LSU | **GeauxGrants**

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

Creating Linked Proposals (Ex. Revisions, Continuations, Supplements)

Follow these instructions when creating a proposal that is associated with an existing record. Examples includes: Continuation-New, Continuation-Non-Competing (e.g. NIH RPPR), Supplements, Revisions (prior to receipt of an award) or New Proposals when a Notice/Letter of Intent or Pre-proposal was previously routed. These are referred to as Child Submissions throughout this document.

For a description of the different proposal types see the GeauxGrants Help Desk Sponsored Programs FAQ under Creating Proposals.

These instructions are not to be used for Resubmissions. Follow either the Creating Manual Proposals or Creating Grants.gov Proposals instructions, as applicable.

How to Create a Proposal Development (PD) Record

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

- 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
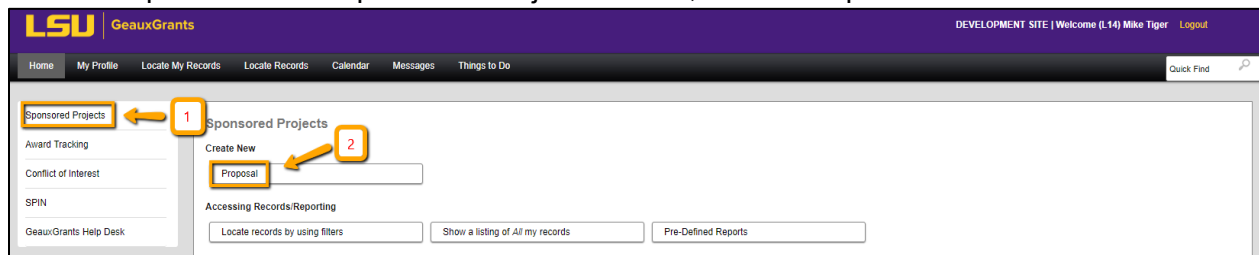
🌟 **TIP!** **Helpful tips for Creating a Linked Proposal**

- Know the proposal number for the record that you are requesting to link your proposal to.

- 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 – Creating Child Submission

- 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.

New Proposal Questionnaire

Step 0: *Confirm you intend for the PI of this proposal to be*　　Tiger, (L13) Mike the Change

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

Create a New Proposal
Copy From Existing Proposal

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

Step 0: *Confirm you intend for the PI of this proposal to be*　　Tiger, (L14) Mike the

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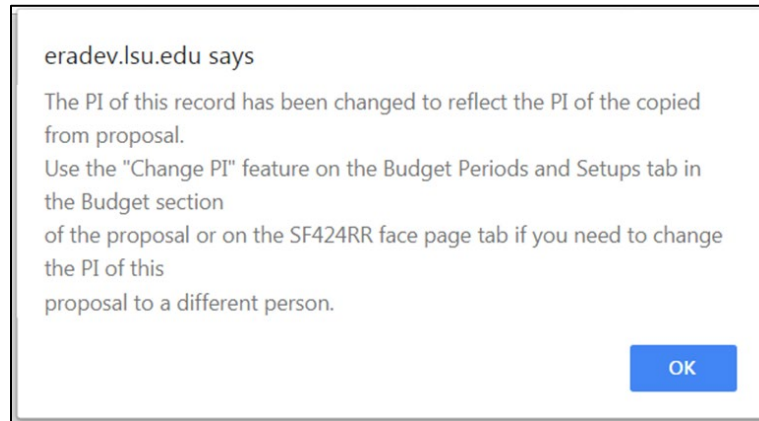
Step 1: *Continued*

AM200150　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 Proposal Type that applies to your proposal (i.e. Supplement, Revision, Continuation-New, Continuation-Non-Competing). Click Continue.

