	Insert After Remove

No comments have been recorded yet

- 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	Notification Type	Decision	Insert	Remove
Route Proposal	Pre-Review	Step 1 - Gold/Purple Assignment	Tracy Wang	02-Dec-2024 11:34:51 AM	Information Only	Informed -		
Route Proposal	Pre-Review		Dana Tuminello	02-Dec-2024 11:34:52 AM	Information Only	Informed -		
Route Proposal	Pre-Review		Darya Delaune Courville	02-Dec-2024 11:34:52 AM	Information Only	Informed -		
Route Proposal	Pre-Review		Ryan Russell Greer	02-Dec-2024 11:34:52 AM	Information Only	Informed -		
Route Proposal	Pre-Review		Rebecca Trahan	02-Dec-2024 11:34:53 AM	Information Only	Informed -		
Route Proposal	Pre-Review	Step 16 - Investigators/Dept Heads/Deans	Test (L17) Mike the Tiger	02-Dec-2024 11:34:54 AM	Approval Required		Insert After	

- 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 style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
2 year	\$ <input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
3 year	\$ <input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
4 year	\$ <input style="width: 100%;" type="text"/>	<input style="width: 100%;" 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 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: 12/31/2025
[Add From Master List](#)

Sequence	Organization Name	Address
1	Louisiana State University UEI: ECGEYCHRNKJH Congressional District: LA-005	Address: 202 Holmes Hall City: Baton Rouge State: Louisiana Non-US State/Province: 4 Characters only Province: Zip/Postal Code: 70803-0001 Country: U.S.A.

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

No records to display.

Enter Study Title (each study title must be unique)

Add New Study

- Click the Title link to enter the Study Record.

Study Record(s) [Hide]

Study Title

Study Record 1

Enter Study Title (each study title must be unique)

Add New Study

Delete

- 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 participants? Yes No

1.4.d. Is the effect that will be evaluated a health-related biomedical or behavioral outcome? 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.

Inclusion Enrollment Report Completed

1. * Using an Existing Dataset or Resource Yes No

2. * Enrollment Location Type Domestic Foreign

3. * Enrollment Country(ies) USA, UNITED STATES Delete

4. Enrollment Location(s)

5. Comments

Planned

Racial Categories	Ethnic Categories				Total
	Not Hispanic or Latino		Hispanic or Latino		
	Female	Male	Female	Male	
American Indian/Alaska Native	0	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

Cumulative (Actual)

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	0	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

Must be completed.

- 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

why the application does not involve human subjects research.

Subjects and Clinical Trials Information Form

ach proposed Human Subjects and Clinical Trials Information Form

study"

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

NIH Commons Validation Close

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

- 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.?

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. Other Plan(s)

