

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

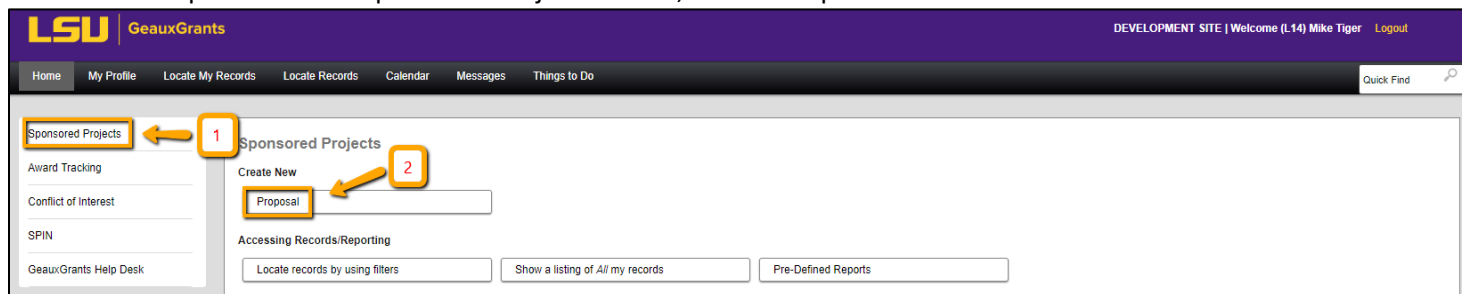
NIH Proposals are submitted via GeauxGrants as a System-to-System (S2S) proposal. All sections will be uploaded into GeauxGrants, and the Office of Sponsored Programs (OSP) will submit from GeauxGrants to Grants.gov.

**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.

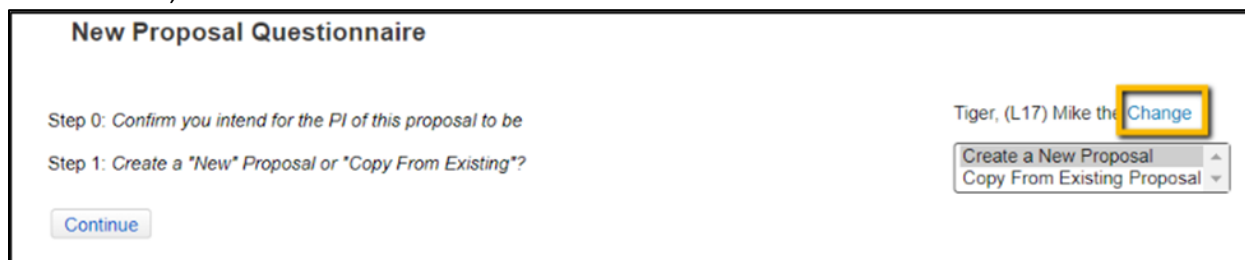
- Step 1: From the home screen, select “Sponsored Projects” on the left-hand navigation tabs
- Step 2: From the Sponsored Projects screen, select “Proposal” under Create New



### 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, (L17) 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**

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”?

Step 1: Continued

Create a New Proposal

Select from Grants.Gov Opportunities

PAR-22-131

[Search](#)

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

**New Proposal Questionnaire**

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”?

Step 1: Continued

Create a New Proposal

Select from Grants.Gov Opportunities

PAR-22-131

[Search](#)

Opportunity Number	CFDA Number	Competition ID	Competition Title	PackageID	S2S	Opening Date	Agency	Title
PAR-22-131 <a href="#">Select</a>		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 <a href="#">Select</a>		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.

**New Proposal Questionnaire**

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”?

Step 1: Continued

Create a New Proposal

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	PKG00288565	National Cancer Institute (NCI)

Step 2: Please Select a Proposal Type

[Continue](#)

New

- **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

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	PKG00285565	National Cancer Institute (NCI)

Step 2: Proposal Type  
Step 3: Select a Sponsor

New  
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

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	PKG00285565	National Cancer Institute (NCI)

Step 2: Proposal Type  
Step 3: Selected Sponsor  
Mechanism

Step 4: "Tracking" Number or "Proposal" Number  
Step 5: Proposal's Title

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

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  
Create a New Proposal

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	PKG00285565	National Cancer Institute (NCI)

Step 2: Proposal Type  
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?

