

**NIH Proposed Consortiums**  
**LANL as a Subcontract with University or other Institutes:**

**Step 1**

Initial contact between University/Institute Principal Investigators (PIs) with LANL Principal Investigators (PIs)

**Step 2**

LANL PI contacts PGA [proposals@lanl.gov](mailto:proposals@lanl.gov) with the following information:

- University/Institute: University PIs Name and email
- University/Institute: Grants administrator or POC
- Proposal Call title/number and/or Web link
- Title:
- Names of all LANL key personnel (including consultants and collaborators paid or unpaid):
- Will the following be used:
  - Human subjects?
  - Animal subjects?
- **Budget :**  
PIs should provide PGA with the following (we will provide your budget Analyst with the required budget forms for completion):
  - Budget analyst's name and email address:
  - Estimated percents of effort
  - *any non-labor costs broken down into (per year) :*
  - Permanent equipment (per item and dollar amount)
  - Travel (per dollar amount by domestic and foreign)
    - Domestic:
    - Foreign
  - Materials and supplies (items and dollar amount per year any items including computers under \$5K)
    - Equipment (only if over \$5K per item)
    - Publication costs/documentation/dissemination
  - Consultant services
  - Computer services
  - Budget justification (required for saving the doc)

**Step 3**

PGA will notify University/Institute that PGA will provide the following documents according to NIH paper or electronic submission and or any additional NIH forms requested by the University/Institute:

- Statement of Capabilities (for the consortium section)
- Statement of Intent
- Signed PHS 398 Face Page
- \*Form Page 4
- \*Form Page 5 (including budget justification)
- or
- \*R&R Subaward Budget/Budget Justification - electronic

**Step 4**

PGA will provide assistance in completion of the required documents and distribute for required signatures. PIs will be required to complete the following documents according to NIH paper or electronic submission and or any additional NIH forms requested by the University/Institute:

- Statement of Capabilities (for the consortium section)
- Technical Description of work to be performed
- Unique/Special Expertise of LANL
- Phases/Tasks

**Step 5**

PGA will submit a copy of the final documents to the University/Institute and cc PIs

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**After award has been granted:**

Contact the Grants Specialist who completed the Consortium Agreement.

PIs should contact PGA as soon as JIT is requested from University or other Institutes. Renegotiations will be made at this point if we have crossed fiscal years.

PGA will coordinate award components with budget and requisitions requiring NIH forms or documents and coordination with Agreement Team specialist.

**Award to LANL:**

PGA will refer you to the Agreement Specialist to be notified if the award is made.

TT Tip: Work for Others/Non-Federal Entities (WFO/NFE) : <http://www.lanl.gov/orgs/tt/tips/wfo.shtml>

Tech Transfer Tips: <http://www.lanl.gov/orgs/tt/tips.shtml>