



LOMA LINDA
UNIVERSITY

RESEARCH AFFAIRS ADMINISTRATION

24887 Taylor Street • Suite 201 • Loma Linda, CA 92350

(909) 558-4571 (voice) • (909) 558-0244 (fax)

Submission Timeline

LLeRA

Date: **Today's date**
To: **Principal Investigator**
Title: **Proposal title**

Internal Deadline: **Research Affairs due date**
Sponsor Deadline: **Sponsor due date**
Submission Mode: **InfoEd, email, sponsor portal**

Thank you for informing us of your intent to submit an application to **(Sponsor Name)**. A LLeRA record has been initiated for tracking purposes. Please use the LLeRA number above for all future correspondence. We strongly encourage you to start the submittal process early so that adequate time is available for ***budget review, conflict of interest training and/or update, upload of documents by PI, completion of transmittal form with appropriate signatures, proposal and scientific review, and submission to the sponsor.***

Review Process:

- All proposal documents to the sponsor must be reviewed, approved and submitted by an LLU signing official in Research Affairs.
- The proposal will not be accepted without the signed transmittal and completion of COI forms.
- **To avoid any delay in the review and submission process pay careful attention to the due dates below.**

Activity	Due Date	Time
Budget approval by your Research Portfolio Manager Contact: x44589 or rafm@llu.edu		10:00 AM PT
Completed COI and SFI forms to be submitted to Research Affairs Contact: Sandra Figueroa, x85794 or researchcoi@llu.edu		10:00 AM PT
Upload complete proposal into LLeRA (InfoEd) or Sponsor System Contact: Cindy Dickson, x44571 or cdickson@llu.edu		10:00 AM PT
All administrative signatures on Transmittal Form due Contact: Cindy Dickson, x44571 or cdickson@llu.edu		10:00 AM PT
Application submitted to Research Affairs Contact: Cindy Dickson, x44571 or cdickson@llu.edu		10:00 AM PT

IRB approval(s)	IACUC approval(s)	IBC approval(s)	RSC approval(s)
-	Pending	-	-

Important Reminders:

- Use the current Transmittal form (<http://research.llu.edu/Forms/eTransmittal.pdf>). **You should be using Acrobat Professional if you wish to save the information.**
- **ALL** the investigators on your project must complete and submit a “Conflict of Interest” disclosure form before submission of application. LLU investigators can submit their disclosures at <https://myllu.int.llu.edu/researchaffairs/Col/>. More information on the COI process can be found at <http://www.llu.edu/research-affairs/research-conflict-of-interest.page?>
- **ALL** key persons in the project **must use the correct biosketch forms.** Use PHS 398-6-09 forms if permitted (<http://grants.nih.gov/grants/forms/biosketch.htm>)
- Submit at least two days before the internal deadline if you wish to have the opportunity to review and make corrections to suggested edits.

If you have any question(s) pertaining to your proposal or research in general, please feel free to contact any of the following:

Cindy Dickson Pre-Award Grant Analyst	x44571 cdickson@llu.edu	Coordination of proposal development Transmittal process and submission LLeRA (InfoEd) and eRA Commons Username
Sherie Donahue Electronic Research Specialist Biosafety Committee Secretary	x83911 sdonahue@llu.edu	Coordination of proposal development Transmittal process and submission LLeRA (InfoEd) and eRA Commons Username
Sandra Figueroa Conflict of Interest Assistant	x85794 researchcoi@llu.edu	Conflict of Interest and Significant Financial Interest disclosure forms
Robin Bailey Coordinator for RAFM	x44589 rafm@llu.edu	Identifying your Research Portfolio Manager
Linda Halstead Research Protection Programs	x43570 lhastead@llu.edu	IRB reviews and approvals
Obed Rutebuka, PhD Research Protection Programs	x87130 orutebuka@llu.edu	IACUC reviews and approvals
Tracy Lozano Technology Transfer	x44831 tlozano@llu.edu	Patents and inventions
Financial Management	x44589 rafm@llu.edu	Subcontracts, research and consortium contracts
Janice Quick-Wolfe Research Integrity	x88166 jquick@llu.edu	International collaborations
JR Krausz Research Education	x87463 jrkrausz@llu.edu	Online training

All the best in your grant writing efforts!

Cindy Dickson, MBA

Research Administration – Pre Award

(909) 558-4571 or x44571 • fax (909) 558-0244 or x80244 • Email cdickson@llu.edu