LSU | OFFICE OF SPONSORED PROGRAMS

SPONSORED PROGRAMS SYSTEM (SPS)

USER MANUAL

Revised: March 01, 2015

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1. INTRODUCTION TO SPS SYSTEM

The process of applying for external funding for a project begins with the development of a proposal by an LSU employee. This includes faculty, professional staff, post-doctoral students, graduate assistants (if co-principal investigator is a faculty member), and fellows on fellowship grants. Proposal requirements are defined by the agency sponsoring the program. The Office of Sponsored Programs (OSP), in collaboration with University Information Systems, has developed the Sponsored Programs System (SPS) to facilitate Louisiana State University's Research enterprise, and to streamline the proposal routing and approval process at LSU. SPS is a web-based proposal routing and approval system.

The Sponsored Programs System (SPS) provides one common interface, regardless of the sponsoring agency, using secure and established University authentication and encryption methods. Identifiable data elements and narrative and multi-media objects are stored in a centralized information system that is integrated with other LSU information systems. Access to SPS on the internet is through the University's secure intranet, MyLSU (formally PAWS). Users may access all project elements at any time from any location with access to the internet. Because users preparing proposals may be at different physical locations than that of users reviewing proposals, the coordination of obtaining approvals will be improved. The SPS system provides for on-line entry of basic project information, investigator data, compliance and special approval requirements, and financial information. In addition, it allows the attachment of proposal narrative and budget files in PDF (portable document format).

Major SPS system features:

1) SPS electronically "routes" proposals for all required internal approvals, eliminating the need to obtain hard copy signatures on the SPS Proposal Routing and Approval Data Sheet.

2) Proposal documents and budget information will be uploaded into SPS for review and approval. Users will complete appropriate sponsor proposal and budget forms off-line, and upload into SPS as a PDF file. A salary look-up feature is included in SPS to assist users with budget preparation.

3) Many federal agencies are currently using Grants.gov for proposal submission. SPS enables the user to upload a Grants.gov application packages, which OSP will submit to Grants.gov.

4) SPS will allow users to upload "Source Files", (e.g. Excel budget files, Word files) in addition to PDF files, to facilitate any necessary revisions during the review process.

5) % Facilities and Administrative Cost and % Project Credit information will be captured for project investigators, and used by Sponsored Program Accounting for reporting purposes.

6) University standard Document Routing and Approval (DRA) capabilities are included. Reviewers will be pre-set by SPS, and may be added or removed as necessary. Reviewers will be notified using the DRA workspace feature.

All new, revised, continuation, renewal and supplement proposals, as well as pre-proposals must be routed for approval through the SPS system. Requests to modify existing projects (revised budget, no cost extension, etc.) may also be routed electronically through SPS.

2. CONTACTS

Web: http://www.lsu.edu/osp
Email: osp@lsu.edu
Phone: 225-578-2760
Fax: 225-578-2751

Darya Courville
Executive Director, OSP
ddcourv@lsu.edu
Phone: 225-578-2760

Technical Assistance: For technical help with SPS or MyLSU, call the Application Service Center at

(225) 578-0100.

Frequently asked questions are available on OSP website at the following link:

http://www.lsu.edu/osp/faqs.php

Proposal Routing Information is available on the OSP website at the following link:

http://www.lsu.edu/osp/proposals/proposal-routing/proposal-routing.php

University Contacts

Authorized University Representative

Darya Courville, Executive Director
Office of Sponsored Programs
202 Himes Hall
(225) 578-2760 FAX (225) 578-2751
osp@lsu.edu

Sponsored Program Accounting

Jaime Estave, Director
336 Thomas Boyd Hall
(225) 578-5337 FAX (225) 578-4421
jparks@lsu.edu or ktweed@lsu.edu

Office of Intellectual Property

Andrew J. Maas, Associate Vice President for
Research - Technology Transfer
Director, Office of Innovation & Technology
Commercialization
206 La Emerging Tech Center
(225) 615-8967
oip@lsu.edu

Authorized Fiscal Officer

Dan Layzell, Vice President
Finance and Administration/CFO
330 Thomas Boyd Hall
(225) 578-3386 FAX (225) 578-5403
dlayzell@lsu.edu

Office of Research and Economic Development

Samuel J. Bentley, Sr., Interim Vice President
Research and Economic Development
130 David Boyd Hall
(225) 578-5833 FAX (225) 578-5983
sjb@lsu.edu

3. ACCESS TO SPS

LSU full-time or part-time employees, including retirees and graduate students, may access SPS. You will require a MyLSU account. If you do not have an account, contact the Application Service Center at (225) 578-0100. MyLSU is accessed via the internet at http://lsu.edu/mylsu

How do you access SPS?

1. Launch your Web browser. Recommended browsers:

       Internet Explorer for Windows

       Safari for Macintosh

2. Enter the following web address in your browser's Address/Location field:

   http://www.lsu.edu and press Enter.

3. Click on "Login to MyLSU"
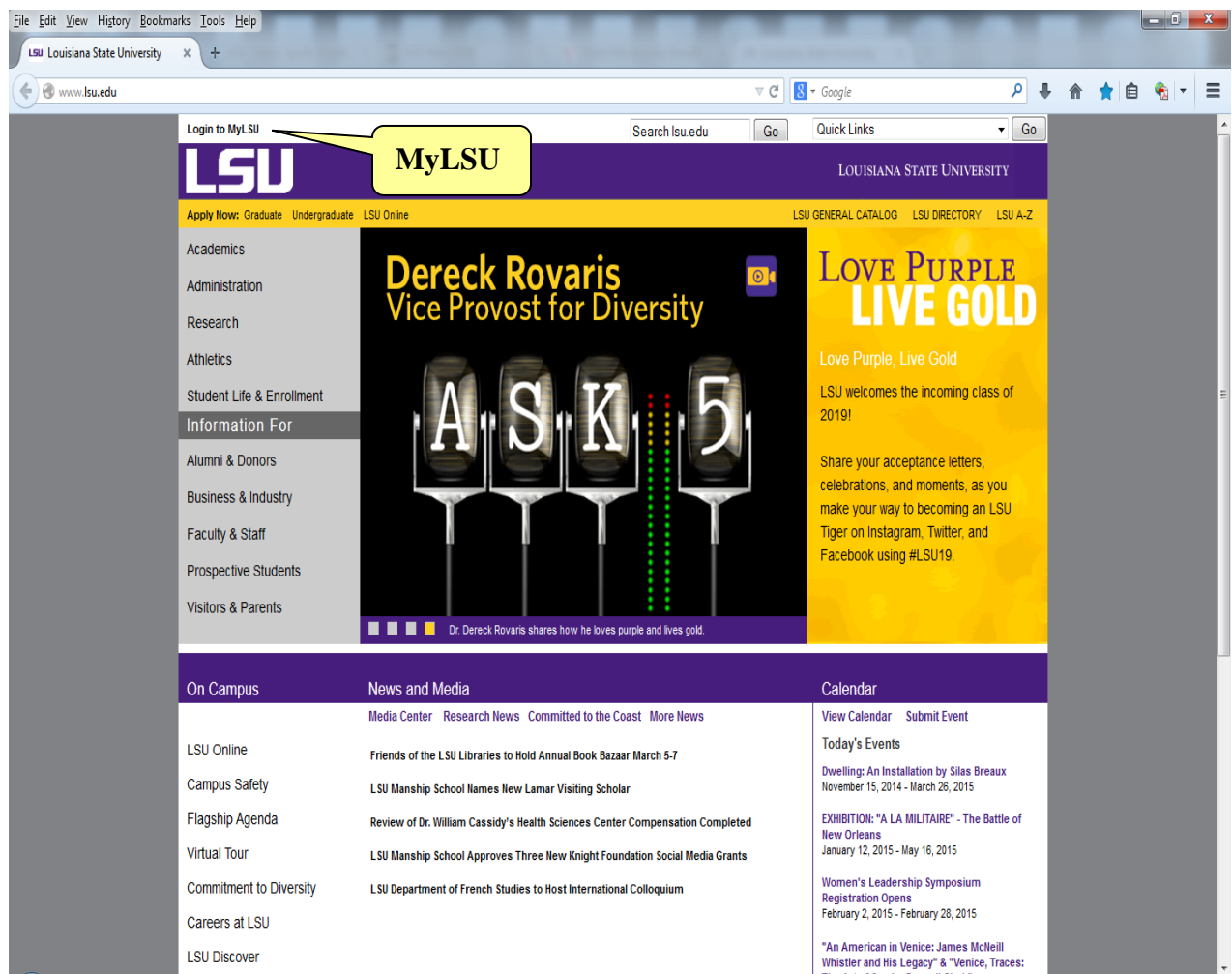
4. Enter your PAWS username and Password and click Login.
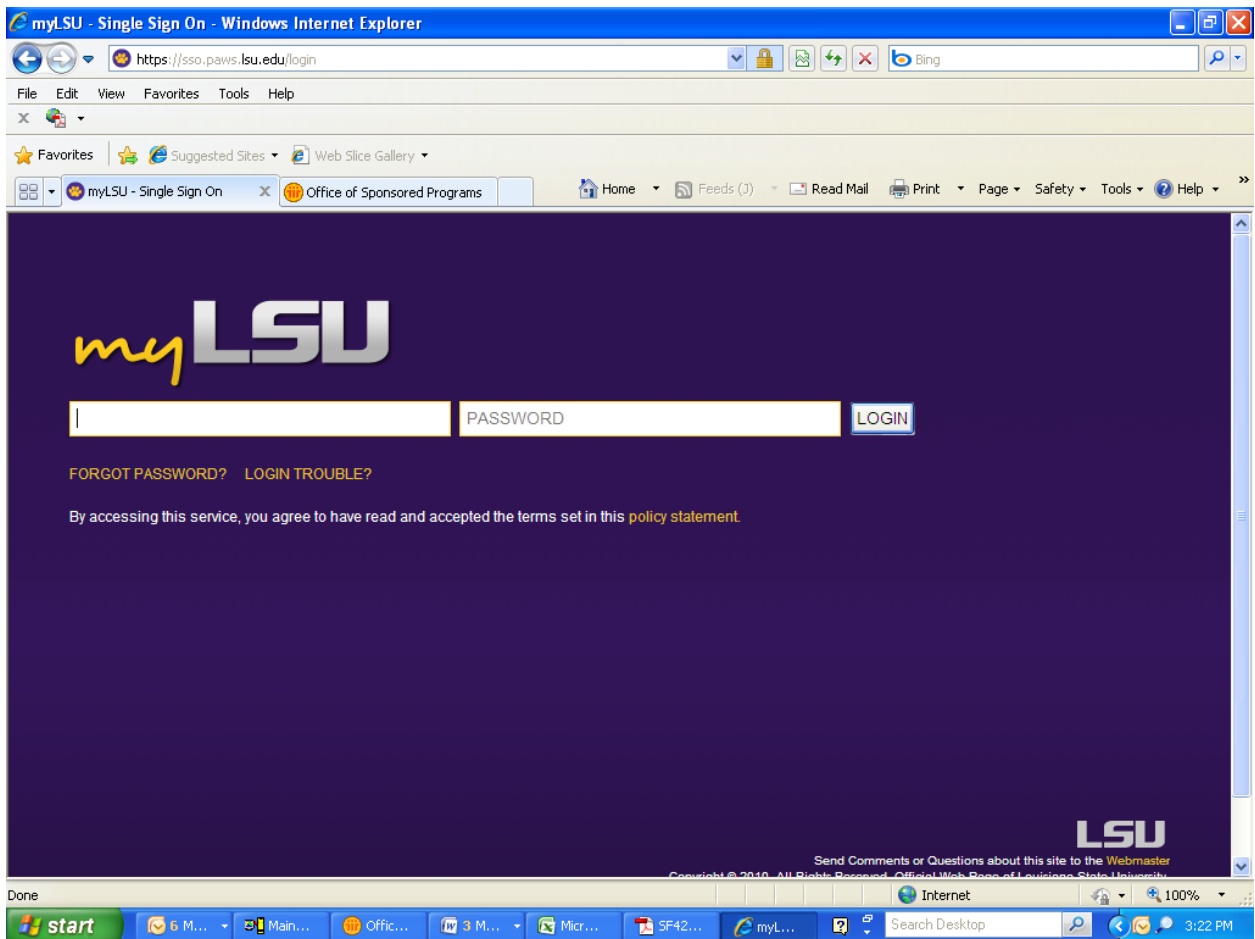
5. Click on Research Support

6. Click on Sponsored Programs
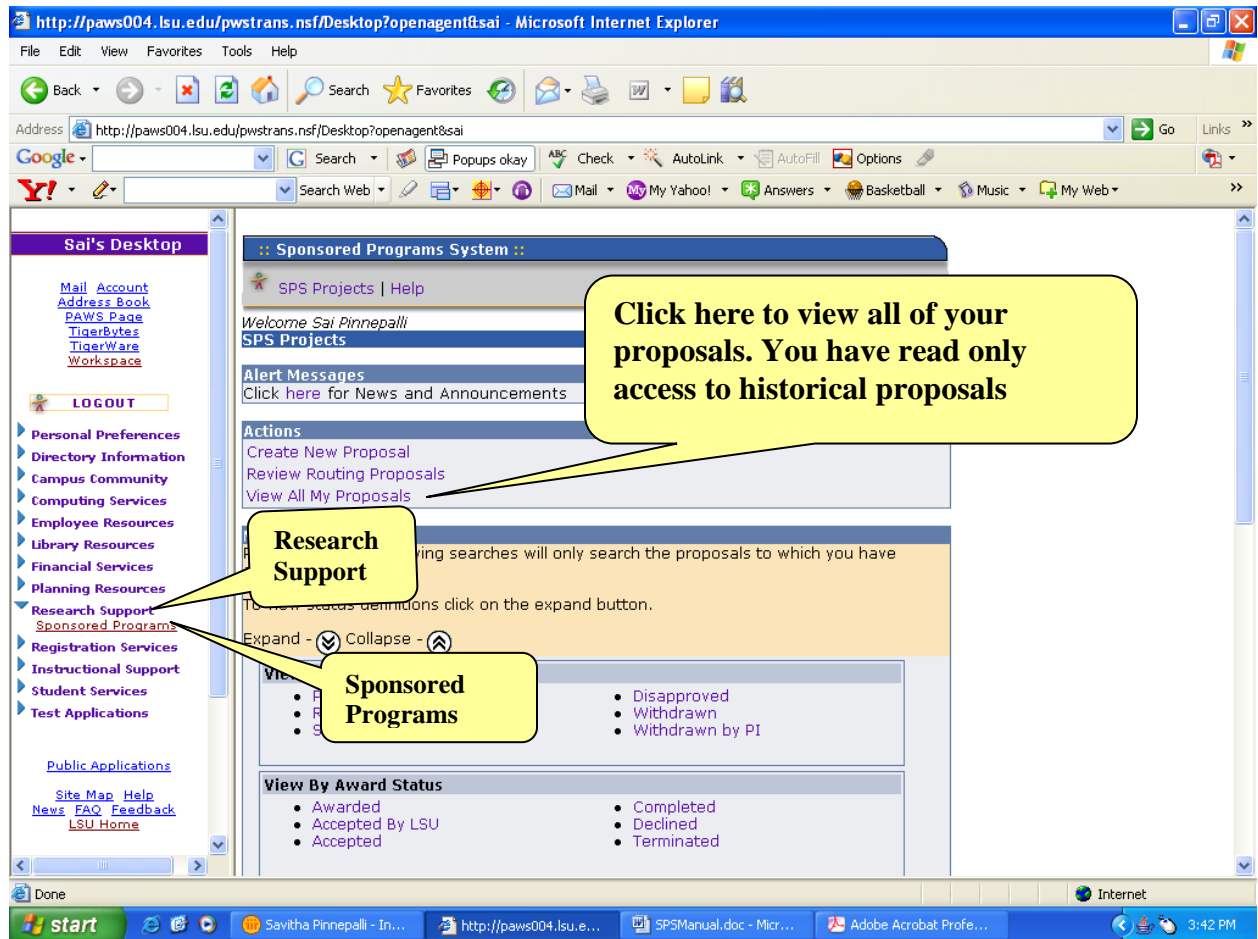
7. You are now in **SPS Home**.

4. SPS HOME

A Welcome Message **–** displays "welcome" and your name. The title Bar displays

::Sponsored Programs System::. To navigate to an existing proposal for which you know the proposal

number, type the proposal number and click **Go.**

There are two links available at the top of the home screen: SPS Projects and Help. These links appear

on every screen in SPS.