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

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  
Create a New Proposal

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	PKG00285565	National Cancer Institute (NCI)

Step 2: Proposal Type  
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?

New  
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.

Continue

- Click Back or Step back through responses button at any step to go back to the previous step to change information.

- Ensure all information is correct and click Create Proposal.

**New Proposal Questionnaire**

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
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-1	PKG00288569	National Cancer Institute (NCI)

Step 2: Proposal Type New  
 Step 3: Selected Sponsor National Cancer Institute (NCI)  
 Mechanism Research Project  
 Step 4: "Tracking" Number or "Proposal" Number This proposal will be automatically numbered.  
 Step 5: Proposal's Title Test for NIH  
 Step 6: Project Start and End Dates 01-Feb-2025 to 31-Jan-2027  
 Step 7: Number of Budget Periods 2

Is all of the above information correct?

Step back through responses | **Create Proposal**

\*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) 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.

**TIP!**

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

Done Save Title for this Proposal  
 Test (L17) Mike the Tiger - LSUAM | Sch of VETM | Pathobiological Sciences | CC00293 (National Institutes of Health (NIH))

Record/Institution Number Proposal AM250327

Setup Questions Setup Questions

**TIP!**

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

**HELP INFORMATION**

The sponsor selected on the New Proposal Questionnaire appears here. Click **Change** to update. Changing the sponsor may change the available Submission Mechanism/Screen Template for Grants.gov submissions.

Project?  
 Insured project?  
 ation  
 this Submission?

- 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.



- 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.

**TIP!**

**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.

**TIP!**

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

- 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.

- 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.

- 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. Proposal AM230025  
Test (L17) Mike the Tiger - LSUAM | Sch of VETM | Pathobiological Sciences (National Institutes of Health (NIH))

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

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

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.

Done Save This is a test proposal for training. Proposal AM230025  
Test (L17) Mike the Tiger (National Institutes of Health (NIH))

Budget  
Modular Budget  
F&A  
Cost Sharing  
Justifications  
Versions  
Setup

Modular Budget

Directs

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))

Proposal AM200163

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	3	4	01-Jan-2021 <td>31-Dec-2021 <td>New*</td> <td>Proposed</td> <td>363,088</td> <td>-</td> <td>250,000</td> <td>113,088</td> <td>363,088</td> </td>	31-Dec-2021 <td>New*</td> <td>Proposed</td> <td>363,088</td> <td>-</td> <td>250,000</td> <td>113,088</td> <td>363,088</td>	New*	Proposed	363,088	-	250,000	113,088	363,088
F&A	3	3	3	4	01-Jan-2022 <td>31-Dec-2022 <td>New*</td> <td>Proposed</td> <td>363,088</td> <td>-</td> <td>250,000</td> <td>113,088</td> <td>363,088</td> </td>	31-Dec-2022 <td>New*</td> <td>Proposed</td> <td>363,088</td> <td>-</td> <td>250,000</td> <td>113,088</td> <td>363,088</td>	New*	Proposed	363,088	-	250,000	113,088	363,088
Cost Sharing	4	4	3	4	01-Jan-2023 <td>31-Dec-2023 <td>New*</td> <td>Proposed</td> <td>363,088</td> <td>-</td> <td>250,000</td> <td>113,088</td> <td>363,088</td> </td>	31-Dec-2023 <td>New*</td> <td>Proposed</td> <td>363,088</td> <td>-</td> <td>250,000</td> <td>113,088</td> <td>363,088</td>	New*	Proposed	363,088	-	250,000	113,088	363,088
Justifications	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	Remove				
Detail TBH, Post Doctoral Associate	129,600	129,600	129,600	129,600	518,400	Remove				
Subtotal Personnel:					\$ 169,600	\$ 169,600	\$ 169,600	\$ 169,600	\$ 678,400	

Louisiana State Univ Add New Profile Begin typing to select Personnel Name... -- Select Type -- -- Select Role -- Add Person

Add Bulk Entry

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	Delete				
Detail Other Direct Costs	15,000	10,000	10,000	10,000	45,000	Delete				
Detail Publication Costs	3,000	2,000	2,000	2,000	9,000	Delete				
Detail Travel-Domestic	10,000	10,000	10,000	10,000	40,000	Delete				
Detail Travel-Foreign	10,000	10,000	10,000	10,000	40,000	Delete				
Detail Tuition Remission	14,400	14,400	14,400	14,400	57,600	Delete				
Subtotal Non-Personnel:					\$ 62,400	\$ 56,400	\$ 56,400	\$ 56,400	\$ 231,600	

Select Budget Category Add Item

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.

