

Proposals must be completed and routed seven (7) business days before the deadline for OSP to submit the proposal.

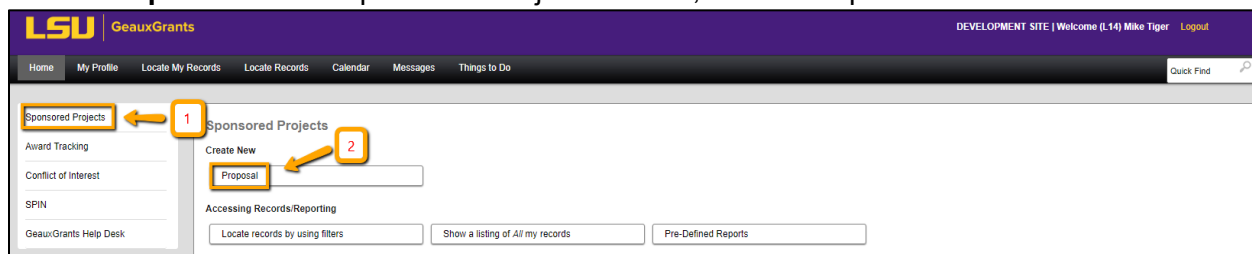
Creating Post Award Modification/Prior Approval Requests Excluding Change in Senior/Key Personnel

Modification Requests/Prior Approval Requests are post award requests either submitted to the sponsor or internal prior approval. These must be routed in GeauxGrants for review and approval **prior** to submission to the sponsor. For a change in Senior/Key Personnel, see the Creating Post Award Modification/Prior Approval Requests for a Change in Senior/Key Personnel.

How to Create a Proposal Development (PD) Record

It is recommended that you use Chrome or Firefox for GeauxGrants. Login through my LSU

- **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



Helpful tips for Creating a Modification/Prior Approval Request

- Know the proposal number for the award that you are requesting a modification/prior approval request.
- 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.
- Hit Done button on top left to close out the proposal instead of closing browser using X on top right.

New Proposal Questionnaire

- Step 0: Defaults to user. Change to the Principal Investigator (PI) by clicking Change. Type last name, first name of PI and click Select.
- Step 1: Click on “Copy From Existing Proposal” and click Continue
- Step 1 Continued: Enter Proposal number in box. Make sure to use the most recent submission (transaction) if more than one submission (e.g. AM200150-01). If you use the browse function, results appear at the bottom of the screen. Do not check “Include all Proposal Attachments.” Click Continue.

New Proposal Questionnaire Back

Step 0: *Confirm you intend for the PI of this proposal to be* Tiger, (L17) Mike the

Step 1: *"New" or "Copy From Existing"?* Copy from Existing Proposal

Step 1: *Continued*

Browse

Include all Proposal Attachments

Continue ←

- The PI in Step 1 will automatically change once you copy the proposal. If you had not updated the PI in Step 0, then you will get this warning message. Click OK.

eradev.lsu.edu says

The PI of this record has been changed to reflect the PI of the copied from proposal.

Use the "Change PI" feature on the Budget Periods and Setups tab in the Budget section of the proposal or on the SF424RR face page tab if you need to change the PI of this proposal to a different person.

OK

- Step 2: Choose “Modification/Prior Approval Request” and Click Continue

New Proposal Questionnaire Back

Step 0: *Confirm you intend for the PI of this proposal to be* Tiger, (L17) Mike the

Step 1: *"New" or "Copy From Existing"?* Copy from Existing Proposal

Step 1: *Continued* Copy from Proposal AM250275 - *Creating S2S Proposal - Danielle*

Step 2: *Please Select a Proposal Type* Modification/Prior Approval R

Continue

- Step 3: Auto populates
- Step 4: Auto populates
- Step 5: Copy proposal title from Step 1: Continued. Click Continue.

New Proposal Questionnaire Back

Step 0: *Confirm you intend for the PI of this proposal to be* Tiger, (L17) Mike the

Step 1: *"New" or "Copy From Existing"?* Copy from Existing Proposal

Step 1: *Continued* Copy from Proposal AM250275 Creating S2S Proposal - Danielle

Step 2: *Proposal Type* Modification/Prior Approval Request

Step 3: *Selected Sponsor* National Institutes of Health (NIH)

Step 4: *"Tracking" Number or "Proposal" Number* This proposal will be automatically numbered.