SPS Projects: To go to SPS Home from any screen, click on this link.

Help: This link will lead to Online help information listed by topic on OSP website. Information on

Frequently Asked Questions (FAQ) is available on the SPS Resources Website at:

http://www.lsu.edu/osp/faqs.php

Links at the top of every screen
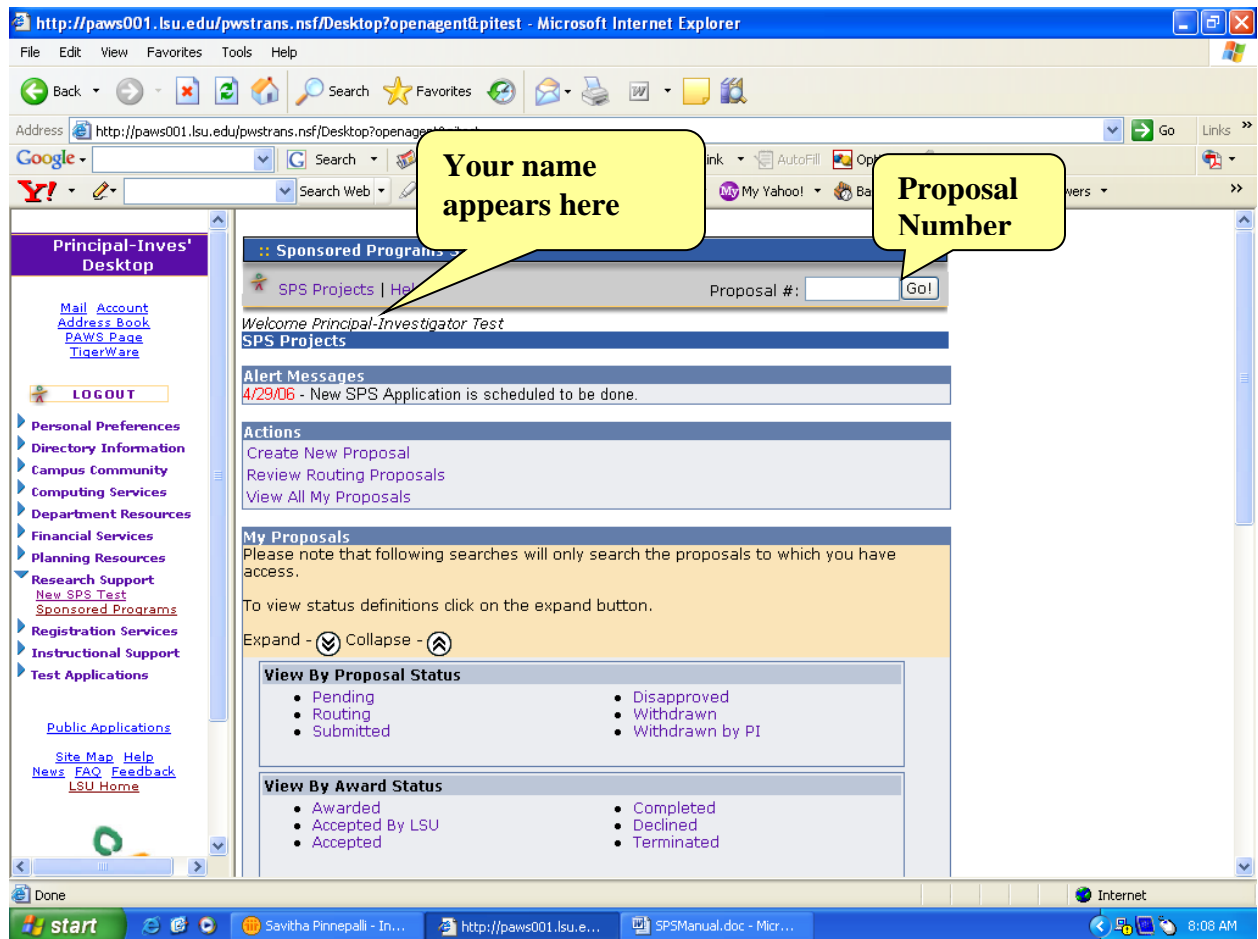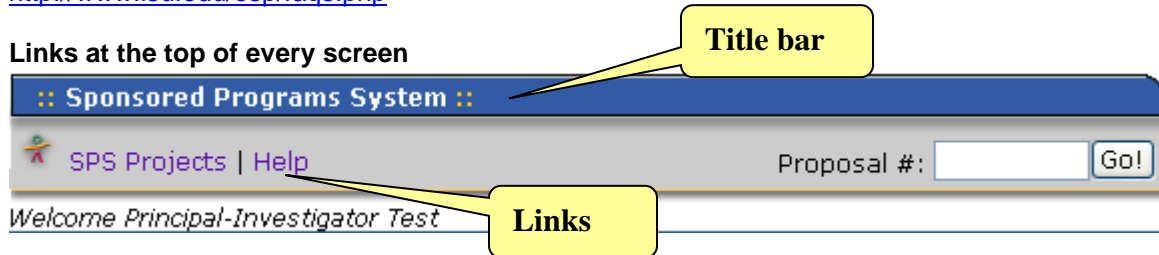
Alert Messages are displayed as shown below. A link to OSP News and Announcements website also appears.

Alert Messages

If you need to create a Revision, Renewal, Continuation, Supplement or Modification for an existing proposal and do not have the option available in the drop down menu, please contact OSP at osp@lsu.edu or 578-2760.

Click here for News and Announcements.

Actions that you can perform are as shown below:

Actions
Create New Proposal
Review Routing Proposals
View All My Proposals

View All My proposals: You will have access to those proposals for which you are the authorized PI / COPI / Reviewer/ Grant coordinator/ Department Head/ Dean.

You can click on the double arrows to collapse or expand a section   Expand - ⊗ Collapse - ⊗

Transaction Statuses:

To view Transaction status definitions, click the double arrows near Expand.

You can **view your proposals by proposal transaction statuses.** Below are definitions of transaction statuses:

Pre-Submission Statuses:

Pending

Pending status indicates a proposal or request is under development by the PI. The transaction is automatically assigned an initial "Pending" status by the system when the PI creates it.

Routing

Routing status indicates a proposal or request is considered by the PI to be complete, and is routing for all required internal approvals.

Withdrawn by PI

Withdrawn by PI is a terminal status. If a PI withdraws a proposal or request from consideration during the internal review process, the status of the transaction is changed from "Routing" to "Withdrawn".

Pre-Award Statuses:

Submitted

Submitted status indicates a proposal or request has been approved by LSU, and submitted to the sponsor for consideration.

Revised

Revised is a terminal status. If the PI revises a proposal or request, the previous transaction status changes to "Revised".

Withdrawn

Withdrawn is a terminal status. If the University withdraws a proposal or request from consideration by a sponsor, the status of the transaction is changed from "Submitted" to "Withdrawn".

You can **view by Award Status**

Post-Award Statuses:

Awarded

Awarded status indicates a proposal or request has been funded or approved, an award or approval document has been received, and the document is under review by LSU.

Accepted by LSU

Accepted by LSU status indicates an award or approval document has been reviewed, the terms have been accepted by LSU, but sponsor signature on the document is needed.

Accepted

Accepted status indicates an award or approval document has been reviewed, and the terms have been accepted by LSU, and the document is signed (if necessary) by both LSU and the sponsor.

Declined

Declined is a terminal status. If the proposal or request is declined by the sponsor, or if the terms of an award cannot be accepted, OSP changes the status of the transaction from "Submitted" to "Declined".

Completed

Completed is a terminal status. This status indicates the scope of work for a funded project has been completed, and all required final technical and financial reports have been submitted to the sponsor.

Terminated

Terminated is a terminal status. When a project is terminated early, either by the sponsor or LSU, or when the award has been transferred to another institution prior to the project end date the transaction status is changed from "Accepted" to "Terminated".

You can **Search your proposals by Sponsor, Department, Investigators or Title.**

All matching records will be displayed for which you have authorization. Sponsor and Department code lookup searches work better when you enter a single word and click Go.

SPS Footer

The bottoms of all SPS screens include our contact information and links as shown below:

OSP Link

Selecting the **osp@lsu.edu** email link will open your default e-mail application. From here, any questions or comments you may have can be sent to the Office of Sponsored Programs (OSP) for a response.

5. CREATE A NEW PROPOSAL

After you login to SPS, you will be on the **SPS Home** screen.

Create New Proposal:

Under actions, click on **Create New Proposal.**

Navigation Buttons: There are two main screen navigation buttons in SPS: **Save & Continue** and **Cancel**. These buttons are generally located at the bottom of each screen. You may need to use the vertical scroll bar to scroll down the screen to view these buttons.

Save & Continue: When selected, the **Save & Continue** button causes SPS to save work on the current screen and to navigate to the next logical screen.

Cancel: When selected, the **Cancel** button stops all processing of work on a screen since the last gray button on the screen was selected. The Cancel button will cause SPS to logically return you to the previously visited screen or the SPS Home screen. If there are multiple entry points to a screen, you may not return to the screen you are expecting. If this happens, use the navigation tools to access the desired screen. **Purple color** text indicates clickable items that can be edited. Select the **Cancel** button to cancel the current screen and to return to the previous screen. Tabs display as white when the tab is selected, and as gray when not selected. Text displays as black when selected, gray when **not** yet available, and **purple** when available for editing.

The following tabs will appear

Coversheet   Investigators   Attachments   Routing
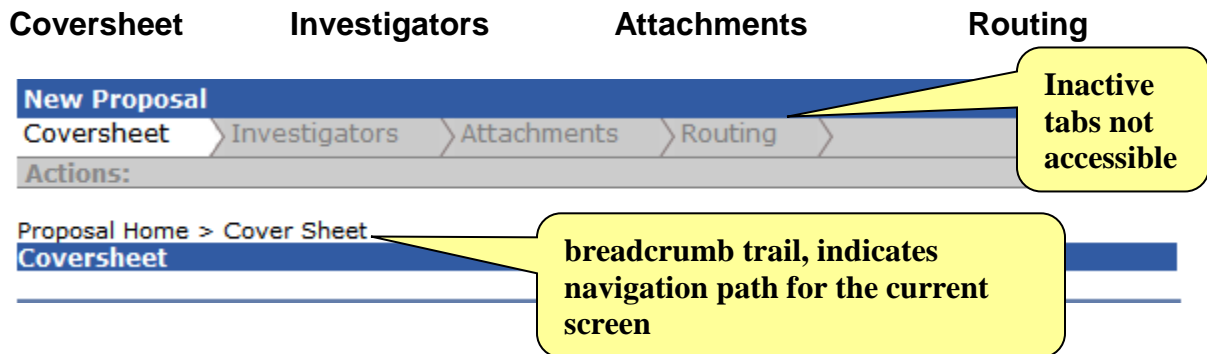
The currently active tab will appear in white background. All inactive tabs will appear grayed. A breadcrumb trail indicates the navigation path to your current screen. In the above example navigation was from proposal Home to Coversheet. The breadcrumb trail displays the navigation path you have taken through SPS to get to the current screen. Click on a link in the breadcrumb trail to return to the applicable screen. If you have entered or changed data on a screen, you must click Save and Continue at the bottom of the screen to save the changes before you click on any link from the current screen.

6. COVERSHEET TAB

Here you will enter basic information about your proposal such as title, sponsor, contact person, etc. All required fields are indicated by a red asterisk * . You must complete all required information. After you enter all required information, and click save and continue, a check mark appears on the Coversheet Tab, and your **New Proposal** will be given a **proposal number** which will appear as **Proposal 30714-1 (Pending)**. (proposal number, transaction number and status of the proposal).

Proposal Identifier

The Proposal Identifier is displayed as **30714-1 (Pending)**. It consists of three components: the proposal number, the transaction number and the project status.

Proposal Number: The proposal number is a unique number used by SPS to distinguish an individual project within the SPS application. SPS automatically assigns the next available proposal number to a new proposal.

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Transaction Number: SPS uses the transaction number to maintain the history of a project. Any newly created proposal will display its system-assigned proposal number followed by a hyphen and a transaction number of "1". If the original proposal is later modified, SPS assigns the next transaction the same proposal number, but increments the transaction number by one. For example, a proposal that has been approved and submitted to a sponsor can be revised. If a revision is prepared, the original proposal is saved as 30714-1, and the revised proposal is saved as 30714-2. Additional revisions, if needed, are assigned consecutive transaction numbers.

Project Status: SPS displays the current status of the project as part of the proposal identifier. As a project moves through SPS processing, its status changes. For example, a newly created project displays a status of "Pending" until the point that it is routed for approval. Once submitted for approval, its status changes to "Routing".

Errors: SPS displays error messages on the screen as **red** colored text if data is omitted or not correct. Number of errors found is displayed at the top of the screen. The actual errors are displayed in red text at the location where an error is found. You will have to scroll through the screen to find any errors.

Specified formats: Some fields will indicate that the data should be entered in a specific format. In such cases, the proper format of the field will be indicated by a parenthetical reference next to the fields.