☰

Done

Save

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

Budget +

Modular Budget

F&A

Cost Sharing

Justifications






Versions

Setup

### Justifications ?

Show

UPLOAD "PERSONNEL JUSTIFICATION" DOCUMENTATION

ORIGINAL	TRANSFORMED	REMOVE
 	 	

UPLOAD "CONSORTIUM JUSTIFICATION" DOCUMENTATION

Choose File

No file chosen

Upload

UPLOAD "ADDITIONAL NARRATIVE JUSTIFICATION" DOCUMENTATION

Choose File

No file chosen

Upload

- **For SF424 R&R Detailed Budgets:**
  - Only one Budget Justification is required.
  - Click Choose File to select the budget justification and click Upload.
  - GeauxGrants will convert all documents to PDF.

Budget +

F&A

Cost Sharing

Justifications

Versions

Setup

### Justifications ?

Show

UPLOAD "BUDGET JUSTIFICATION" DOCUMENTATION

Choose File

No file chosen

Upload

## 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.




**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.

- 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 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 Consultant – Other Significant Contributor.” See directions here: [https://lsu.edu/geauxgrants/sponsored\\_projects/pdf\\_documents/adding\\_non-lsu\\_personnel.pdf](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	
 1	(L13) Mike the Tiger PD/PI * Certifications and Training					Louisiana State University and A&M College LSUAM   Sch of VETM   Pathobiological Sciences	
 1	(L14) Mike the Tiger Co-Investigator Certifications and Training					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.

Contact information for: (L14) Mike the Tiger

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

Title: [ ]

Address: 202 Himes Hall

City: Baton Rouge State: Louisiana Zip: 70803-0001

Country: U.S.A.

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

Sponsor Credential: Other (Specify) [ ]

Proposal Element: Prime: AM200014 Department: LSUAM | Col of SCI | Chemistry Personnel Type: Key Role: Co-Investigator Specified Role: Grants.gov

Budget Roles

Update Role for checked Period/Increment(s)

☐ New\* Period 1 - Co-Investigator

☐ New\* Period 2 - Co-Investigator

☐ New\* Period 3 - Co-Investigator

☒ Personnel

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



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

Senior/Key							
PI	NAME/ROLE	MAIL	ALERT	COI	RESPONSIBLE	ORGANIZATION / DEPARTMENT	
 1	(L13) Mike the Tiger PD/PI * Certifications and Training					Louisiana State University and A&M College LSUAM   Sch of VETM   Pathobiological Sciences	
 1	(L14) Mike the Tiger Co-Investigator Certifications and Training					Louisiana State University and A&M College LSUAM   Col of SCI   Chemistry	

- The Responsible column indicates who is an Investigator per PS-98 for Financial Conflict of Interest. PD/PI and Co-Investigators are automatically checked. All LSU PI and Co-Investigators should be checked. Indicate other responsible investigators by clicking the checkbox by their name.

- COI column will either have a green check, yellow sign, or red question mark.
- If green check mark appears, a Significant Financial Interest (SFI) disclosure has been “Received in GeauxGrants.”
- If red question mark appears, an SFI disclosure has either been “Created; No Disclosure” or “No Disclosure on record for the person”. SFI needs to be submitted.
- The Legend describes who is on the Prime and who is on the Subaward.