Step 5: *Proposal's Title*

Creating S2S Proposal

Continue

- Steps 6-7: Auto Populate
- Click Create Proposal.

New Proposal Questionnaire Back

Step 0: *Confirm you intend for the PI of this proposal to be* Tiger, (L17) Mike the

Step 1: *"New" or "Copy From Existing"?* Copy from Existing Proposal

Step 1: *Continued* Copy from Proposal AM250275 - *Creating S2S Proposal - Danielle*

Step 2: *Proposal Type* Modification/Prior Approval Request

Step 3: *Selected Sponsor* National Institutes of Health (NIH)

Step 4: *"Tracking" Number or "Proposal" Number* This proposal will be automatically numbered.

Step 5: *Proposal's Title* Creating S2S Proposal

Step 6: *Project Start and End Dates* 01-Jan-2025 to 31-Dec-2027

Step 7: *Number of Budget Periods* 3

Is all of the above information correct? *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.

Step back through responses Create Proposal

Setup Questions

- All tabs and information from the previous GeauxGrants proposal you copied will appear.
- The screen template should default to the Modification Request template. If it does not, Click Show. (copied from Proposal)

Creating S2S Proposal
Test (L17) Mike the Tiger - LSUAM | Sch of VETM | Pathobiological Sciences | CC00293 (National Institutes of Health...)

Setup Questions Show Reset Defaults

This proposal is broken down into several sections based upon what the sponsor and institution requires. Once each section is complete, please indicate so by clicking the **Completed** checkbox in the upper right corner of the section.

The proposal is being handled as a Grants.gov submission. If this is incorrect, please contact your departmental grant administrator or the Office of Sponsored Programs at osp@lsu.edu to modify the submission template.

If this is a modification request, please click 'Show' at the top of the page and select the Modification Request Template.

If this is an Other Miscellaneous Agreement, please click 'Show' at the top of the page and select the Other Miscellaneous Agreement Template.

Submission Mechanism/Form Information

- From the Submission Mechanism/Screen Template select Modification Request.

Setup Questions Hide Reset Defaults

This proposal is broken down into several sections based upon what the sponsor and institution requires. Once each section is complete, please indicate so by clicking the **Completed** checkbox in the upper right corner of the section.

The proposal is being handled as a Grants.gov submission. If this is incorrect, please contact your departmental grant administrator or the Office of Sponsored Programs at osp@lsu.edu to modify the submission template.

If this is a modification request, please click 'Show' at the top of the page and select the Modification Request Template.

If this is an Other Miscellaneous Agreement, please click 'Show' at the top of the page and select the Other Miscellaneous Agreement Template.

Submission Mechanism/Form Information

Proposal Sponsor [?] National Institutes of Health (NIH) [Change](#)

Is this a Flow Through Project? [?] Yes No

Please select a Submission Mechanism/Screen Template ← Modification Request [?]

- You will receive the following warning. Click OK.

You are changing the submission mechanism for this proposal. There may be previously completed components of this proposal that might have to be re-done because of formatting differences between the two mechanisms.

OK Cancel

- This will change your screen to a Modification Request view. Under Link to existing proposal, click Look Up.

Setup Questions Show Reset Defaults

This is used for modification requests requiring sponsor prior approval or internal approval. Once each section is complete, please indicate so by clicking the Completed checkbox in the upper right corner of the section.

Submission Mechanism/Form Information

Proposal Sponsor ⓘ National Institutes of Health (NIH) [Change](#)

Deadline Information

Is there a Deadline for this Submission? ⓘ Yes No

General Proposal Properties

Associated Departments ⓘ LSUAM | Sch of VETM | Pathobiological Sciences | CC00293
 LSUAM | Col of SCI | Chemistry | CC00145 [Remove](#)
[Add](#)

PI Departments ⓘ LSUAM | Sch of VETM | Pathobiological Sciences | CC00293
[Add](#)

Link to existing proposal [None Identified Look Up](#)

- This will bring up a list of all of the PI's proposals. Under Institution column, click on funnel to filter to the proposal number you have copied.