6.1 Project Data

Enter the Transaction Type, Proposal Type, Project Title, Mailing Deadline and Proposed Start Date. Enter the Proposed Duration in months.

Transaction Type

When creating a new proposal there are two transaction types in the list box: **New and Preproposal/NOI.** Choose the appropriate transaction type. A preproposal/notice of intent may include a total cost estimate or a detailed budget, but is not expected to result directly in an award. The purpose of a preproposal/notice of intent is usually to inform and interest the potential sponsor enough to request a detailed full proposal.

Proposal Type

Choose the appropriate Proposal Type from the list box. For example, if your proposal involves collaboration with Agricultural Center, then choose "Ag Center" from the drop down list.

If you choose renewal, then you will have to enter the original LSU project number in the editable text field.

Project Function:

Choose the appropriate Project Function from the list box. You have completed the project data section of the Coversheet. The next section is the sponsor information section. For definitions of different Project Functions, see OSP Guide information at the following link:

http://www.lsu.edu/osp/lsu-research-intro/project-function-types.php

6.2 Sponsor Information

Each sponsor in the SPS system has a unique code assigned to it that identifies that sponsor. On the Coversheet you must select the sponsor to whom your proposal will be submitted. You may enter the sponsor code (if known) or use the sponsor search function to find and select your sponsor. If you are a subcontractor, you will also need to enter the original (prime) sponsor code. To access the sponsor lookup table, click on **Find Sponsor code.**

Type the sponsor name and click on **Look Up Sponsors.** Searches will display better results or matches if you enter a single word rather than enter the complete sponsor name.

Choose the option button that matches your sponsor name. If you cannot find your sponsor, type your sponsor name in the text field **Other Name**. Click **Save and continue**.

Enter Program code, Original Sponsor code and CFDA code if applicable. These are not mandatory fields.

A look up is available to find Program code and CFDA code.

You have completed the Sponsor Information section of the Coversheet. You can hide a section by clicking on the arrow pointing upwards. You can expand a section by clicking on the arrow pointing downwards.

6.3 Request For Proposals

If you are responding to a published RFP or announcement, you may either attach a PDF file of your proposal RFP in the **Attachment Tab** section or enter a website address where the RFP can be found.

6.4 Budget Information

Enter Total Funds Requested and other applicable information. Enter Fringe Benefits and Facilities and Administrative Cost (F&A) rates. Choose available options for F&A Base Type from the drop down list. If you have chosen **other**, then enter text in **Specify Other Base**: field. If Sponsor has Limited Rate, check the Sponsor Limited Rate checkbox.

Enter Activity Location: **On or Off** Campus. Enter Total LSU and External Match (not-budgeted), if applicable. You have completed the Budget Information section of the Coversheet. The next section is the Additional Proposal Information section.

6.5 Additional Proposal Information

Check all items which apply to your proposed project.

A check mark appears as you select each box as shown below.

You have completed the Additional Proposal Information section of the Coversheet. Choose separate task checkbox in the following instances only (See section 15 for additional information.):

1. For NSF REU supplement proposals where PI/Co-PI(s) and %F&A and %Project Credit will be different than the base NSF project. Record the supplement proposal as Task 2.

2. For large, multidisciplinary center proposals when prior approval for multiple accounts has been given by Office of Sponsored Programs (OSP).

6.6 Special Approvals

Compliance and Special Approvals

Some projects require approval by Compliance Committees or by designated University personnel prior to submission. Before you can route your proposal in SPS, you must answer "Yes" or "No" to the Compliance and Special Approvals questions.

*Recombinant DNA, agents infectious to animals/plants? ○ Yes ● No

No Recommendation ▾

*Special Facilities, Services, Centers, Institutes (e.g. CCT, CAMD, CSI) required? List here. ○ Yes ● No

Description:

*Export Controls – ○ Yes ○ No
Does this project require any of the following:
(1) LSU personnel to hand-carry, deliver or ship equipment, components, materials, or software on media internationally; or
(2) Export-controlled, confidential or proprietary information to be received on campus; or
(3) Restrict foreign national participation or dissemination of results (e.g. publication restrictions); or
(4) A portion of the work to be conducted outside of the U.S. and/or foreign sponsor or researcher involvement; or
(5) Development of encryption software?
See LSU Export Control Compliance Manual on ORED website for details.

No Recommendation ▾

*PM-67 Financial Interests – ○ Yes ○ No
Does the Principal Investigator, any other project personnel, or other department personnel (including any immediate families) have a financial interest in the sponsor?
Examples of interest may include: stocks, stock options, other ownership interests.
See PM-67 for detailed guidance.

*PS 98 NSF/PHS Prime Funding Agency: Disclosure of Significant Financial Interests – ○ Yes ○ No
Does any Investigator(s) or his/her Family as defined in PS 98 have any Significant Financial Interests to disclose? If yes, a completed Significant Financial Interests Disclosure Form available on OSP's website must be submitted to OSP for each affected individual required by PS 98.

If you answer "Yes" to a question, SPS will determine which Compliance Committees or University personnel to notify, and will send a workspace notification to review your proposal. Special approvals documentation (justification for extra-compensation, IACUC forms etc) must be attached in the Attachment Tab section. If you answered "Yes" to "Special Facilities, Services, Centers, Institutes (e.g. CCT, CAMD, CSI) required?" please also add the name in the "Description:" text box. For more information on special approvals, go to this web link:

http://www.lsu.edu/osp/regulatory-compliance.php

6.7 OSP Review

Choose Streamlined or Expanded Review. At a minimum upload specified proposal information for **Streamlined review**, or upload complete proposal if **Expanded review** option is chosen.
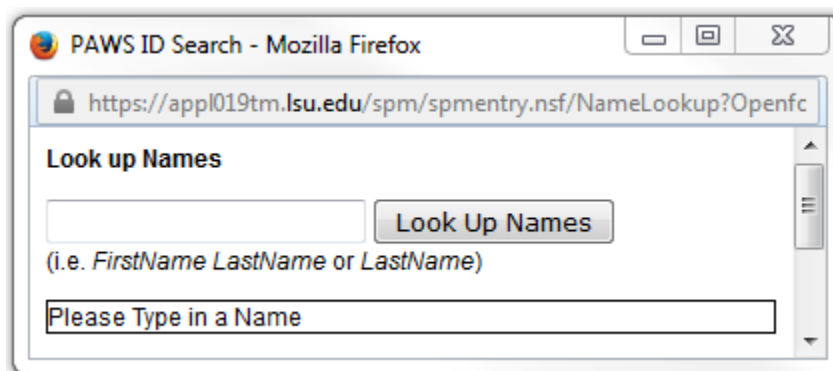
6.8 Grant Coordinator / Contact Information

The contact information for a proposal should be set to the person whom OSP should contact if there are questions regarding the proposal.

The information in this section defaults to the Department or College Grant Coordinator. If you do not have a Department or College Grant Coordinator, it will default to the person who created the proposal. The contact information should be reviewed and updated as needed. If contact information is correct, click **Save and Continue**. If you would like to change the contact person, click on **Change Contact**.

Enter the person's name and click on **Look Up Names.**

Choose the option button that matches the person for whom you are searching. Click **Save and Continue** at the bottom of the Coversheet. If you have omitted any information, you will receive number of errors found on top of the screen. The error message text will appear in red color in the location where an error has been detected.
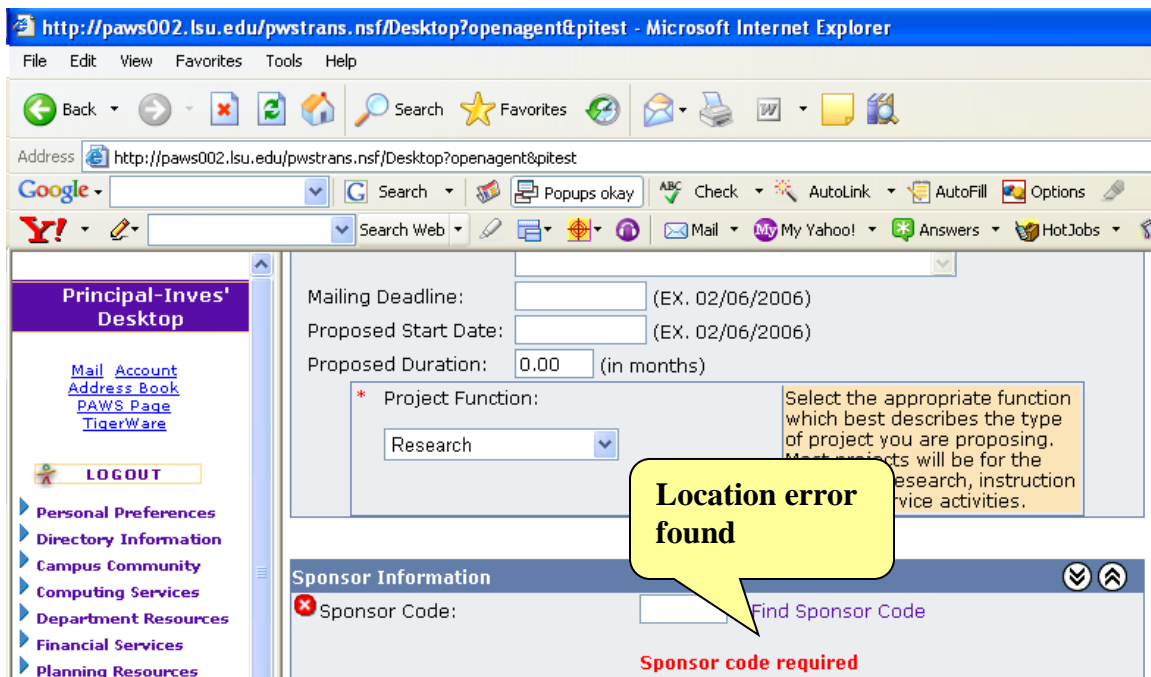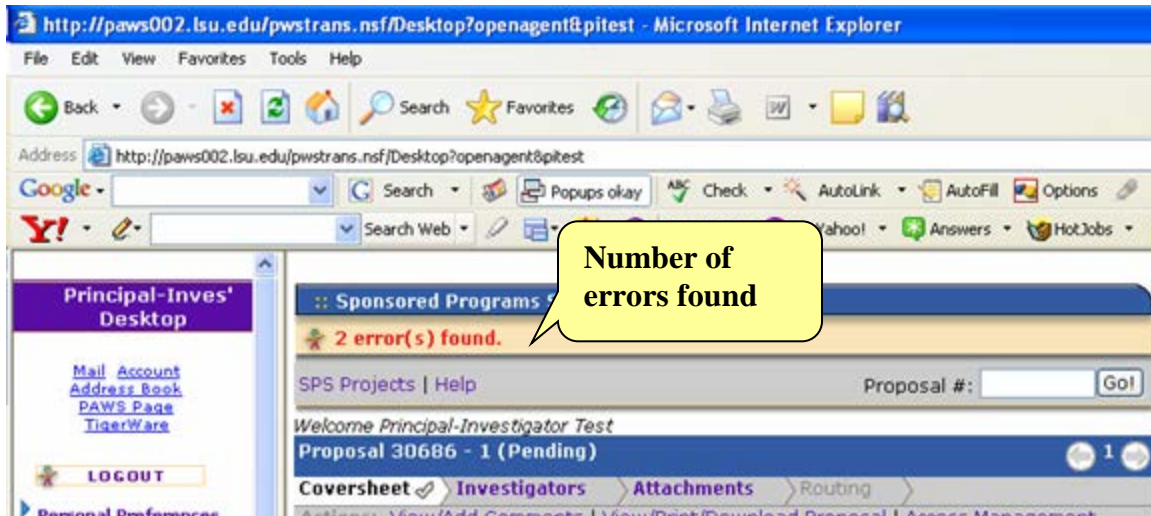
If a checkmark appears on the Coversheet tab, you have completed the Coversheet information correctly.

Once the Coversheet is saved, you may add Investigator information in the **Investigators Tab** or upload your attachments in the **Attachments Tab**.

7. INVESTIGATORS TAB

The Investigators section of the proposal is where you will designate and enter information about the Principal Investigator and Co-Investigators associated with the project. The percentage of Facilities and Administrative Costs distribution and % Project Credit for projects will be captured for all PI/Co-PIs. The total % F&A distribution, and total % Project Credit for all investigators must each equal 100%. You will receive error messages in red text if the F&A total is not 100% and Project Credit total is not 100%.

To add an investigator, enter a PAWS ID and click **Add New Investigator**, or enter SSN/ISO Number and click **Add New Investigator**. If you have added PI/CO-PI information using SSN/ISO, salary information will be available in the **Current Salary Information** section.

Choose Investigator type from the drop down list.

Enter Department Code or Find Department Code using look up table. Choose the option button that matches your Department.

Enter % F&A and % Project Credit. The initial department code and cost center number displayed are that of the home department on the person's personnel forms. Double check the code and cost center to ensure that they are correct and that the code is a department code, not a college code (XXX-01). College or higher level unit codes will only be used in exceptional circumstances. If the department code is not that of the department to receive the F&A and Project Credit, please enter the correct five-digit department code. You may enter a Co-PI with 0 % F&A and 0 % Project Credit if necessary. If there is more than one F&A and/or Project Credit recipient, the F&A and/or Project Credit percentage should be entered as a number less than 100, with no more than two decimal places. For example, acceptable entries are 5, 10, 50.5, 90.25 and 100. All entries must total 100%.

Click **Save and Continue**.

If the PI has an appointment with multiple departments and would like to spilt the % F&A and % Project Credit between two or more departments, click on **Add Unit.**

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Enter the second department, % F&A and % Project Credit and click **Save and continue**.

Enter Co-PI information and click **Save and Continue.**

If you would like to edit the % F&A and % Project Credit split, click on the **PI name**, change the % F&A and % Project Credit and click **save and continue**. Click the **investigator name** link to edit any Principal Investigator or Co-PIs information.

To delete a PI/CO-PI, click on the **investigator name** link and click on **Delete.**

All delete requests will prompt you to confirm the deletion. To confirm, click **OK** and click **Save &**

Continue. To cancel the deletion, click Cancel.

Click on **Save and Continue** at the bottom of the Investigator Tab Screen.

A "**Salary lookup utility**" link is available to lookup the **current salary information** for other project personnel. The system retrieves the current salary information from the Human Resource Management (HRM) system. This will assist you with development of your project budget. Click on **Salary Look Up Utility.** Enter SSN, LSU ID, ISO # and click on **Look Up Salary** button. Current salary information will be displayed. Click on **Close window**.

You have now completed the Investigator Section. A check mark appears on the investigators tab.

8. ATTACHMENTS TAB

All proposal attachments must be uploaded in PDF (portable document format). Grants.gov is the federal portal for all federal proposals. Grants.gov requires applications be submitted in PDF format . PDF is the universal file format which can be used on windows and Macintosh machines.