Senior/Key													Person Months	
PI	NAME/ROLE	MAIL	ALERT	COI	RESPONSIBLE	ORGANIZATION / DEPARTMENT	PERSON MONTHS			CV/BIOSKETCH	CURRENT/PENDING SUPPORT	REMOVE		
							CALENDAR	ACADEMIC	SUMMER					
...	1 (L14) Mike the Tiger PD/PI * Certifications and Training	✉		☑	☑	Louisiana State University and A&M College LSUAM   Sch of VETM   Pathobiological Sciences	0	2	0	🔒	📄	📄		
...	2 Bob Nicholls SubAward PI Certifications and Training	✉		👤	☐	Nicholls State University Nicholls State University	0	0	0	🔒	📄	📄		
Need to uncheck for Subaward senior/key personnel														
Non-Key														
PI	NAME/ROLE	MAIL	ALERT	COI	RESPONSIBLE	ORGANIZATION / DEPARTMENT	PERSON MONTHS			CV/BIOSKETCH	CURRENT/PENDING SUPPORT	REMOVE		
							CALENDAR	ACADEMIC	SUMMER					
...	1 TBH Graduate Student Certifications and Training	✉		?	☐	Louisiana State University and A&M College Louisiana State University and A&M College	6	0	0	🔒	📄	📄		
Legend:														
1 Prime														
2 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	NAME/ROLE	MAIL	ALERT	COI	RESPONSIBLE	ORGANIZATION / DEPARTMENT	PERSON MONTHS			CV/BIOSKETCH	CURRENT/PENDING SUPPORT	REMOVE
							CALENDAR	ACADEMIC	SUMMER			
1	Rebecca Trahan PD/PI * Certifications and Training			?	☐	Louisiana State University LSUAM   ORED   Office of Sponsored Programs   CC00388	0	0	0	🔒 (Transformed selected)		
2	Subaward PI TEST Co-Investigator Certifications and Training			?	✓	University of Illinois at Urbana-Champaign (UIUC) University of Illinois at Urbana-Champaign (UIUC)	0.1	0	0	🔒 (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			
1	(L14) Mike the Tiger PD/PI * Certifications and Training		⚠	✓	✓	Louisiana State University and A&M College LSUAM   Sch of VETM   Pathobiological Sciences	0	2	0	🔒		

- Click Choose File and click Upload and then Close.

### Attachment

Attachment: Choose File No file chosen

Upload Cancel

- Click close and file is converted to a PDF.

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

- 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.

The screenshot shows a table with columns: PI, NAME/ROLE, MAIL, ALERT, COI, RESPONSIBLE, ORGANIZATION, PERSON MONTHS (CALENDAR, ACADEMIC, SUMMER), and CV/BIOSKETCH. The first row is for 'Mike The Tiger' (PD/PI \* Certifications and Training) at Louisiana State University. An orange arrow points to the 'ALERT' icon, which has a yellow triangle and exclamation mark. A dialog box titled 'Message from webpage' is open, showing a yellow warning icon and the text 'Missing: Credentials' with an 'OK' button. Another orange arrow points to the 'Missing: Credentials' text below the table.

The screenshot shows the 'Contact Information for - (L14) Mike the Tiger' form. Fields include: 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), and Sponsor Credential (Other (Specify) Test). At the bottom, there are dropdowns for Proposal Element (Prime: AM200171), Department (LSUAM | Sch of VETM | Pathobiological Sciences), Personnel Type (Key), Role (PD/PI), and Specified Role (Grants.gov). Orange arrows point to the 'Save' and 'Close' buttons in the top right, and to the 'Test' entry in the 'Sponsor Credential' field.

- 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.

The screenshot shows a 'Submission Agency Data Service Validation' pop-up window. It has a table with columns: Name, Error Level, and Detail. The table contains one row: Rebecca Trahan, Valid, Personnel passed SADS validation successfully. An orange arrow points to the 'Ok' button in the bottom right corner.

## 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. Proposal AM230025  
Test (L17) Mike the Tiger - LSUAM | Sch of VETM | Pathobiological Sciences (National Institutes of Health (NIH))

SF424 (R&R) <sup>?</sup> Completed ☐  
OMB Number: 4040-0001  
Expiration Date: 12/31/2022

Setup Questions  
LSU Questionnaire  
Budget  
Personnel  
SF424 (R&R)  
Internal Uploads & Routing  
Cover Page Supplement  
Other Project Info  
Performance Sites  
HS/CT Information  
Research Plan  
Finalize

Preview Application  
Tasks

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

2. Date Submitted:  <sup>?</sup>

Applicant Identifier:  AM230025 <sup>?</sup>

3. Date Received by State:  <sup>?</sup>

State Application Identifier:  <sup>?</sup>

4 a. Federal Identifier:  <sup>?</sup>

b. Agency Routing Identifier:

c. Previous Grants.gov Tracking ID:

5. Applicant Information

Legal Name: Louisiana State University

Department: LSUAM | Sch of VETM | Pathobiological Sciences

Address (Street, city, state, zip/postal code)  
202 Himes Hall  
Baton Rouge LA 70803-0001  
U.S.A.