12. Authentication of Key Biological and/or Chemical Resources

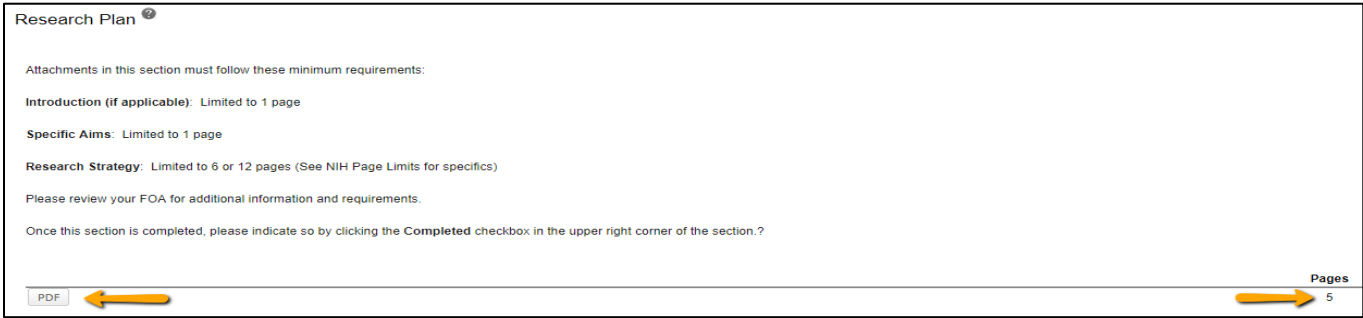
Appendix

13. Appendix

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



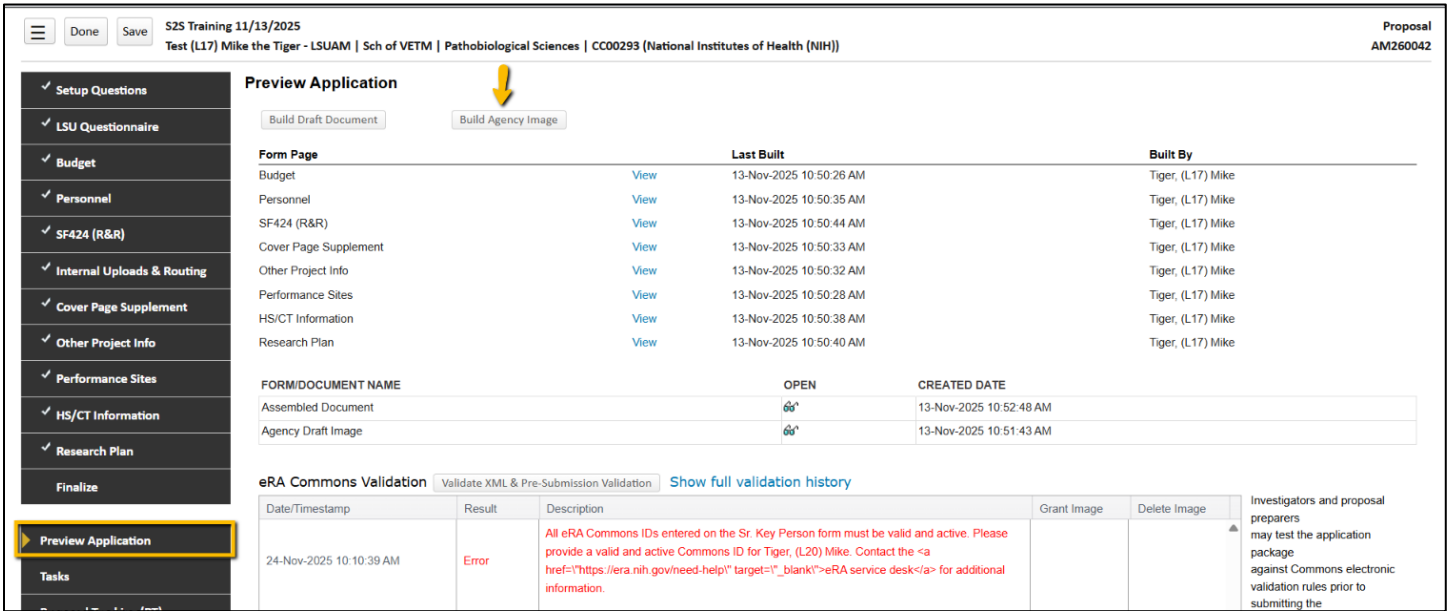
- Click PDF to view a full version of all the documents uploaded on this form. Page number of all uploads are listed.



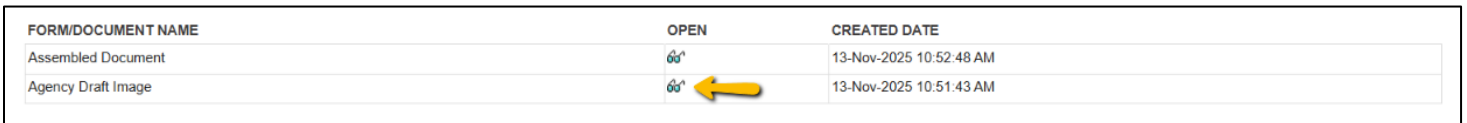
Preview Application

User can build the whole NIH package to preview.

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



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



If the proposal has components that are still in progress, you can now validate the XML and Pre-Submission Validations prior to tabs being finalized. This is recommended to allow ample time to address any potential errors.

- Click on the Validate XML & Pre-Submission Validation Button. If the required pages have been reviewed, it should allow the validations to run.