Select a document type to upload from the drop down list. Browse the file on your computer and click **upload**. If you have chosen OSP Expanded Review, you will need to upload the complete proposal either as one single PDF file or as multiple PDF files. If you are submitting to a federal sponsor that requires Grants.gov submission, please select "**Grants.gov Application Package**" from the document type list and upload your PDF file. You must upload at least one file before you may route your proposal. Any sponsor-required forms or documents that require LSU signature or contain financial information (ex. budget, budget justification, sub recipient approval documents, etc.) must also be uploaded as PDF files.
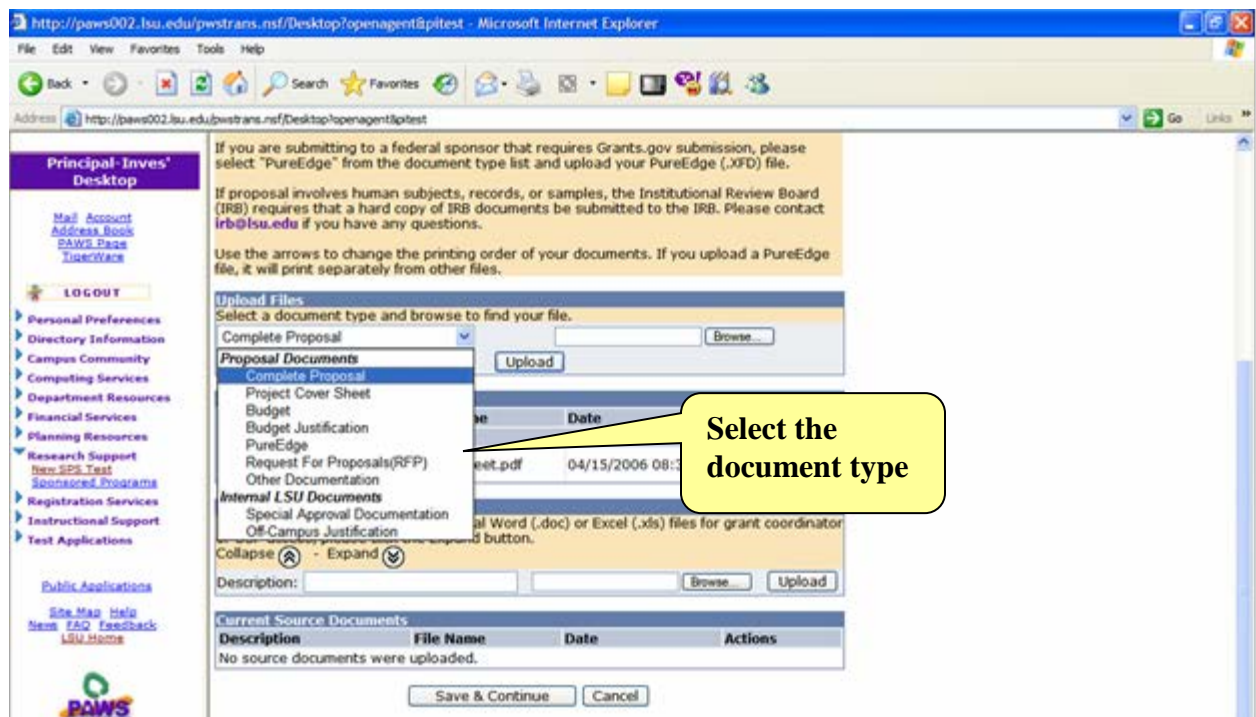
Choose the file description type from the drop down list, browse for your file, click open and then click the **upload button**. You can upload a complete proposal in PDF format or different sections as separate PDF files.

Temporary source document storage is also available. You may upload your source file(s) for grant specialists in the **Current Source Documents** section. This is optional. Only Word and Excel files can be uploaded in this section. Note: Reviewers will not be able to view these files from View/Print Download Proposal Screen.

If you upload a Grants.gov Application Package, it will print separately from other files. A list of currently uploaded files is displayed along with the file name and time stamp.
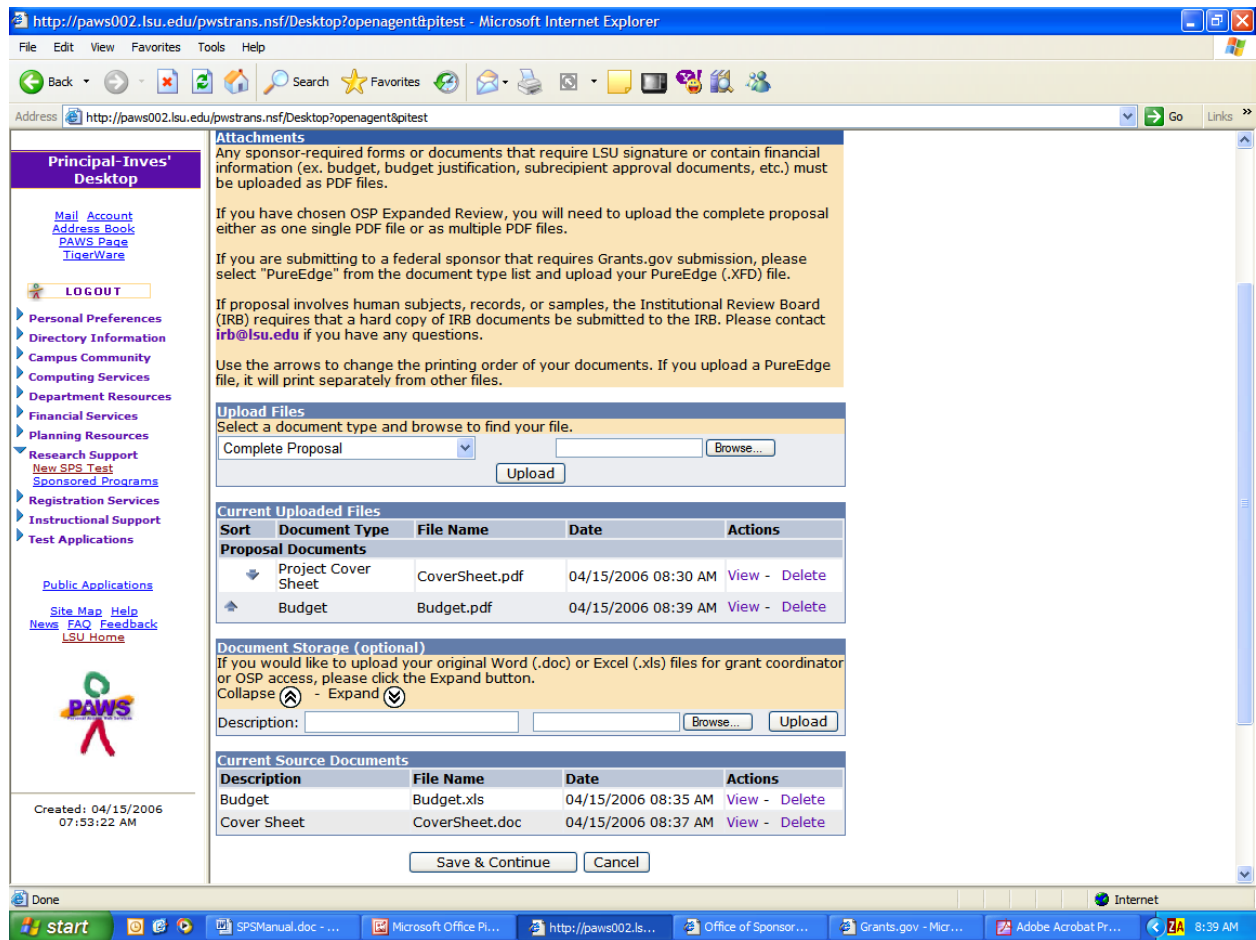

Use the arrows to change the printing order of your documents.

| Sort	Document Type	File Name	Date	Actions
Proposal Documents				
⬇	Budget	t.pdf	01/21/2010 09:59 AM	View -
⬇	Grants.gov Application Package	Grants.gov package.pdf	01/21/2010 09:59 AM	View -
⬇	Project Cover Sheet	Cover sheet.pdf	07/01/2010 08:02 AM	View -

Click arrow to sort

You can view any file or delete any unwanted files. The Routing Tab will become available after you have

uploaded your budget file (at a minimum) in PDF format.
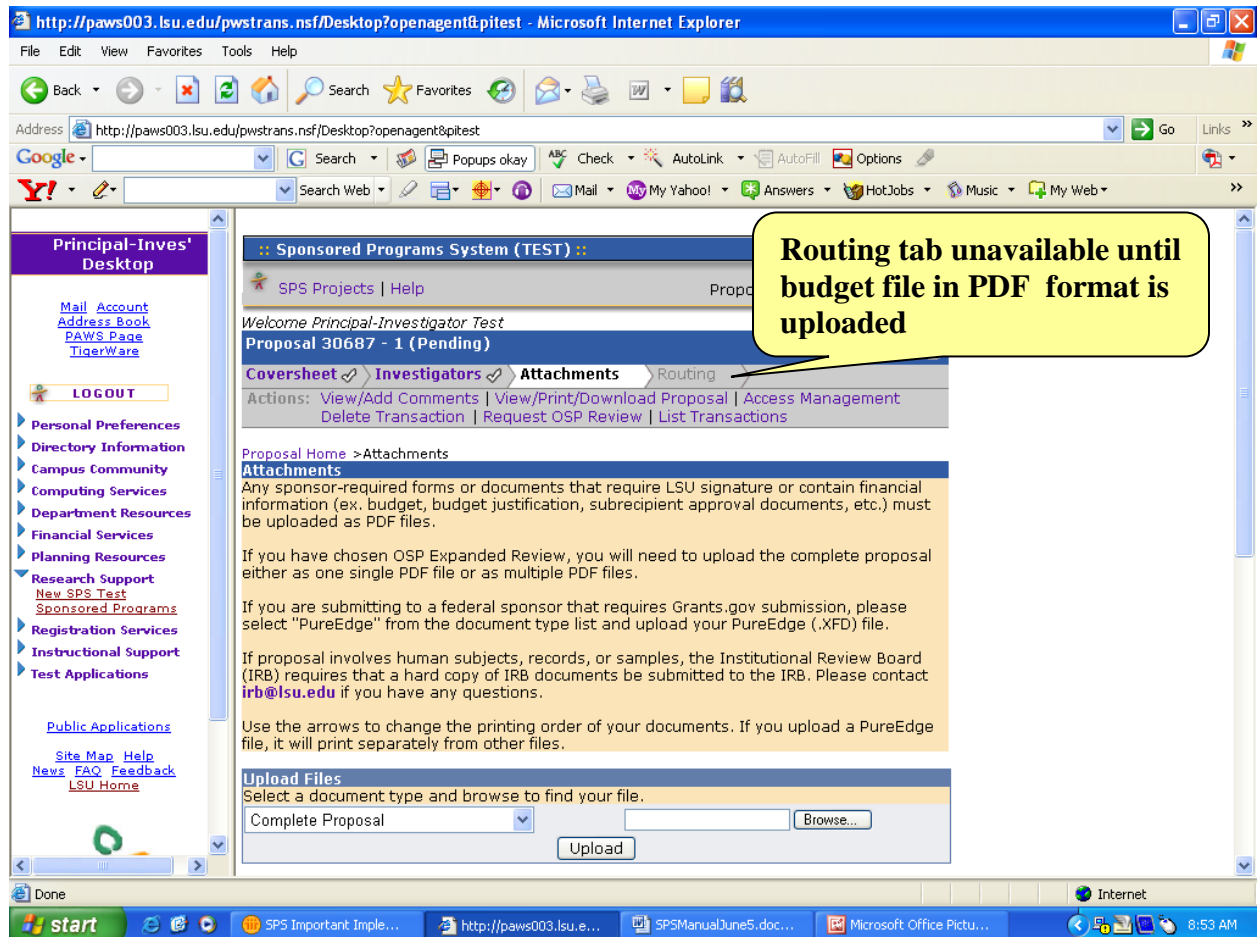
You may load more than one file for each document type. For example, if you have to load two budgets,

one for LSU (modular spreadsheet) and one for NIH (modular budget in NIH format), then choose budget

as the description for both, and load the two separate files in PDF with different names.

After you have uploaded all necessary proposal files, click **save and continue** at the bottom of the

screen.
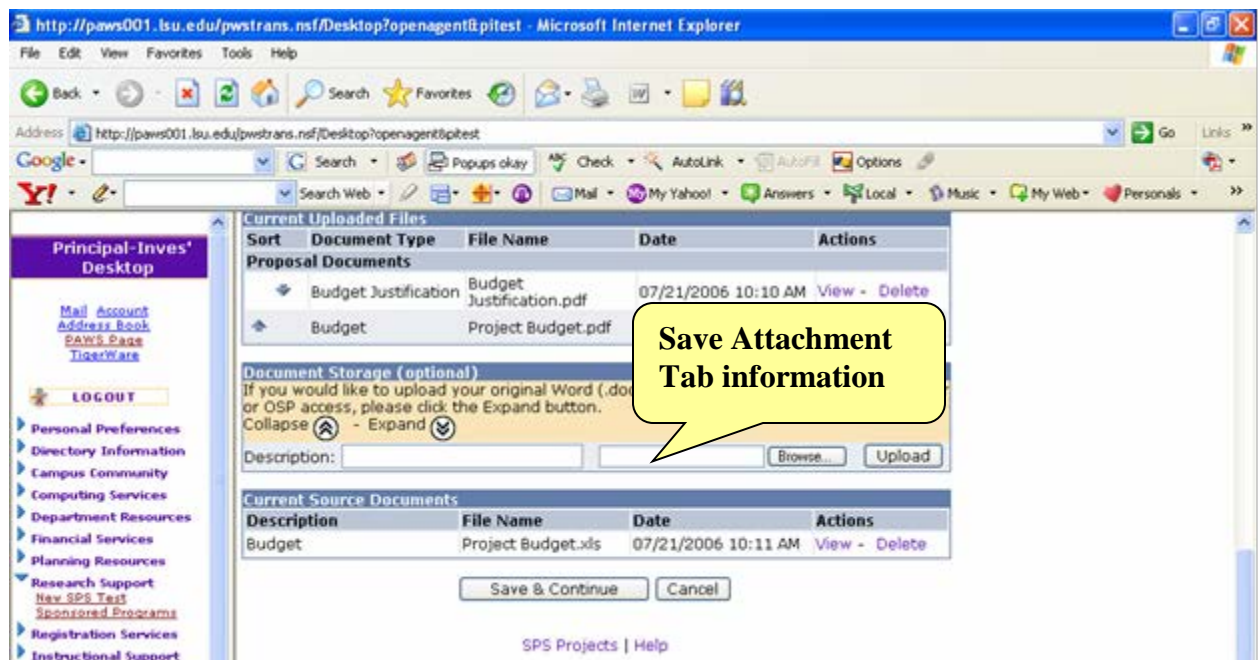
A check appears on the Attachments Tab, and the Routing Tab becomes available. You have completed