Province:

Division: None

UI: EGOEYCHRNKJ4 <sup>?</sup>

Person to be contacted on matters involving this application <sup>?</sup>

Prefix:  First Name:  Darya Middle Name:  Delaune Last Name:  Courville Suffix:

Position/Title:  Street:  Street2:  City:  County/Parish:

Executive Director-Nonacademic Area: LSU

State:  Province:  Country:  U.S.A. Zip/Postal Code:  70803-0001

Phone Number:  (225)578-2760 Fax Number:  Email:  rtsbatesting@lsu.edu

Is this application being submitted to other agencies? <sup>?</sup>  
YES ☐ NO ☒  
What other Agencies:

10. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT: <sup>?</sup>  
This is test NIH proposal for Department Admin training

11. PROPOSED PROJECT

Start Date:  01-Jan-2020 <sup>?</sup> Ending Date:  31-Dec-2023 <sup>?</sup>

12. CONGRESSIONAL DISTRICTS OF:

a. Applicant:  LA-008 <sup>?</sup>

14. PROJECT DIRECTOR/PRINCIPAL INVESTIGATOR CONTACT INFORMATION <sup>?</sup> Change <sup>?</sup>

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

Position/Title:  Organization Name:  Louisiana State University and A&M College Department:  LSUAM | Sch of VETM | Pathobiological Sciences Division:  None

Address (Street, city, county, state, zip/postal code)  
202 Himes Hall  
Baton Rouge LA 708030001  
U.S.A.

Province:

Phone Number:  (225)5780063 Fax Number:  Email:  rtsbatesting@lsu.edu

15. ESTIMATED FUNDING:

a. Total Federal Funds Requested <sup>?</sup> \$ 1,452,352.00

b. Total Non-Federal Funds \$ 0.00

c. Total Federal & Non-Federal Funds \$ 1,452,352.00

d. Estimated Program Income \$

16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS? <sup>?</sup>

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

Current Submission

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.

ke 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 Accepted 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 15



**Make sure to click on insert icon after Step 15. 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 **AM250361 - Test (L17) Mike the Tiger** "Test for budget just" (Pending)

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

Step	Assignment	Name	Approval Type	Action
Step 1	Gold/Purple Assignment	Darya Delaune Courville	Information Only	<a href="#">Insert After</a>
	Gold/Purple Assignment	Dana Tuminello	Information Only	<a href="#">Insert After</a>
	Gold/Purple Assignment	Tracy Wang	Information Only	<a href="#">Insert After</a>
	Gold/Purple Assignment	Ryan Russell Greer	Information Only	<a href="#">Insert After</a>
	Gold/Purple Assignment	Rebecca Trahan	Information Only	<a href="#">Insert After</a>
Step 15	Investigators/Dept Heads/Deans	Test (L17) Mike the Tiger	Approval Required	<a href="#">Insert After</a>
	Investigators/Dept Heads/Deans	Test (L4) Mike the Tiger	Approval Required	<a href="#">Insert After</a>
	Investigators/Dept Heads/Deans	Test (L5) Mike the Tiger	Approval Required	<a href="#">Insert After</a>
	Investigators/Dept Heads/Deans	<a href="#">Dean's Level Dept Head</a>	Approval Required	<a href="#">Insert After</a>
	Investigators/Dept Heads/Deans	<a href="#">Unit Dept Head</a>	Approval Required	<a href="#">Insert After</a>

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

**Add step** [Begin typing name here](#) [Add](#) [Cancel](#)

☐ Informational Only  
☒ Approval Required

- **Step 5c:** Inserted Investigator will appear after Step 15. Click Submit in top right to route the proposal.

