

NIH Proposal Submission Process via Grants.gov

STEP 1 — Principal Investigators (PIs):

Send the following information to PGA (proposals@lanl.gov) as early as possible in the proposal process:

- PI Name:
- Title of proposal (81 characters including spaces and punctuation)
- Name or number of program announcement
- Start and end dates
- Your budget analyst's name (*he/she will be required to complete the SF424 budget*)
- Key Personnel
 - List of all LANL PI/key/senior personnel on the proposal (effort required)
 - List of all Other Significant Contributors on the proposal (no effort requested)
- List of all Subcontract institutions along with the PI name and email
- Name and contact information for the Office of Sponsored Research at any/all Subcontract/partner institutions (whomever will be preparing their part of the proposal) so we may contact for business/budget information
- Indicate if this work will involve Human Subjects (even those with Exemptions), Vertebrate Animals, and or Select Agents and which, if any.

Once this information is received by proposals@lanl.gov, a request for additional documentation will be sent to PIs, Key Personnel, and Subcontracts.

Postdoc Research Associates:

Prior to contacting the PGA office, please discuss your interest in applying to a particular FOA with your Line Manager. If your Manager approves of you submitting a proposal, then proceed to Step 1. Line Managers will need to provide a letter of support.

STEP 2 — PIs:

Once PGA receives the information listed in Step 1, we will provide you with the required LANL and NIH packages, which consist of (1) the Approval/Routing Business package; and (2) the Science package. Both packages will include the final due dates for PGA.

The **FINAL** completed proposals are due in the PGA office **5 business days** prior to submission.