the Attachments Tab section.
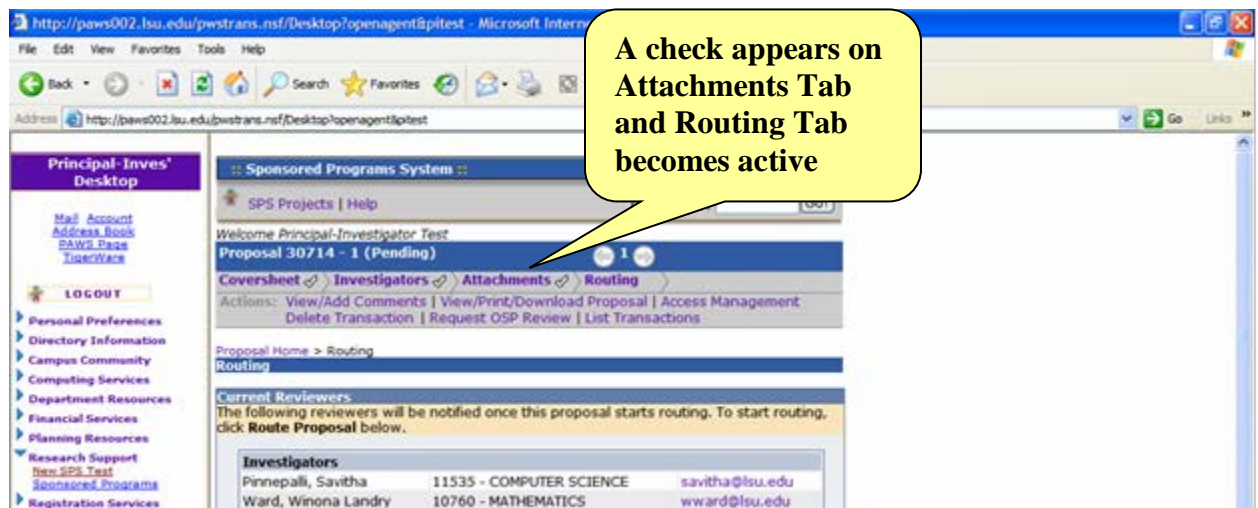
9. ROUTING TAB

Based on information entered for the proposal, SPS will determine required internal approvals. Required

reviewers will be displayed on the Routing Tab.

Double check all information, and if correct and you are ready to route your proposal, click on **Route Proposal.**

SPS will verify that the proposal is complete, and then notify reviewers that a proposal is awaiting their approval. All reviewers receive an electronic workspace notification simultaneously, and can review the proposal concurrently.

Scroll down on the routing tab. You may add **additional reviewers** by entering the MyLSU ID and clicking **Add Reviewer**. Reviewers will have read only access to your proposal and will be required to approve the proposal. If you would like to remove added reviewers, choose from the drop down list and click on **Remove Reviewer** button.

The proposal status will change to Routing and all PI/COPI/Dean/Dept Heads/Reviewers/Special Approval

committee members and added reviewers will receive a notification in their MyLSU **workspace**. In addition,

certain elements of the proposal will be locked. (See Section 1)
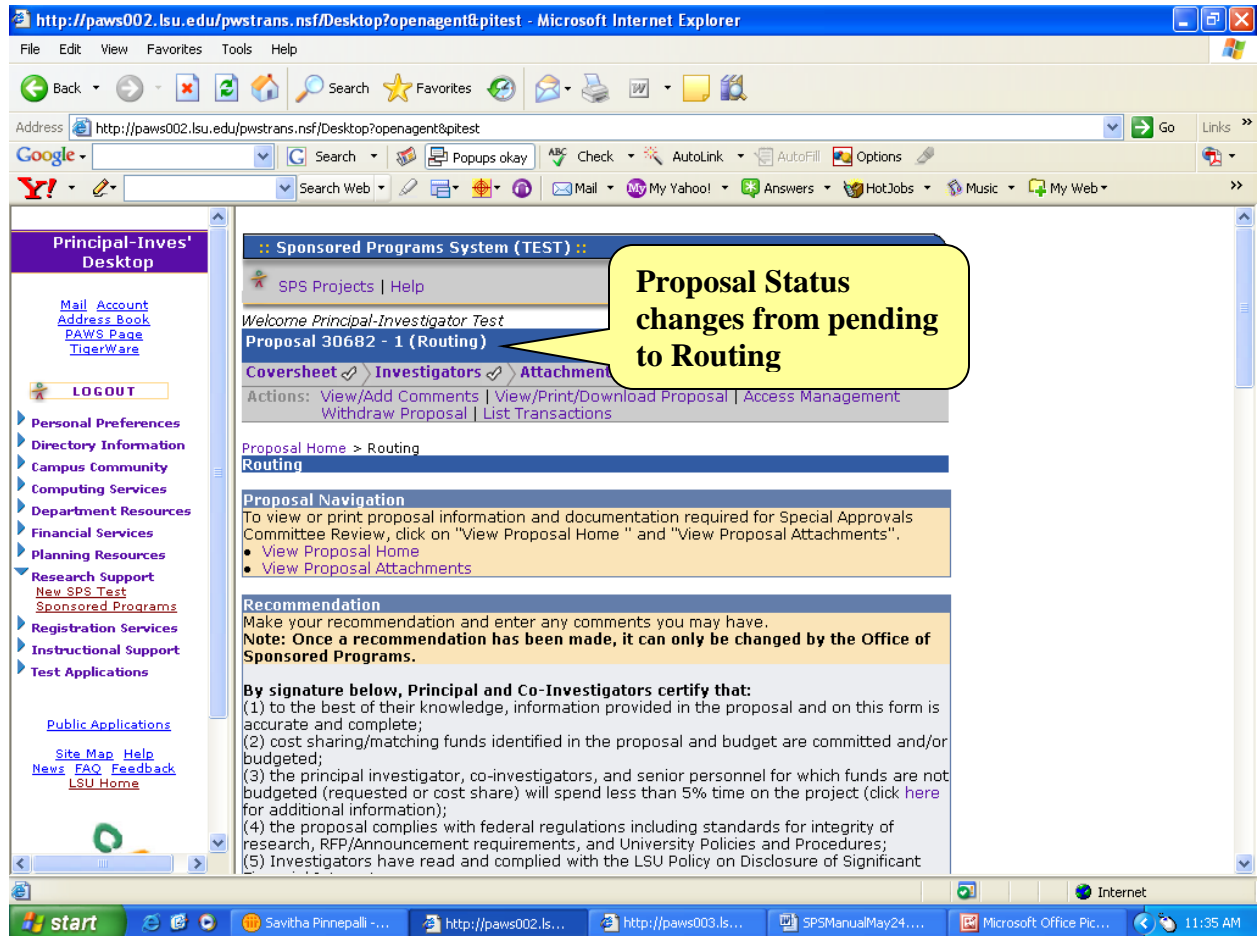
10. Approve Routing Proposals and Modification Requests

SPS electronically "routes" proposals for all required internal approvals, eliminating the need to obtain hard copy signatures on the LSU SPS Proposal Routing and Approval Data Sheet.

To approve a proposal/request as PI:

Once you have completed your proposal/request and clicked Route Proposal, you will need to give your approval as PI. On the Routing Tab, scroll down to the Recommendation section. Click **Approve** option button and click **Save Recommendations**.

To approve a proposal/request as Co-PI or Reviewer:

1) **Proposal/Request Notification**: Each required reviewer for a proposal/request (including PIs, CO-PIs, Dept. Heads, Deans, and Special Approvals Committee members) will receive a notification in their MyLSU Workspace requesting electronic approval. MyLSU Workspace includes a "**Notification Option**" where users may elect to receive an email message when new notifications are posted to their Workspace. (See section 12 for detailed information on workspace.)

2) **Access Proposal/Request**: Access the proposal by clicking the hyperlink provided in the Workspace notification message.

3) **View Proposal/Request Information**: There are two links available on the Routing Tab under Proposal Navigation. To view summary information for the proposal, click **View Proposal Home**. To view the proposal information (budget, narrative, etc.)   click **View Proposal Attachments.** Select View/Print Complete Proposal to view the entire proposal and SPS Proposal Routing and Approval Data Sheet as one

document. If the proposal includes a Grants.gov application package, the complete proposal will not be compiled by SPS. Each individual PDF document will have to be viewed/opened separately.

4) **Add Reviewers** (optional): SPS will determine all required reviewers for the proposal. However, you may add additional reviewers, as needed, prior to making your recommendation. To add a reviewer, in the Add Reviewer section on the Routing Tab, enter MyLSU Logon ID for the new reviewer, and click Add Reviewer.

5) **Approve Proposal/Request**: Once you have reviewed the proposal/request, you will make your recommendation. Scroll down to the Recommendation section on the Routing Tab. In the Recommendation section, select Approve, or Disapprove (explanation for disapproval in the comments section is required), and click **Save Recommendation**. Once you have given a recommendation, you will not be able to change it. Contact OSP if you need to change your recommendation.

Recommendation screen before approval:

Reviewers for the proposal and the status of their approval can be viewed in the **Routing Tab** on the recommendation screen. Initially the recommendation status is "**Pending**".

Recommendation screen after approval:

After an approval is given, recommendation status will change to "Approve" or "Disapproved" and will display a timestamp for when the recommendation was given. After all required electronic approvals are obtained and appropriate proposal documents are approved for submission, OSP will approve the proposal, the proposal status will be changed to **Submitted,** and the proposal will be sent to the Sponsor.

To access and approve a proposal from PI Home Screen:

Enter the proposal number and click on the **GO** button. Click on the link which displays "To submit your recommendation, please **Click Here**". This link will display the recommendation screen where you can approve the proposal.

11. Locked Elements in Routing Status

Once the proposal is in routing status, following information will be locked.

- **Coversheet Tab**

  – Budget Information (Total Funds Requested, Total LSU Match, etc.)

  – Special Approvals

  – Multi-task project selection

- **Investigators Tab**

  – Investigator information, % F&A and % Project Credit

- **Attachments Tab**

  – You may upload or delete file attachments, but we ask that you first notify the proposal specialist, as they may have started to review the information.

Since reviewers are reviewing/approving the proposal based on the information entered in the summary budget and investigator sections, to maintain the data integrity for reviewers, this information is locked. Special approvals are locked since the system adds required reviewers based on the answers to these questions. Task project selection is locked since the selection creates a new layer of coversheet and investigator information in the project record.

OSP has edit access to all of the above mentioned information. If any of this data needs to be changed during the routing process, the OSP specialist will work with the PI to make the necessary changes, and obtain additional approvals, if necessary. After OSP approves your proposal, all data elements will be locked

12. WORKSPACE NOTIFICATIONS

Overview

The Workspace is an electronic "**in-box**" used by web based systems at LSU to communicate to reviewers when a proposal is available for review and/or approval. The Workspace system only contains the link to the document in its system of origin (SPS) and not the document itself. Workspace can be accessed from the MyLSU desktop where it is shown as a link at the top.
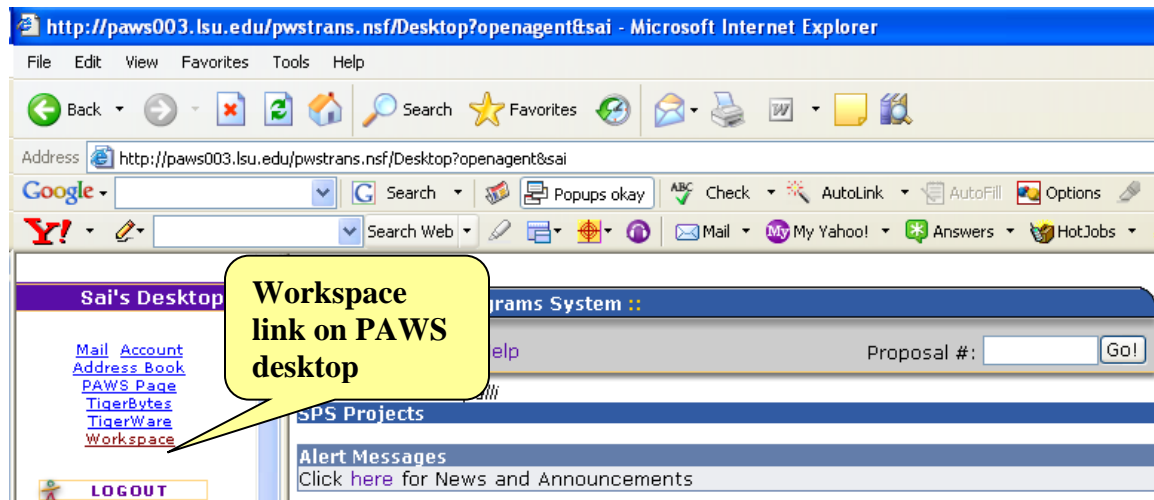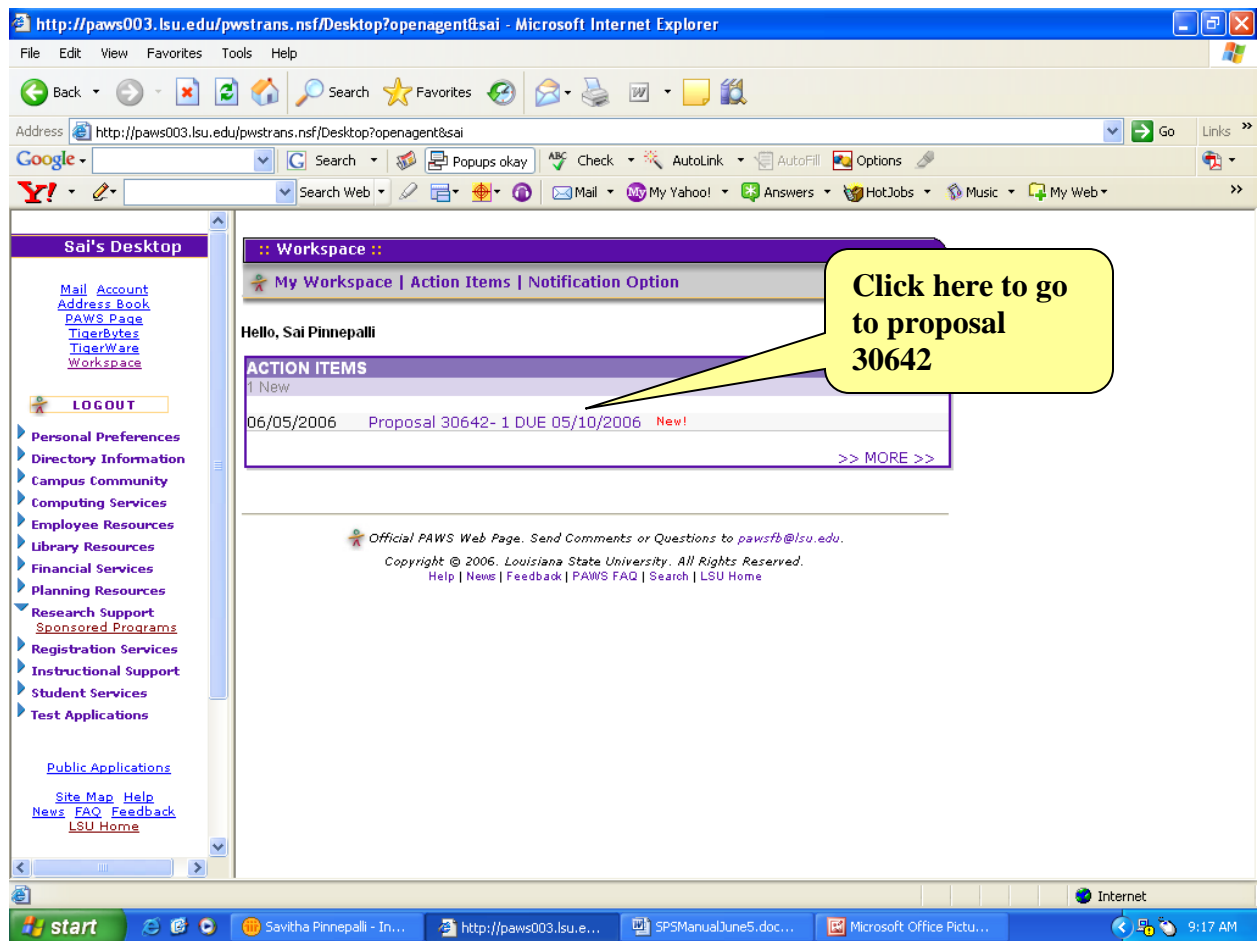

The Workspace Toolbar

The Workspace toolbar is located at the top of every screen throughout the **Workspace system** as shown below.