Select Master Proposal Close

| Sponsor name | Institution # | Sponsor Awar... | Title |
|--|---------------|-----------------|---|
| National Institute of General Medical Sciences (NIGMS) | AM241277 | | 980 |
| Foundation for East Baton Rouge School System (EBRSS) | AM241289 | | 980 |
| National Science Foundation (NSF) | AM241352 | | 1189-1190 |
| National Cancer Institute (NCI) | AM241495 | | 952 pt 2 |
| National Science Foundation (NSF) | AM250231 | | a TEST for the 2024 GG upgrade - Linked proposal and Award ent Amendment |
| National Science Foundation (NSF) | AM250238 | | ppgrade- Test for Creating a new award |
| Susan G Komen Breast Cancer Foundation | AM250239 | | ppgrade Testing- Internal Prior Approval- New Sub |
| American Psychological Association (APA) | AM250241 | | 2024 Upgrade Testing- Sponsor Prior Approval Mod |
| Bernice Barbour Foundation, Inc. | AM250270 | | Test for PRE-2204-020 |
| University of Rhode Island | AM250271 | | Testing Test Test Test |
| Susan G Komen Breast Cancer Foundation | AM250272 | | 2024 Upgrade Testing- Internal Prior Approval- New Sub |
| National Institutes of Health (NIH) | AM250275 | | Creating S2S Proposal - Danielle |
| Shell | AM250276 | | Other Miscellaneous Agreement |
| Shell | AM250277 | | Shell Master Agreement |
| Susan G Komen Breast Cancer Foundation | AM250278 | | InfoEd Test - Award Increment Creation Post-Upgrade - Please Disregard |
| National Institute of General Medical Sciences (NIGMS) | AM250281 | | AM241277- Test for 980- 2 |
| National Institute of General Medical Sciences (NIGMS) | AM250282 | | AM241277 |
| National Cancer Institute (NCI) | AM250283 | | test |
| National Institute of General Medical Sciences (NIGMS) | AM250287 | | test misc |
| Giant Leap Technologies, LLC | AM250288 | | Test |

1 - 20 of 50 items

- Click on record to populate Setup Questions tab with linked proposal. You link proposals to the Master Submission (first submission).
- The proposal number now changes to the next child submission (previously transaction). For records created from SPS converted records, the numbering will not be correct. In the example below, the next transaction/submission should be 49318-2 instead of the auto numbering of 49318-1-01. Contact osp@lsu.edu to correct the institution number BEFORE you route the request. This institution number will appear on all routing emails.

- Check Completed box in top Right Corner.

Internal Uploads & Routing

- Follow instructions at the top of the page.
- Open the Modification Request (Proposal Documentation) form by clicking Edit.

Creating S2S Proposal
Test (L17) Mike the Tiger - LSUAM | Sch of VETM | Pathobiological Sciences | CC00293 (National Institutes of Health [...])

Proposal AM250275-01

Completed

Internal Uploads & Routing

Step 1: Open the Modification Request form. Complete all sections related to your modification request. For sponsor prior approval requests, upload the request letter and supporting documents being submitted to the sponsor. For internal prior approvals, upload the internal justification. Once you have completed the form, click Lock Form in upper right corner.

Step 2: Please indicate the modification request is ready for routing by clicking the **Completed** checkbox in the upper right corner and then Route the request by clicking the Submit Button.

Step 3: Click Accept and then Submit to route the proposal.

Current Proposal Status: Pending

Components for Initial Application

| FORM/DOCUMENT NAME | VIEW | STATUS | UPLOAD | REMOVE |
|---|------|------------|--------|-----------|
| Modification Request (Proposal Documentation) | | Incomplete | | Mandatory |

[Add Institution Forms/Supporting Documents](#)

- Complete all fields related to your modification request. Answering “Is this a Change in Senior/Key Personnel” exposes additional questions and certifications depending on the type of Modification/Prior Approval Request. Answer “No” and then select the type of prior approval you are requested.
- If changes are needed to the Investigator % Credit allocation tab, those will be made at the bottom of this form.
- Upload the required attachments on the Modification Request form and then click Lock Form to validate. Attachment filenames are limited to 260 characters.

LSU

Lock Form Validate Save

Request for Extra Compensation to LSU employees not in sponsor approved budget. This does not include summer salary for academic appointments. (Must be in accordance with PS-43 and PM-3)

Pre-award costs up to 90 days.