Proposal **AM250361 - Test (L17) Mike the Tiger** "Test for budget just" (Pending)



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

Step	Assignment	Name	Approval Type	Action
Step 1	Gold/Purple Assignment	Darya Delaune Courville	Information Only	<a href="#">Insert After</a>
	Gold/Purple Assignment	Tracy Wang	Information Only	<a href="#">Insert After</a>
	Gold/Purple Assignment	Ryan Russell Greer	Information Only	<a href="#">Insert After</a>
	Gold/Purple Assignment	Rebecca Trahan	Information Only	<a href="#">Insert After</a>
	Gold/Purple Assignment	Dana Tuminello	Information Only	<a href="#">Insert After</a>
Step 15	Investigators/Dept Heads/Deans	Test (L5) Mike the Tiger	Approval Required	<a href="#">Insert After</a>
	Investigators/Dept Heads/Deans	Test (L17) Mike the Tiger	Approval Required	<a href="#">Insert After</a>
	Investigators/Dept Heads/Deans	Test (L4) Mike the Tiger	Approval Required	<a href="#">Insert After</a>
	Investigators/Dept Heads/Deans	<a href="#">Unit Dept Head</a>	Approval Required	<a href="#">Insert After</a>
	Investigators/Dept Heads/Deans	<a href="#">Dean's Level Dept Head</a>	Approval Required	<a href="#">Insert After</a>
Inserted Step	Inserted Step	Test (L6) Mike the Tiger	Approval Required	<a href="#">Insert After</a> <a href="#">Remove</a>



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

Current Proposal Status: **Routing**

Components for **Initial Application**


Current Submission

FORM/DOCUMENT NAME	VIEW	STATUS	UPLOAD	REMOVE
LSU Questionnaire (Read Only) (Proposal Documentation)		Incomplete		Mandatory
Review Summary (Proposal Documentation)		Incomplete		Mandatory
<a href="#">Add Institution Forms/Supporting Documents</a>				
Route Proposal Pre-Review Tracy Wang	20-Jun-2025 1:32:03 PM	Information Only	Informed -	
Route Proposal Pre-Review Ryan Russell Greer	20-Jun-2025 1:32:04 PM	Information Only	Informed -	
Route Proposal Pre-Review Rebecca Trahan	20-Jun-2025 1:32:04 PM	Information Only	Informed -	
Route Proposal Pre-Review Step 15 - Investigators/Dept Heads/Deans Test (L17) Mike the Tiger	20-Jun-2025 1:32:05 PM	Approval Required		<a href="#">Insert After</a>

- 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** 

[View Burden Statement](#)


**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.

**Other Requested Information** 

Original PDF

[Add Attachment](#)


**Study Record(s)** [Hide] 

[Study Title](#)

No records to display.

[Add New Study](#)

- Click the Title link to enter the Study Record.

**Study Record(s)** [Hide] 

[Study Title](#)

[Study Record 1](#)

[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., NCT07654321) 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	Not Hispanic or Latino		Hispanic or Latino		Total
	Female	Male	Female	Male	
American Indian/Alaska Native	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Asian	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Native Hawaiian or Other Pacific Islander	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Black or African American	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
White	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
More than One Race	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Total</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**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	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Asian	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Native Hawaiian or Other Pacific Islander	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Black or African American	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
White	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**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)

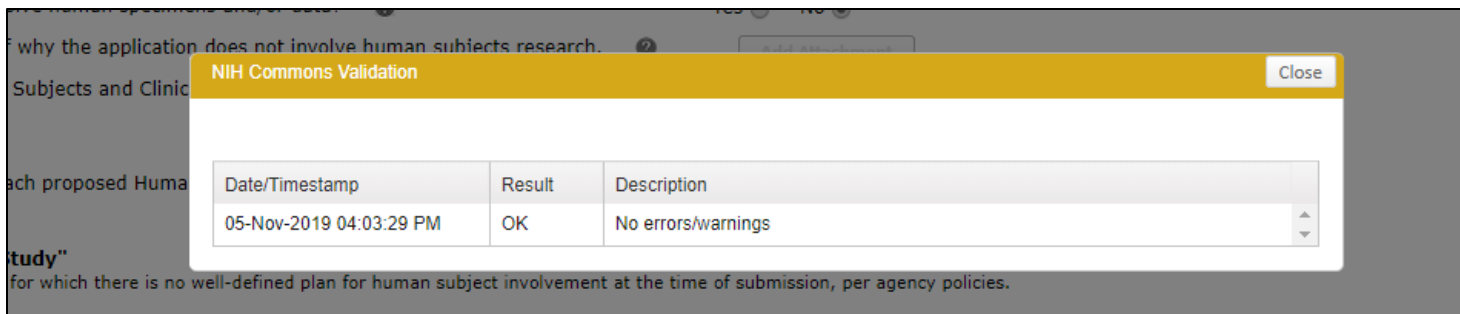
Exemption number: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 (set on Other Project Information tab)