The **My Workspace** link will display the first screen of the Workspace system. The **Action Items** link will display all items in a user's Workspace. The **Notification Option** link will display a screen that will allow the user to choose whether they would like to receive emails as documents are routed to their workspace. The Workspace Roles link allows users to designate signature authority (refer section 17).

New Documents.

Once the Workspace link is clicked, a screen will appear that will display any new proposals that have been routed to the user for review. This is seen in the example below.

The screen can also be accessed by clicking the **My Workspace** link from the Workspace toolbar.

The date the proposal were routed and the proposal number along with due date will display. To access information about the proposal, click on the **purple proposal number** link. This will display additional summary information about the proposal.

While viewing proposal information under the Document Entry section (as shown below), the user has several options. The user can Mark as read, which means the document will no longer display on the initial **Workspace screen** where **new** documents are listed. The user can **Mark as unread**, which will cause the document to appear as a **new document**. The user can choose to **Mark as Hidden.** Hidden documents will only appear when the **View Hidden link** is chosen. Documents can also be deleted from Workspace by clicking the **Delete Message** option.
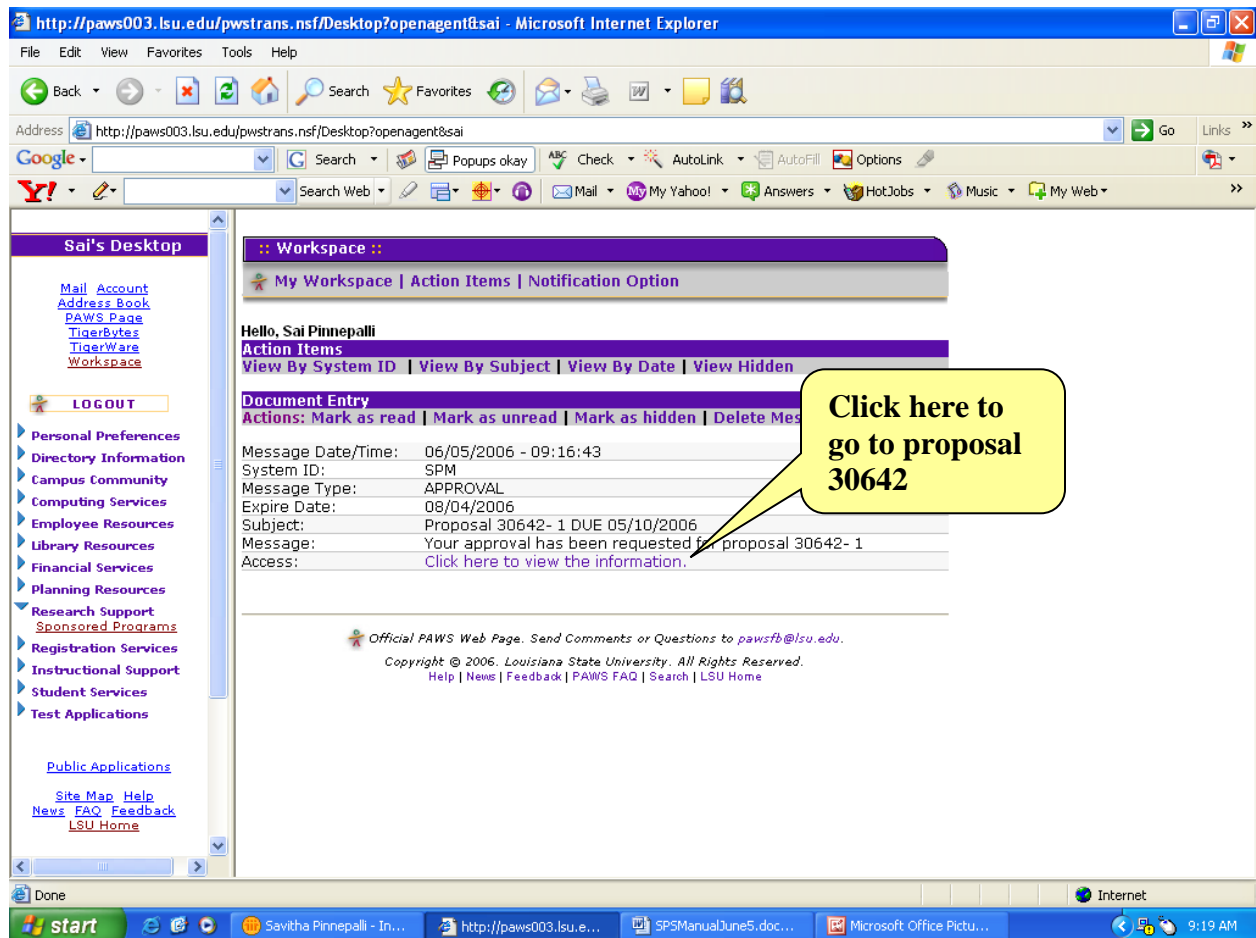
To access the proposal, click on the purple link that reads "**Click here to view the information**".

This will close Workspace and open the document in its system of origin (SPS).

You will be directed to Recommendation Screen on the Routing Tab as shown below. After you have reviewed the proposal, click **Approve** and click **Save Recommendations**. (See section 10 for details on how to approve proposals.)
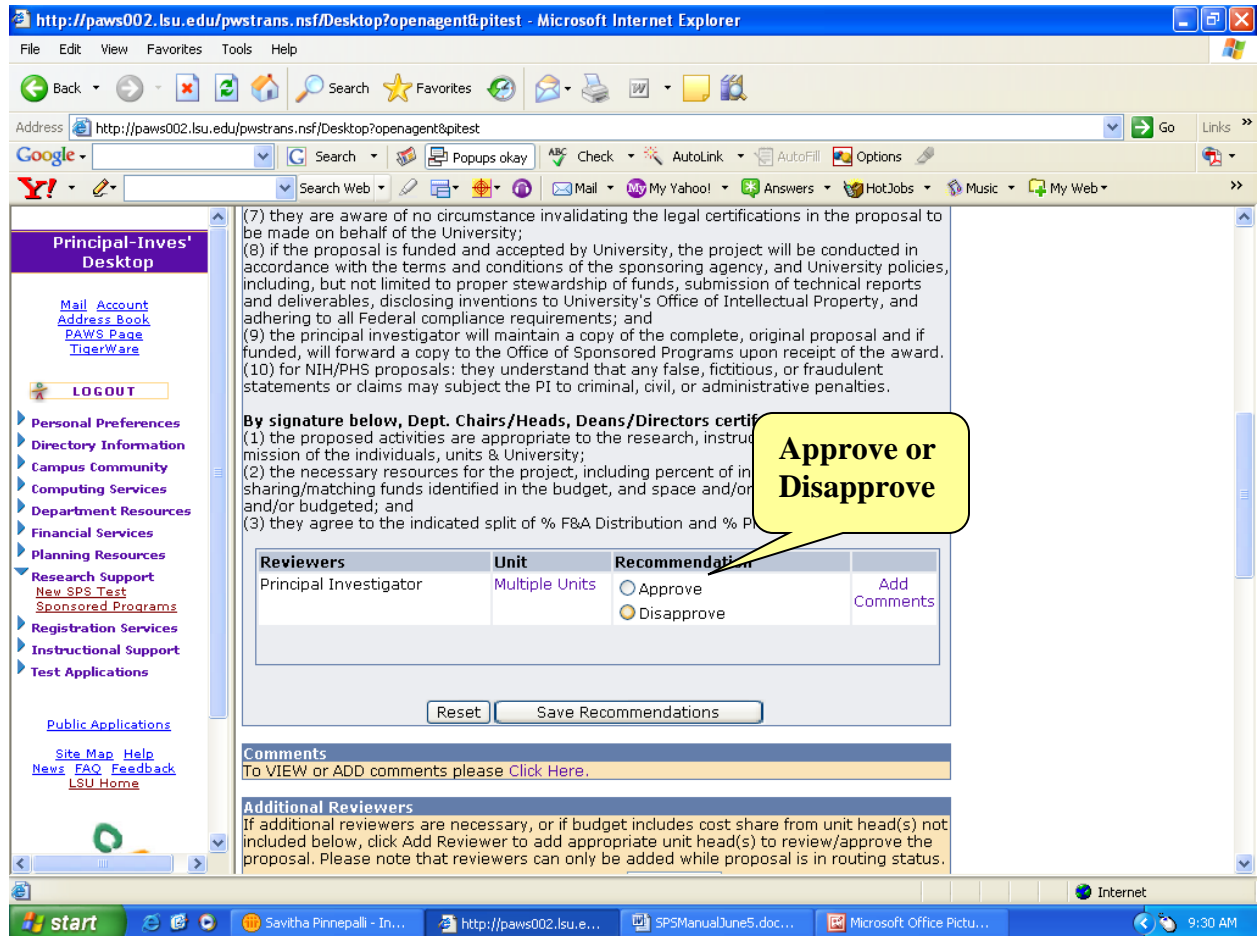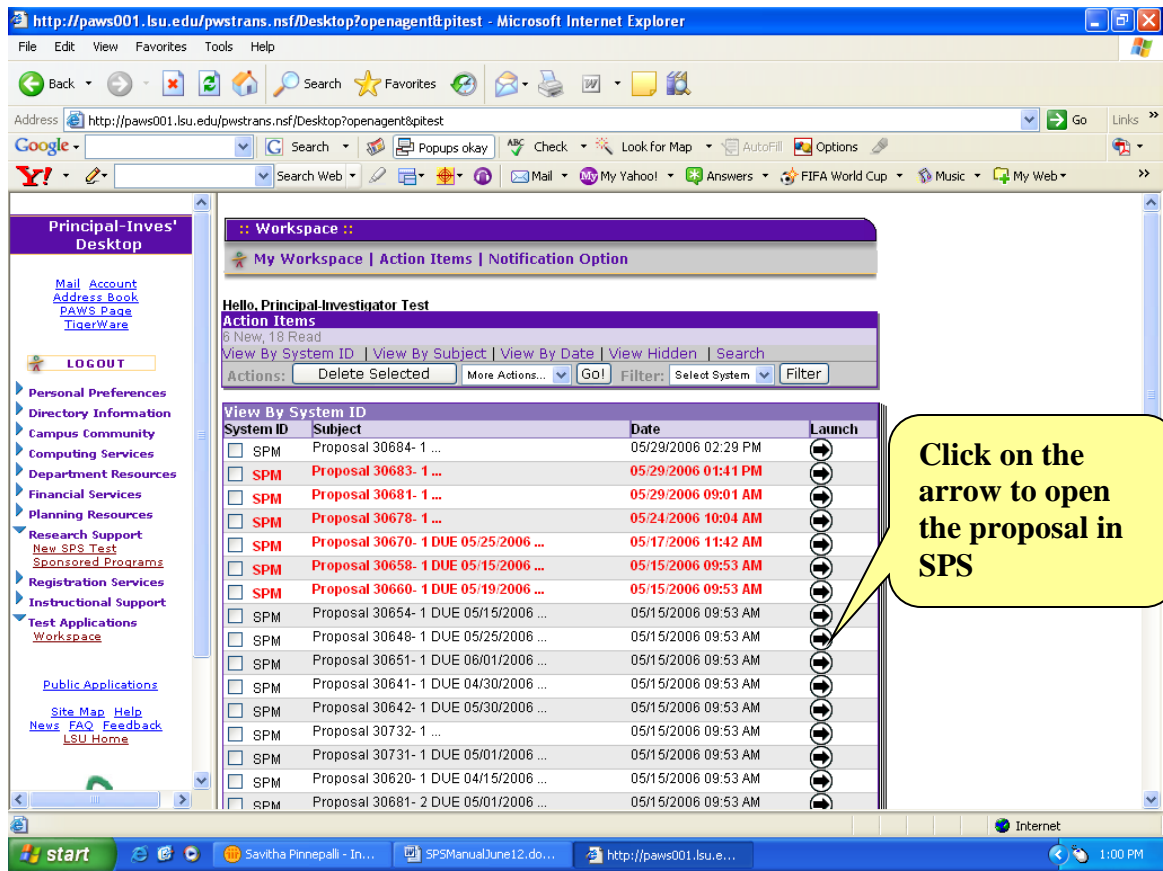

Existing Documents

Once a document's information has been viewed in Workspace or a document has been launched from Workspace, it will no longer be listed on the first screen that appears when Workspace is opened. In order to access past notifications, click on the Action Items link in the Workspace Toolbar that appears at the top of the screen as shown below.

All items in the Workspace will display along with the date the item was routed. Items that have not been viewed will display in **red.** Items that have been viewed will display in **black** as shown in the example below.

Next to each notification is an arrow with a circle around it. This is a link that will launch the document in its system of origin (SPS). To view brief information about the proposal without launching it, click on the proposal number.