Preview Application

Build Draft Document Build Agency Image

Form Page	Last Built	Built By
SF424		
SF424A		
SF424B		
CD511		
ProjectNarrativeAttachments_1_2		
BudgetNarrativeAttachments_1_2		

FORM/DOCUMENT NAME	OPEN	CREATED DATE
Assembled Document		
Agency Draft Image	66	24-Nov-2025 10:32:36 AM

eRA Commons Validation **Validate XML & Pre-Submission Validation** Show full validation history

Date/Timestamp	Result	Description
----------------	--------	-------------

- If some pages have not been reviewed, you may get a popup that says errors exist. Click show errors to see the XML data to determine what needs to be reviewed to run validations.

Preview Application

Build Draft Document Build Agency Image

Form Page	Last Built	Built By
SF424		
SF424A		
SF424B		
CD511		
ProjectNarrativeAttachments_1_2		
BudgetNarrativeAttachments_1_2		

FORM/DOCUMENT NAME	OPEN	CREATED DATE
Assembled Document		
Agency Draft Image	66	24-Nov-2025 10:32:36 AM

eRA Commons Validation **Validate XML & Pre-Submission Validation** Show full validation history

Date/Timestamp	Result	Description
----------------	--------	-------------

eRA Commons Validation [X]

⚠ Proposal does not pass XML validation. All mandatory data elements (fields/uploads) on all screens must be addressed in order to submit for NIH pre-submission validation.

Show Errors Close

- Once the required fields are completed the validations will run like the eRA commons validations on the Finalize tab (Red for errors and black text for warnings).



This is useful since you do have to complete the tabs to run the validations.

Preview Application

Build Draft Document Build Agency Image

Form Page		Last Built	Built By
Budget	View	13-Nov-2025 10:50:26 AM	Tiger, (L17) Mike
Personnel	View	13-Nov-2025 10:50:35 AM	Tiger, (L17) Mike
SF424 (R&R)	View	13-Nov-2025 10:50:44 AM	Tiger, (L17) Mike
Cover Page Supplement	View	13-Nov-2025 10:50:33 AM	Tiger, (L17) Mike
Other Project Info	View	13-Nov-2025 10:50:32 AM	Tiger, (L17) Mike
Performance Sites	View	13-Nov-2025 10:50:28 AM	Tiger, (L17) Mike
HS/CT Information	View	13-Nov-2025 10:50:38 AM	Tiger, (L17) Mike
Research Plan	View	13-Nov-2025 10:50:40 AM	Tiger, (L17) Mike

FORM/DOCUMENT NAME	OPEN	CREATED DATE
Assembled Document	View	13-Nov-2025 10:52:48 AM
Agency Draft Image	View	13-Nov-2025 10:51:43 AM

era Commons Validation Validate XML & Pre-Submission Validation Show full validation history

Date/Timestamp	Result	Description	Grant Image	Delete Image
24-Nov-2025 10:10:39 AM	Error	All eRA Commons IDs entered on the Sr. Key Person form must be valid and active. Please provide a valid and active Commons ID for Tiger, (L20) Mike. Contact the -a href="https://era.nih.gov/need-help/" target="_blank">eRA service desk for additional information.		
24-Nov-2025 10:10:39 AM	Error	All eRA Commons IDs entered on the Sr. Key Person form must be valid and active. Please provide a valid and active Commons ID for Smith, John. Contact the -a href="https://era.nih.gov/need-help/" target="_blank">eRA service desk for additional information.	N/A	N/A
24-Nov-2025 10:10:39 AM	Error	Applications indicating "Yes" to Question 6 must include a pdf file with name containing "ForeignJustification" uploaded to Field 12, Other Attachments.		

Investigators and proposal preparers may test the application package against Commons electronic validation rules prior to submitting the application to Grants.gov. Errors, and Warnings where appropriate/desired, can be corrected prior to submission to Grants.gov.

- Preview Application
- Tasks
- Proposal Tracking (PT)

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 Last Built Built By

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

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

Finalize

Build PDF / Form Pages

Build Last Built Built By

Form Page		Last Built	Built By
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)	View	12-Nov-2019 8:49:44 AM	Tiger, (L14) Mike
Performance Sites	View	12-Nov-2019 8:49:39 AM	Tiger, (L14) Mike
Other Project Info	View	12-Nov-2019 8:49:28 AM	Tiger, (L14) Mike
Personal Data	View	12-Nov-2019 8:49:30 AM	Tiger, (L14) Mike
NSF_CoverPage_1_9	View	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

Build Last Built Built By

Form Page		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.