New Proposal Questionnaire   Back

Step 0: *Confirm you intend for the PI of this proposal to be*   Tiger, (L13) Mike the

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

Step 1: *Continued*   Copy from Proposal AM200011 - *Compliance Approvals Test proposal*

Step 2: *Please Select a Proposal Type*   New

    Continue

New
Continuation-New
Supplement
Continuation-Noncompeting
Renewal
Revision
Resubmission
Notice/Letter of Intent
Pre-proposal
Modification/Prior Approval Request
Other Miscellaneous Agreements

- Step 3 and 4: Auto populates

- Step 5: Copy proposal title from Step 1: Continued. Click Continue.

New Proposal Questionnaire

Step 0: *Confirm you intend for the PI of this proposal to be*   Tiger, (L13) Mike the

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

Step 1: *Continued*   Copy from Proposal AM200011 - *Compliance Approvals Test proposal*

Step 2: *Proposal Type*   Supplement

Step 3: *Selected Sponsor*   LA Board of Regents (BOR)

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

Step 5: *Proposal's Title*

Compliance Approvals Test proposal

    Continue

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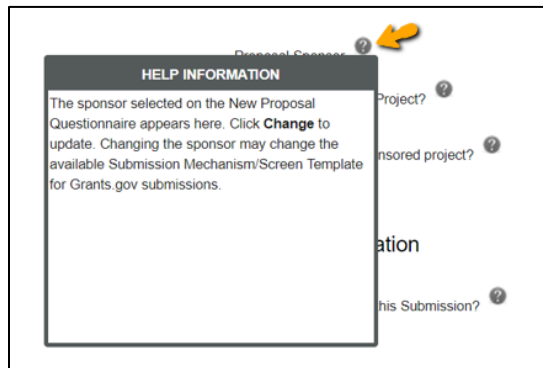
- Click Create Proposal.

Setup Questions

- This tab gathers general information about your proposal. After you complete this section, additional proposal tabs will appear to the left of the screen.

TIP! **Click Done on top left to close out the proposal. Do not close browser using X on top right.**

TIP! **Hover your mouse over ? icons to see instructions or definitions.**

- For proposals associated with SPS converted records, GeauxGrants will automatically generate a Proposal/Record/Institution #. GeauxGrants numbering will be AMFYXXXXXX. For Fiscal Year (FY) 2024, all numbers begin with AM24.

- All tabs and information from the previous GeauxGrants proposal you copied will appear. If you previously submitted via Grants.gov and are now doing a manual proposal, you will need to switch the screen mechanism.

Changing Screen Mechanism:

- Step 1 – Click Show in top right.
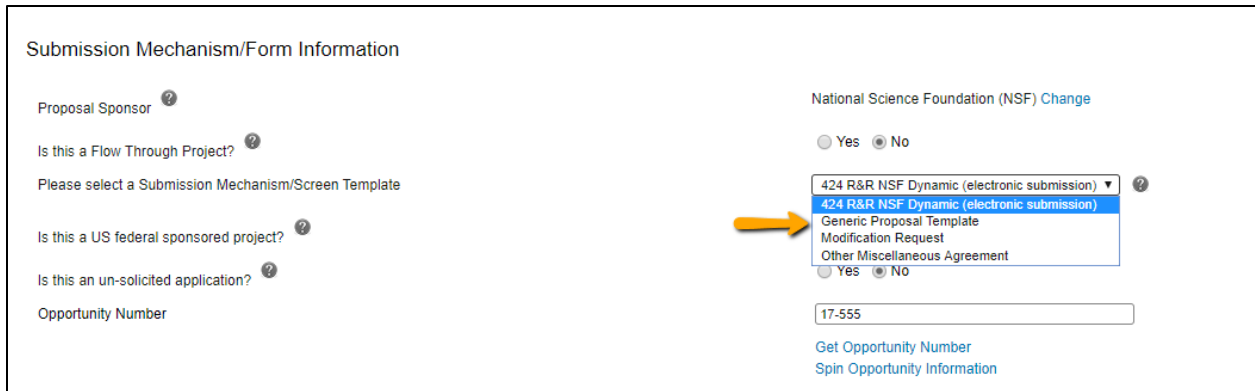
- Step 2 – Under Submission Mechanism/Form Information change Submission Mechanism/Screen Template to Generic Proposal Template.
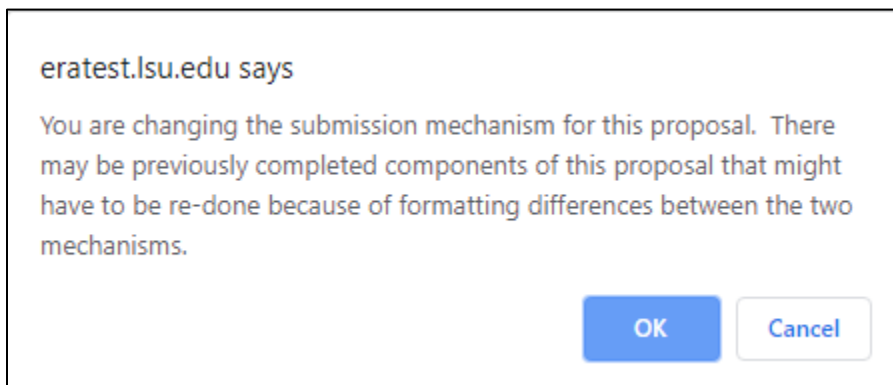
- Step 3 – You will get a warning message. Click OK.