Sorting Documents

Documents viewed through the Action Items link can be sorted in a number of ways. Documents can be sorted by System, Subject, and Date. The System sort groups all documents from the same system together. The Subject sort lists all documents regardless of system (PRO, SPS etc) by subject alphabetically. The Date sort orders documents regardless of system in order of the date routed.

The user can also choose to view documents marked hidden. These sorts are available on the Action Items screen beneath the Workspace toolbar as shown in the image below.
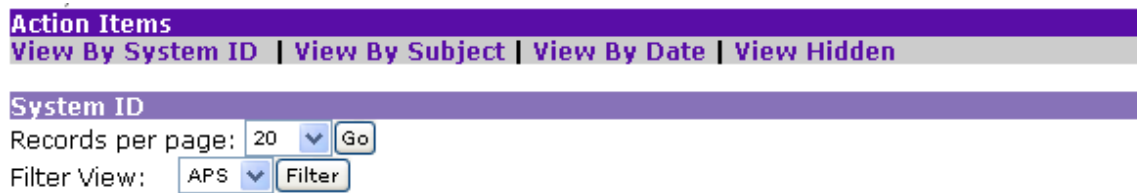
Once a sort is chosen, additional options will display beneath the Sort Options. The options will change depending on the sort method chosen. If the user is viewing by System ID, the user can select the number of records that will appear on the page. The user can also choose to filter the view to only one system. This will only display documents for the system selected in the Filter View drop down. The View by Subject, Date, and Hidden all have the option to specify how many documents will appear on the screen.

13. ACTIONS

Additional screen functions are available in the form of links at the top of each screen. Available actions include View/Add Comments, View/Print/Download Proposal, Access Management, Withdraw Proposal, List Transactions. Other Actions will become available depending on the tab and status of your proposal.

13.1 View/Add Comments

You can add comments to your proposal at any time by clicking on View/Add Comments. You can add multiple comments and click **Add** after each comment. Click **Save and Continue**.
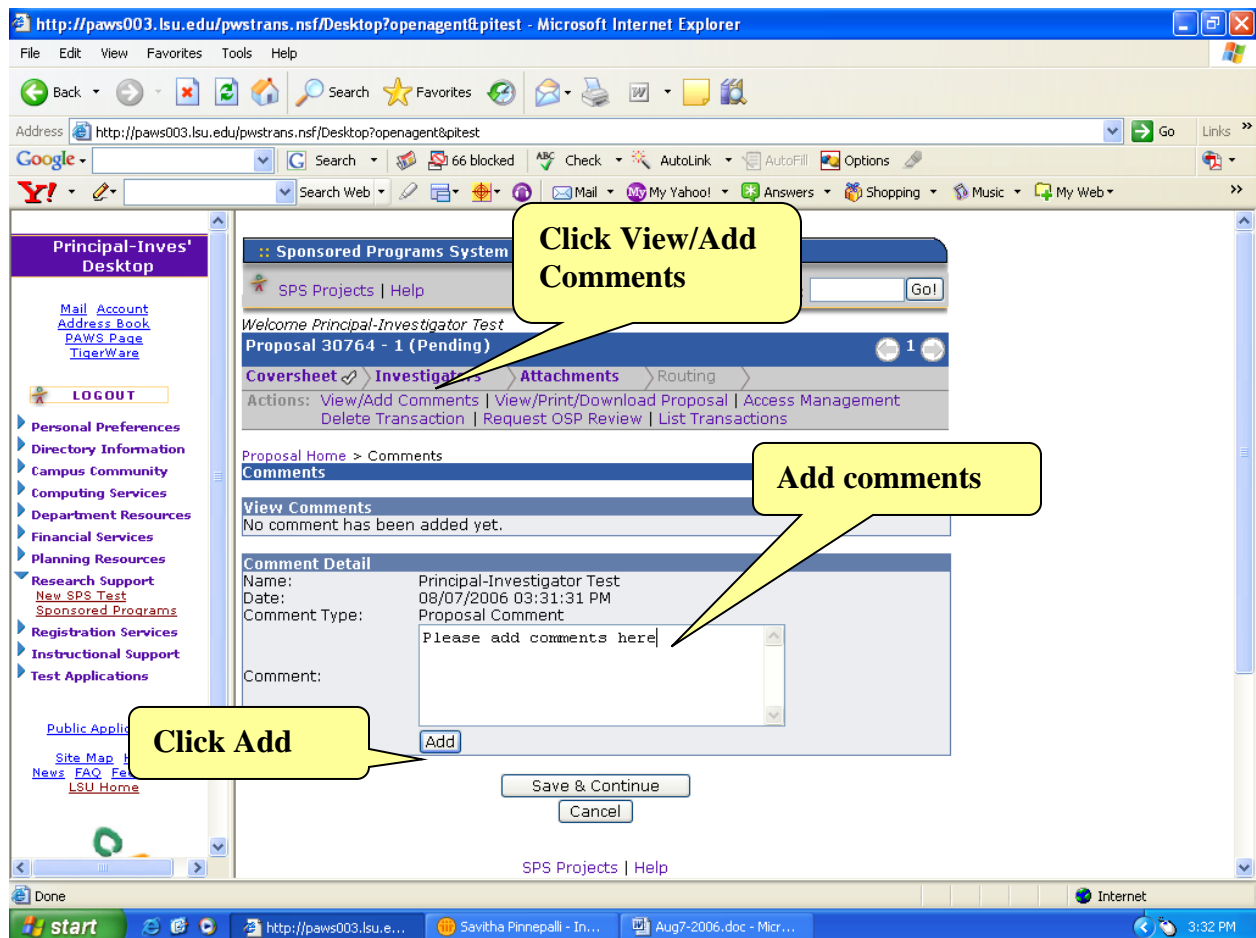
A Message will display at the top of the screen to indicate that your comments were added successfully.

13.2 View/Print Download Proposal

Select View/Print/Download Proposal. This action will bring you to a screen where you can generate a PDF version of your entire proposal, or specific proposal elements to view/print or download. Click on View/Print to create a temporary PDF file which you can view online or print. Click on Download to create a file which you can download to your computer, or save and send hardcopy to a potential sponsor.

If you click the Complete Proposal links, your SPS Proposal Routing and Approval Datasheet, and all PDF attachments that you have uploaded will bundle up in to one PDF file. You can View/Print/Download your proposal at any time. If the proposal contains a Grants.gov application package, each PDF document must be viewed and printed separately.

13.3 Delete Transaction

The "delete transaction" link is only available to PIs while a project transaction is in **pending** status.

13.4 Access Management.

While a proposal is in Pending or Routing Status, the Principal Investigator and Co-Investigators have

automatic editor access to the proposal, and reviewers have reader access. If you want to allow reader

or editor access to an additional person, select Access Management from the Actions Menu.

Access management allows you to give additional users (research associates, graduate students) access

to your proposal. Enter the person's SSN/ISO, or PAWS logon ID, select Access Level (reader or editor)

and click **Add New User.**

New User is added successfully. You can delete any reviewers that you have added by clicking **Delete**.

13.5 Withdraw Proposal

If you have routed your proposal but decide not to submit the proposal to the sponsor, click on Withdraw

Proposal. Enter the reason for your withdrawal, and click **Submit Request.** PI can request withdrawal of

a proposal in Routing or Submitted status.

13.6 Request Status Update

If you would like to notify OSP that your proposal has been declined, click Request Status Update. Enter

information and click Submit Request. The proposal has to be in Submitted status in order to request

status update.

13.7 Request OSP Review

If you would like OSP to review preliminary budget and/or proposal information before officially routing your proposal, click Request OSP Review. From the Proposal Home screen, select Request OSP Review from the Actions Menu. Enter an explanation for your request in the text box, and click **Save & Continue**. An email will be sent to OSP with your request.
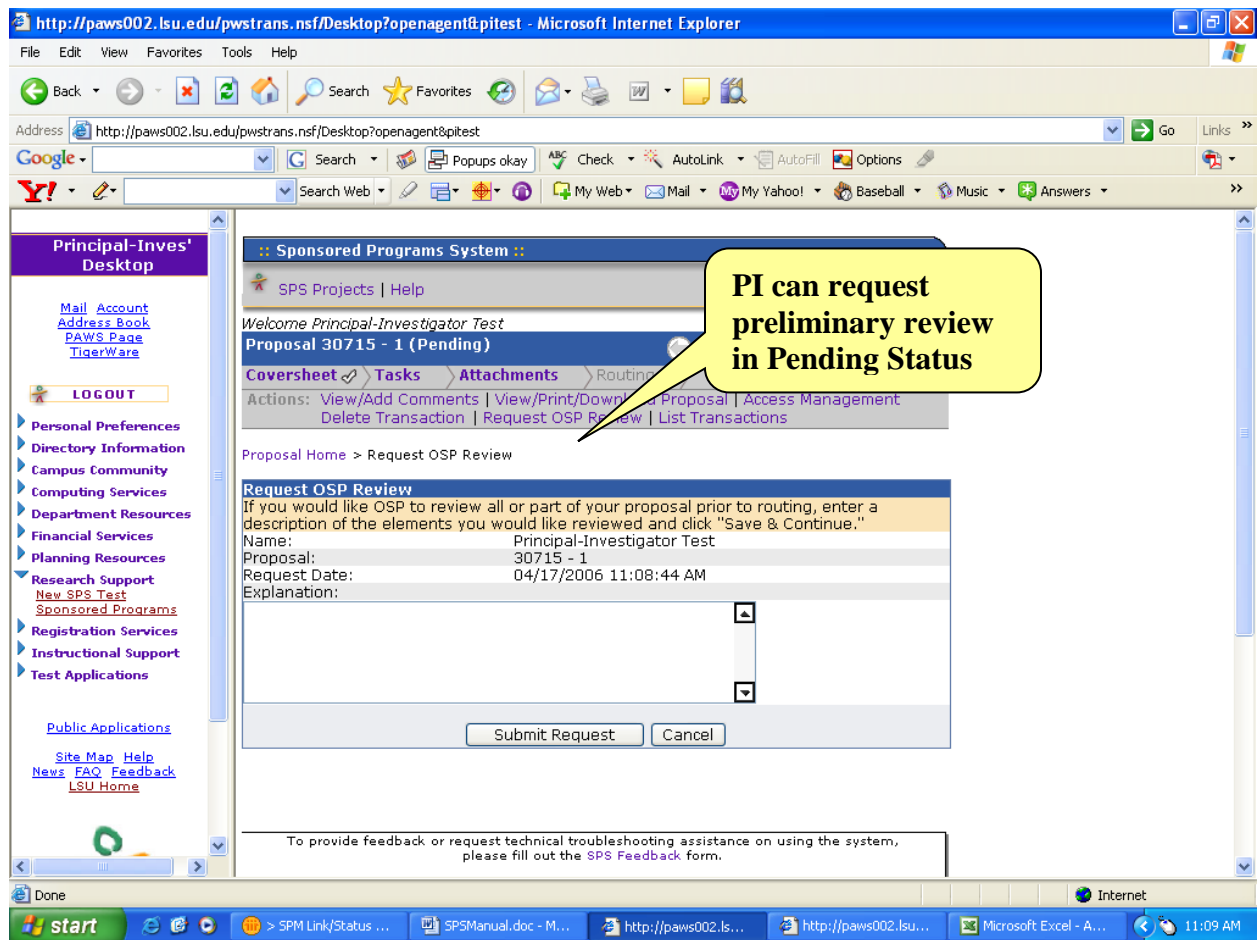
13.8 List Transactions

List Transactions link will take you to a list of transactions for the project. You can List Transactions at any time. To access information within a particular transaction, click on the proposal number, you are now in Proposal Home for the transaction. If your proposal has multiple transactions, it will appear as **proposal number – transaction number** (Example: 30714-1, 30714-2, etc.)
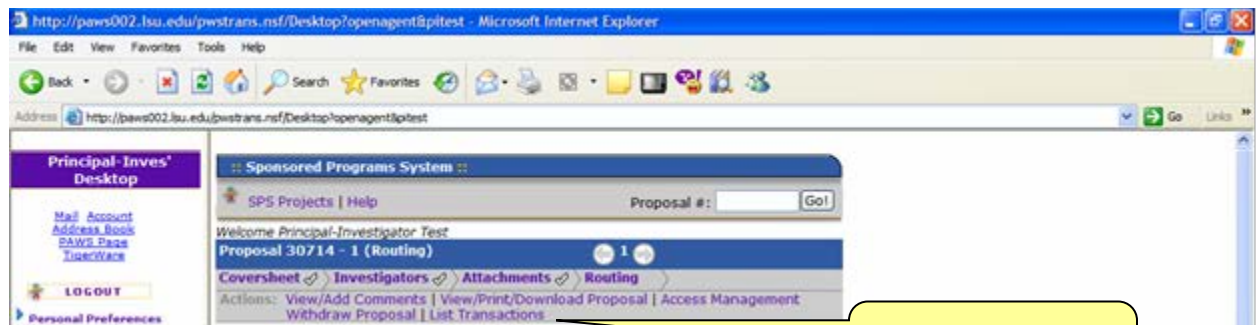
If proposal has single transaction, it would appear as shown below
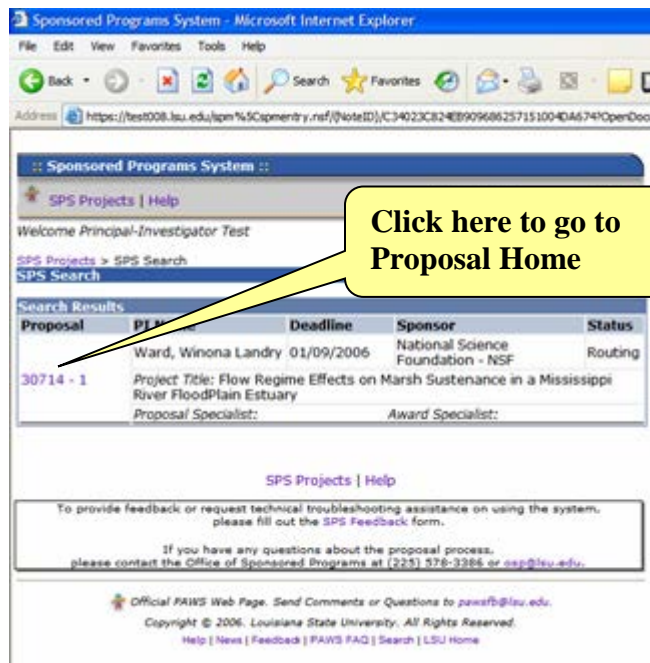
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If proposal has multiple transactions, it will appear as shown below