Assemble Application Submit for Internal Review Submit to Grants.gov

Finalize [?]

- Setup Questions
- LSU Questionnaire
- Budget
- Personnel
- SF424 (R&R)
- Internal Uploads & Routing

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	⚙	Completed	⬆	
LSU Questionnaire	⚙	Completed	⬆	Mandatory
Review Summary	⚙	Completed	⬆	Mandatory

Add Institution Forms/Supporting Documents

Active Routing Progress

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

Route Name	Route Type	Step Number/Name	Who	Notified	Decision	Insert/Remove
Route Proposal Pre-Review	Step 1 - Build/Rupte Assignment		Ryan Russell Greer	12-Nov-2019 9:00:23 AM	Informed -	
Route Proposal Pre-Review			Daria Tumulilo	12-Nov-2019 9:00:24 AM	Informed -	
Route Proposal Pre-Review			Daria Delaine Courville	12-Nov-2019 9:00:25 AM	Informed -	
Route Proposal Pre-Review			Rebecca Thahan	12-Nov-2019 9:00:27 AM	Informed -	
Route Proposal Pre-Review			Tracy Wang	12-Nov-2019 9:00:28 AM	Informed -	
Route Proposal Pre-Review			Krista Adams	12-Nov-2019 9:00:29 AM	Informed -	
Route Proposal Pre-Review	Step 3 - IACUC (Vertebrate Animals)		Rhett Whitman Stout	12-Nov-2019 9:00:30 AM	Informed -	
Route Proposal Pre-Review	Step 12 - Investigators/Dept Heads/Deans	(L14) Hike the Tiger		12-Nov-2019 9:00:31 AM	Informed -	
Route Proposal Pre-Review		Dr. Test the Department Head 1		12-Nov-2019 9:00:32 AM		
Route Proposal Pre-Review		Dr. Test the Department Head 2		12-Nov-2019 9:00:33 AM		

Submit to Grants.gov
 Submit to Grants.gov

Submitted Date Grants.gov ID Receipt Date Receipt Status **XML Validation**

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....

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	☐	☐
SFLLL_1_2	☑	✓

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_Budgi

✓ PASSED

Validation for PerformanceSite_2_0:PerformanceSite_2_0 **XML** <PerformanceSite_2_0:Perfi

✓ 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 Pre-submission Validation at the bottom of the tab.

Validation & Submission to Grants.gov

eRA Commons Validation Pre-Submission Validation Show full validation history

Date/Timestamp	Result	Description	Grant Image	Delete Image
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- 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

eRA Commons Validation Pre-Submission Validation [Show full validation history](#)

Date/Timestamp	Result	Description	Grant Image	Delete Image
24-Nov-2025 1:30:45 PM	Error	All eRA Commons IDs entered on the Sr. Key Person form must be valid and active. Please provide a valid and active Commons ID for Tiger, (L20) Mike. Contact the eRA service desk for additional information.		
24-Nov-2025 1:30:45 PM	Error	All eRA Commons IDs entered on the Sr. Key Person form must be valid and active. Please provide a valid and active Commons ID for Smith, John. Contact the eRA service desk for additional information.	N/A	N/A
24-Nov-2025 1:30:45 PM	Error	Applications indicating "Yes" to Question 6 must include a pdf file with name containing "ForeignJustification" uploaded to Field 12, Other Attachments.		
24-Nov-2025 1:30:45 PM	Warning	In most cases, a Bibliography and References Cited attachment should be included.		

Investigators and proposal preparers may test the application package against Commons electronic validation rules prior to submitting the application to Grants.gov. Errors, and Warnings where appropriate/desired, can be corrected prior to submission to Grants.gov.

- 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

eRA Commons Validation Pre-Submission Validation [Show full validation history](#)

Date/Timestamp	Result	Description	Grant Image	Delete Image
05-Nov-2025 1:06:56 PM	OK	No errors/warnings	View	N/A