Special Purpose Equipment Acquisition

General Purpose Equipment Acquisition

Alteration/Renovations (if sponsor approval is not required)

Request to add a Subaward

Key/Senior Personnel Effort greater than 2 months (NSF only)

Other Prior Approval Request

REQUEST LETTER & JUSTIFICATION

* Upload request letter to sponsor or internal justification. For notifications/requests submitted via sponsor systems, PI should initiate request in sponsor system and attach:

Upload mandatory request letter.
The uploaded file name must be less than 50 characters.

Upload additional documentation (optional).
The uploaded file name must be less than 50 characters.

Upload additional documentation (optional).
The uploaded file name must be less than 50 characters.

Upload additional documentation (optional).
The uploaded file name must be less than 50 characters.

Upload request here

These can be used for additional uploads

- Routing the Modification Request for review and approvals by clicking the Submit button next to Pre-Review Route.

Internal Uploads & Routing Completed

Step 1: Open the Modification Request form. Complete all sections related to your modification request. For sponsor prior approval requests, upload the request letter and supporting documents being submitted to the sponsor. For internal prior approvals, upload the internal justification. Once you have completed the form, click Lock Form in upper right corner.

Step 2: Please indicate the modification request is ready for routing by clicking the Completed checkbox in the upper right corner and then Route the request by clicking the Submit Button.

Step 3: Click Accept and then Submit to route the proposal.

Current Proposal Status: Pending

Components for Initial Application

Pre-Review Route

| FORM/DOCUMENT NAME | VIEW | STATUS | UPLOAD | REMOVE |
|---|------|-----------|--------|-----------|
| Modification Request (Proposal Documentation) | | Completed | | Mandatory |

[Add Institution Forms/Supporting Documents](#)

- Click Accept and then Continue.

Certification Close

I have read and agree to the applicable certifications on the Modification Request Form.

Accept Decline

- A list of individuals receiving a notification or approval appear in list.
- Click Submit.

Proposal AM250275-01 - Test (L17) Mike the Tiger "Creating S2S Proposal" (Pending)

[Refresh Route](#)

Route Path - **Mod Request** [Add New Person to Review Path](#)

| | | | | |
|--------|----------------|---------------------------|-------------------|------------------------------|
| Step 1 | OSP Receipt | Christina Smith | Information Only | Insert After |
| | OSP Receipt | Samantha Burton Rodosta | Information Only | Insert After |
| | OSP Receipt | Michelle Sharp Pennington | Information Only | Insert After |
| Step 2 | PIs/Dept Heads | Test (L17) Mike the Tiger | Approval Required | Insert After |
| | PIs/Dept Heads | Test (L4) Mike the Tiger | Approval Required | Insert After |
| | PIs/Dept Heads | Unit Dept Head | Approval Required | Insert After |

No comments have been recorded yet

- After Modification/Prior Approval Request 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 |
|---|------|-----------|--------|-----------|
| Modification Request (Proposal Documentation) | | Completed | | Mandatory |

Add Institution Forms/Supporting Documents

Active Routing Progress

Open Full

AM250275-01 - Test (L17) Mike the Tiger"Creating S2S Proposal"

Submitted by Josh Steven Boudreaux on behalf of Test (L17) Mike the Tiger

| Route Name | Route Type | Step Number/Name | Who | Notified | Notification Type | Decision | Insert | Remove |
|-------------|------------|-------------------------|---------------------------|------------------------|-------------------|------------|------------------------------|--------|
| Mod Request | Pre-Review | Step 1 - OSP Receipt | Christina Smith | 11-Oct-2024 8:17:11 AM | Information Only | Informed - | | |
| Mod Request | Pre-Review | | Samantha Burton Rodosta | 11-Oct-2024 8:17:11 AM | Information Only | Informed - | | |
| Mod Request | Pre-Review | | Michelle Sharp Pennington | 11-Oct-2024 8:17:12 AM | Information Only | Informed - | | |
| Mod Request | Pre-Review | Step 2 - PIs/Dept Heads | Test (L17) Mike the Tiger | 11-Oct-2024 8:17:13 AM | Approval Required | | Insert After | |
| Mod Request | Pre-Review | | Test (L4) Mike the Tiger | 11-Oct-2024 8:17:13 AM | Approval Required | | | |
| Mod Request | Pre-Review | | | 11-Oct-2024 8:17:13 AM | Approval Required | | | |

Unit Dept Head