Link Proposal to Master Submission (first submission)

- Step 1 – Under General Proposal Properties, next to Link to existing proposal, Click Look Up.

- Step 2 – 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.

- Step 3 – Click on record to populate Setup Questions tab with linked proposal. This copies all previous data into the record.

- Step 4 - 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.

- Read instructions at the top of the page, answer all questions. Click Save at any point to preserve all data entered. Clicking Completed will validate form and will prompt user to save changes by clicking OK.

- Deadline: Enter deadline date as the date you would like OSP to submit your proposal. If submission has a deadline then you must also enter deadline time. Use Central Time Zone. For sponsors with deadlines after work hours, enter 5:00 PM. **All proposal must be submitted by OSP before 5:00 PM.**

- Associated Departments: If the proposal includes investigators from multiple units, the Associated Department will need to be added in order for these investigators and their associated unit heads/administrators to view the proposal.

    - To add associated departments (i.e. CCT, CAMD, joint appointments, etc.), click add next to associated departments.
    - If the PI has a joint appointment, click Add next to PI Departments.

This field is progressive text and you only need to enter part of name to populate. Click Select.

- You will then see a toggle by the PI Departments. The unit that is marked will be the Primary Department for the proposal and any resulting award. Select and then click Save in top Left.

TIP! **The Primary Department will administer the award in Workday.**

Associated Departments ❓	LSUAM | Sch of VETM | Pathobiological Sciences Add
PI Departments ❓	🔘 LSUAM | Sch of VETM | Pathobiological Sciences ⚪ LSUAM | ORED | CCT Director's Office Remove Add

- Click Add to add the additional department. This field is progressive text and you only need to enter part of name to populate. Click Select.

General Proposal Properties

Will your proposal involve the use of Human Subjects? ❓	⚪ Yes 🔘 No
Will your proposal involve the use of Laboratory Animals? ❓	⚪ Yes 🔘 No
Will your proposal involve multiple principal investigators? ❓	⚪ Yes 🔘 No
Will your proposal be a training grant? ❓	⚪ Yes 🔘 No
Associated Departments ❓	LSUAM | Sch of VETM | Pathobiological Sciences Add
PI Departments ❓	LSUAM | Sch of VETM | Pathobiological Sciences Add

Department   [Select] [Close]

`LSUAM | ORED | CCT Director's Office`

Filter by Institution

`Louisiana State University and Agricultural and Mechanical College ▾`

NOTE: If you copied from a previous proposal, some things may need to be updated. For example, if you are linking a new continuation by copying from previous record, then the budget period, tuition remission rate, and F&A should be updated to the new dates and rates, if applicable.

LSU Questionnaire, Budget, Personnel, Internal Uploads & Routing tabs

Follow instructions in [Creating Manual Proposal](#) How To document.