

Policy Title: **Grant Application Procedure**

Date Approved:

Body Responsible:

Associate Dean: Associate Dean for Research

Relevant CEPH Criteria:

1. **Purpose:**

- The Research Office Public Health (RoPH) provides this procedure to ensure smooth and timely grant submissions.

2. **Definitions**

- **Office of Research Services (ORS)** refers to the LSUHNO Office of Research Services.
- **Principal Investigator (PI):** The person designated by the applicant organization to direct the project or program and to be responsible for the scientific, technical, and administrative aspects of the research.
- **Subrecipient / Sub PI:** An external collaborator or institution that receives a subaward to carry out part of the project and has responsibility for scientific or programmatic decisions—unlike **contractors**, who provide goods or services without a substantive role in the project.
- **Contact Person:** The individual designated for administrative communication regarding the application. This may or may not be the PI.
- **Sponsor:** The organization providing funding for the project (e.g., NIH, CDC, or a private foundation).
- **Subcontract/Subaward Submission:** A submission in which LSUHNO participates as a subrecipient under another institution (the prime awardee). In this case, LSUHNO is responsible only for its portion of the project scope and must provide the required subaward documents (e.g., budget, budget justification, scope of work, consortium letter/subrecipient form) to the prime institution for inclusion in the overall application.

3. **Grant Application Procedure**

3.1 **Early Engagement and Planning**

PIs should:

Notify RoPH (earlier is better, *generally at least 1 month before the application due date*) by:

- Completing the [Grant Application Form](#) as much as possible. The form is also available on the RoPH Website.

RoPH will:

- Review the FOA in advance and prepare an **Information Sheet** and send it to the PI, which will include:
 - Required application components
 - Internal submission deadlines
- Confirm the initial meeting and date if requested.

Initial Meeting or Through Email:

PI should:

- Identify possible subrecipients and provide their contact information (*if applicable*).
- Provide preliminary budget items (*if RoPH will prepare the budget*).
- Reminder Preferences: Indicate preference for receiving deadline reminders from the RoPH.

As needed, RoPH will:

- Review the **Information Sheet** with the PI.
- Assist the PI in understanding all application components, including:
 - Determining responsibilities for each required item.
 - If RoPH is responsible for uploading documents, confirm how and when materials will be provided.

After the Initial Meeting/Emails:

PI should:

- Provide further information as outlined in the initial meeting.
- If opting to do so, prepare the budget and/or contact subrecipients directly to obtain required information.
- Prepare for all components to be submitted for routing and final application.

RoPH will:

- Prepare the budget, or review and verify the budget if it is prepared by the PI.
- Provide a budget justification template (if needed). RoPH will check and fill in numbers after the PI submits the budget justification draft.
- Set up the reminder system (if requested).
- Prepare for indirect cost waiver form (if applicable).
- Prepare for cost sharing request form (if applicable)
- As needed, contact subrecipients for required information (including budget, budget justification, consortium letter, biosketches, SOW, etc.).

3.2 Notice of Intent to Submit a Grant Application

- ORS requires the PI to submit the NOI form **at least 20 business days prior to the sponsor deadline.**

The PI should:

- Submit the form on time.
- Notify RoPH in the initial meeting if preferring RoPH to submit the form.

If requested, RoPH will:

- Collect the information from the Microsoft Forms and the initial meeting.
- Complete the NOI form.
- Send the form to the PI for review, revision, and signature.
- Submit it to ORS.

3.3 Route for the Application

At least 10 business days before the sponsor's deadline:

The PI should:

- Provide and confirm all files for routing.

RoPH will:

- Initiate Kual routing with the required components.
- Remind the appropriate party to review and approve the routed materials.
- Inform the PI when the routed material is approved.

Components to be routed:

- Abstract
- Budget
- Budget Justification
- Indirect Cost Waiver (if applicable)
- Consortium/Subaward documents (if applicable, see below)
- Data Management & Sharing (DMS) Plan (if applicable)
- Scope of Work (SOW) (for subawards routing only)

Subawards / Consortium (if applicable)

- Important Notes:
 - Subrecipients may need to complete their own internal routing and approvals before submitting documents to RoPH. Please allow sufficient time for this process.
- Required documents for Kual routing include:
 - Subaward budget
 - Subaward Budget justification

- Consortium letter
- Other documents:
 - Biosketchs
 - SOW/Letter of Support (if applicable)

3.4 Grant Submission

At least 5 business days before the sponsor's deadline:

For NIH grants:

The PI should:

- Initiate application in ASSIST.
- Email Ann Clesi (aclesi@lsuhsc.edu) to give Patricia partea@lsuhsc.edu and/or Yaling yli6@lsuhsc.edu access to the ASSIST application.
- Submit **all required application documents** in ASSIST.
- The PIs may upload documents or request RoPH assistance – This will be confirmed at the Initial Meeting.
- The PI must carefully review and confirm the accuracy of the application preview.
- The PI submits the application to ORS and emails the office that the application is ready to submit.
- ORS will review the application in the submission portal. PI will address any errors ORS identified in the application.

RoPH will:

- Fill in budget and administrative components, and other components requested by the PI in the application package.
- Once the application is completed in ASSIST, check for errors and generate a preview of the application package and send it to the PI for review.

For non-NIH grants:

- Submission requirements vary by sponsor.
- The final package may not be required for ORS to review.
- However, PIs are strongly recommended to complete the final application package at least 5 business days before the deadline.
- The PI is responsible for ensuring all application materials are complete and submitted according to sponsor guidelines.
- If PIs would like RoPH to review the application for formatting and completeness, please submit all materials to RoPH no later than 5 business days before the application deadline.

3.5 ORS Key Deadlines

- Submit the Notice of Intent (NOI) to ORS at least **20 business days prior** to the sponsor deadline.
- Submit the complete routing package to ORS at least **10 business days prior** to the application deadline.
- Enter the application into the appropriate submission system (e.g., ASSIST, Workspace) at least **5 business days prior** to the application deadline.

4. Important Note:

RoPH processes submissions on a first-come, first-served basis. Compliance with internal deadlines is critical to ensure adequate time for review and submission. Applications received after established internal deadlines are not guaranteed for full review or on-time submission to the sponsor.

To avoid delays, PIs are strongly encouraged to submit materials early, especially during peak periods, such as major NIH submission cycles.