**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. Add Attachment

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



- 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 Upload

3. \*Research Strategy Upload

4. Progress Report Publication List Upload

---

**Other Research Plan Section**

5. Vertebrate Animals Upload

6. Select Agent Research Upload

7. Multiple PD/PI Leadership Plan Upload

8. Consortium/Arrangements  
Contractual Upload

9. Letters of Support Upload

10. Resource Sharing Plan(s) Upload

11. Authentication of Key Biological and/or Chemical Resources Upload

---

**Appendix**

12. Appendix

[Add New Document](#)


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

**Research Plan**

Show
Draft Version
Completed ☐

Change to Final Version
OMB Number: 0925-004
Expiration Date: 09/30/202

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

Research Plan 

Attachments in this section must follow these minimum requirements:



**Introduction (if applicable):** Limited to 1 page

**Specific Aims:** Limited to 1 page

**Research Strategy:** Limited to 6 or 12 pages (See NIH Page Limits for specifics)

Please review your FOA for additional information and requirements.

Once this section is completed, please indicate so by clicking the **Completed** checkbox in the upper right corner of the section.?

PDF   Pages 5

## Preview Application

User can build the whole NIH package to preview.



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

Done Save This is a test proposal for training. Proposal AM230025  
Test (L17) Mike the Tiger - LSUAM | Sch of VETM | Pathobiological Sciences (National Institutes of Health (NIH))

**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

Preview Application

Tasks

Proposal Tracking (PT)

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

FORM/DOCUMENT NAME	OPEN	CREATED DATE
Assembled Document		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.



Form Page	Build	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.

Form Page	Build	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.

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.

[Assemble Application](#)

[Submit for Internal Review](#)

[Submit to Grants.gov](#)

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.

[Assemble Application](#)

[Submit for Internal Review](#)

[Submit to Grants.gov](#)

[Build Grants.gov Application](#)

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/Purple Assignment		Ryan Russell Greer	12-Nov-2019 9:00:23 AM	Informed		
Route Proposal Pre-Review			Dana Tuninella	12-Nov-2019 9:00:24 AM	Informed		
Route Proposal Pre-Review			Danya Delaine Courville	12-Nov-2019 9:00:25 AM	Informed		
Route Proposal Pre-Review			Radecia Tishan	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	Step 3 - IACUC (Variatebrate Animals)		Krista Adams	12-Nov-2019 9:00:29 AM	Informed		
Route Proposal Pre-Review			Rhett Robinson Stout	12-Nov-2019 9:00:30 AM	Informed		
Route Proposal Pre-Review	Step 12 - Investigators/Dept Heads/Deans (L14) Hike the Tiger		Dr. Test the Department Head 1	12-Nov-2019 9:00:31 AM	Informed		
Route Proposal Pre-Review			Dr. Test the Department Head 2	12-Nov-2019 9:00:32 AM	Informed		
Route Proposal Pre-Review			Dr. Test the Department Head 3	12-Nov-2019 9:00:33 AM	Informed		

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....

Close

Validation for Package Components

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\_2\_0>

PASSED

Validation for RR\_Budget\_1\_4:RR\_Budget\_1\_4

XML <RR\_Budget\_1\_4:RR\_Budget\_1\_4>

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 <LobbyingActivitiesDiscosul>

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
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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.

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.	N/A	N/A
12-Sep-2022 10:49:54 AM	Warning	The name provided for the PD/PI, (L17) Mike Tiger does not match the name listed on the eRA Commons account: Gina Billiot. The application image will display the name as submitted here. If the name listed in the eRA Commons is not current, please update it in the eRA Commons. Instructions on updating profile information are available at <a href="http://era.nih.gov/reg_accounts/manage_personal_profile.cfm" target="_blank">http://era.nih.gov/reg_accounts/manage_personal_profile.cfm</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.

Date/Timestamp	Result	Description	Grant Image	Delete Image
24-Jun-2022 1:41:59 PM	OK	No errors/warnings	<a href="#">View</a>	N/A