Desktop		04/17/2006	$563,286.00	Pending
Mail Account Address Book PAWS Page TigerWare	30633 - 3	*Sponsor:* National Aeronautics & Space Administration - NASA	*Type:* Revision	
			Date Approved:	
LOGOUT		*Project Title:* LAND CONNECTIVITY AND INFLUENCES ON COASTAL WATERS IN A LARGE RIVER-DOMINATED DELTAIC ENVIRONMENT: AN ASSESSMENT USING FIELD, SATELLITE AND MODEL STUDIES		
Personal Preferences		*Proposal Specialist:*	*Award Specialist:*	
Directory Information		04/17/2006	$563,286.00	Pending
Campus Community Computing Services	30633 - 2	*Sponsor:* National Aeronautics & Space Administration - NASA	*Type:* Revision	
Department Resources			*Date Approved:* 04/25/2006	
Financial Services Planning Resources		*Project Title:* LAND CONNECTIVITY AND INFLUENCES ON COASTAL WATERS IN A LARGE RIVER-DOMINATED DELTAIC ENVIRONMENT: AN ASSESSMENT USING FIELD, SATELLITE AND MODEL STUDIES		
Research Support New SPS Test Sponsored Programs		*Proposal Specialist:* Graham, Patricia P	*Award Specialist:*	
Registration Services		04/17/2006	$563,286.00	Submitted
Instructional Support Test Applications	30633 - 1	*Sponsor:* National Aeronautics & Space Administration - NASA	*Type:* New	
			Date Approved: 04/25/2006	
Public Applications		*Project Title:* LAND CONNECTIVITY AND INFLUENCES ON COASTAL WATERS IN A LARGE RIVER-DOMINATED DELTAIC ENVIRONMENT: AN ASSESSMENT USING FIELD, SATELLITE AND MODEL STUDIES		
Site Map Help News FAQ Feedback		*Proposal Specialist:* Graham, Patricia P	*Award Specialist:*	

13.9 Proposal Types: New, Revised, Renewal, Continuation, and Supplement

New Proposal

A New Proposal is a proposal that is being submitted to a sponsor for the first time, or a proposal that is being re-submitted after having been officially declined by the sponsor. Award transfers to LSU from another institution are considered new proposals for LSU. To create a new proposal, go to OSP Home and click Create New Proposal. To create a full proposal after submission of a notice of intent (NOI) or Preproposal, go to the Proposal Home for the NOI transaction, click Create New and select New from the drop down box. Follow the steps identified in Sections 6 – 9 to complete and route your proposal.

Revised Proposal

A proposal can be revised from an existing transaction in Submitted Status. A revised proposal keeps the same proposal number as the originally submitted proposal, and modifies a pending or un-funded proposal (if a declined proposal is resubmitted, it is a new proposal). Follow the steps identified in Sections 6 – 9 to complete and route your proposal.

Renewal, Continuation and Supplemental Proposals

Renewal Proposal, also known as a Competing Continuation Proposal, requests new funding to continue an existing awarded project beyond its original term. This type of proposal requests additional funds to continue a project that has already been completed, and proposes a new scope of work. It is treated as a new proposal and receives a new LSU Proposal Number. A renewal proposal may include any or all elements of a new proposal.

Continuation Proposal, a continuation proposal keeps the same proposal number as the originally submitted proposal because the additional funding comes in the form of an amendment to the original award. Under transaction type "Continuation" there are two proposal types. The first is "New" which is a proposal requesting additional funds and additional time not originally approved in a single year or multi-year award. The second type is "Non-Compete/SNAP" which is a proposal requesting next year funds

already approved in a multi-year or multi-phase award. This proposal type is usually in the form of a progress report (e.g. NIH-SNAP, DOE's plan for next year's funds).

Supplemental Proposal requests an increase in support for a funded project in a current budget period and may include expansion of the project's approved scope. A supplement is a request for additional funding within the original time period. Supplemental proposal keeps the same proposal number as the originally submitted proposal. All project information may change. Because additional funding is requested, a separate budget is required.

To create a renewal, continuation, or supplement proposal select the appropriate proposal type from the **Create New box**, and follow the steps in Sections 6 – 9 to complete and route your proposal.

13.10 Create Modification Request

At any time during the life of a sponsored project, a variety of modifications may be necessary. Any request to modify any aspect of a sponsored project must be approved by LSU prior to submission to sponsor.   A request to modify a project may include one or several of the following: No-Cost Extension, Revised Budget, Change of Principal Investigator, Transfer of an Award, Termination of an Award, Change in Scope/PI Effort and Other. You can create modifications for projects in **Accepted** status.

Choose modification from the Create New drop down list.

Modification Tab

The Modification Tab is currently active. Check all that apply to your modification request. If you choose other, you must enter a description in the text box. Enter information in either the **Modification Types** (Sponsor approval required) or **Internal Prior Approval** (Expanded Authorities) section of the tab.

Modification Types:

Select all applicable items for which sponsor approval is being requested.

Internal Prior Approval

If your project is funded by a Federal grant or Cooperative agreement, LSU may have "Expanded Authorities". Under Expanded Authorities, LSU may internally approve certain modification requests. For internal approval under expanded Authorities, check the appropriate modification type(s) in the Internal Prior Approval Section.

Click **Save and Continue**.

CoverSheet Tab

Basic project information will copy automatically from the proposal transaction Coversheet to the modification request coversheet. For the purpose of creating and routing a modification request, you will not change or update information in the Project Data, Sponsor and Budget Sections. You may enter a mailing deadline for the modification request, if applicable. Proposal Information and Special approvals will only change if your modification request affects any of these items, otherwise ignore. Click **Save and Continue.**

Investigator Tab

If the modification request includes a change of PI and/or CoPI(s), Update Investigator Tab information accordingly (including % F&A and % Project Credit). Click **Save and Continue**.
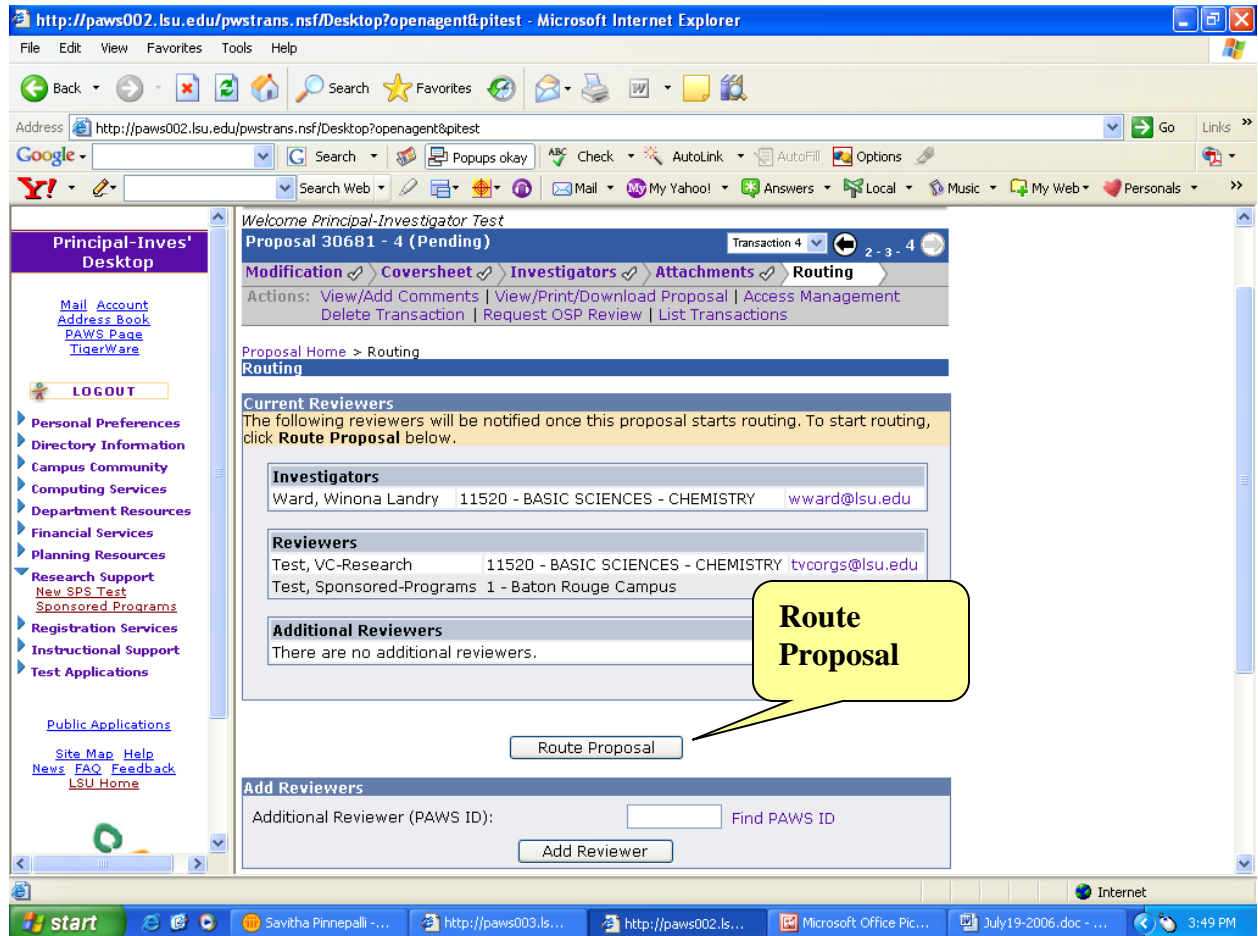
Attachments tab

Upload your Modification request information and click **Save and Continue**.The OSP-2 Form will be

generated by the system.
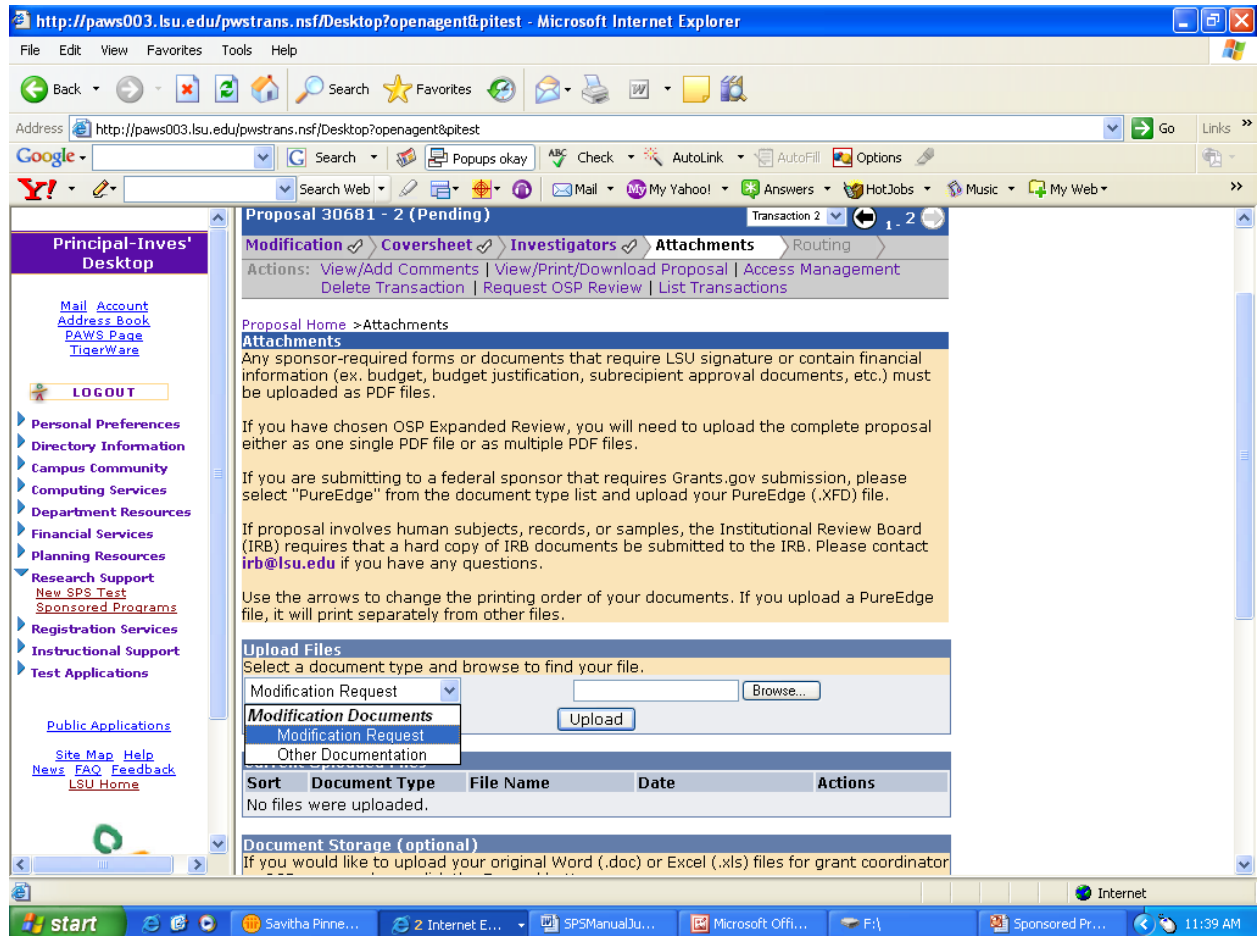
Routing Tab

Click **Route Proposal**.

Modification requests will route electronically to required reviewers similar to the proposal routing process.

See Section 10 for information on how to approve Modification requests.

13.11. Route Paper Awards and Modification Approvals

Grant and contract awards, amendments and sponsor approval of modification requests will continue to be routed hard copy. Awards, amendments and modification approvals will be sent via hard copy to OSP with completed and signed OSP-2 Form. OSP will review, negotiate and accept awards, amendments and modifications. Appropriate information will be recorded in SPS. Fully executed award documents will be sent to SPA for account set-up and administration.

14. PROPOSAL HOME

The Proposal Home displays all information you have entered for the transaction. For additional proposal information and special approvals, only those options that you have chosen or checked will display.

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Sponsor claims rights to intellectual property, or project involves a material transfer agreement
Human Subject
Exempt#:   IRB#:   Expires On:
Vertebrate Animals
Exempt#:   IACUC#:   Expires On:
Recombinant DNA

Comments

Date	Name	Comment
04/15/2006	Test, Principal-Investigator	Please review my proposal before April 30th 2006 as I will be out of town for 2 months

Award Data

Award Received	Award To PI for Review	PI Review Received
Accepted by LSU	Released for Sponsor Signature	Accepted by LSU and Sponsor
Award to SPA		Award Specialist

No Comments were added.

Current Project Data

LSU account number(s)	Amount Budgeted	Total Award	Begin Date	End Date	Sponsor Award Number

No project data added.

SPS Projects | Help

To provide feedback or request technical troubleshooting assistance on using the system, please fill out the SPS Feedback form.

If you have any questions about the proposal process, please contact the Office of Sponsored Programs at (225) 578-3386 or osp@lsu.edu.

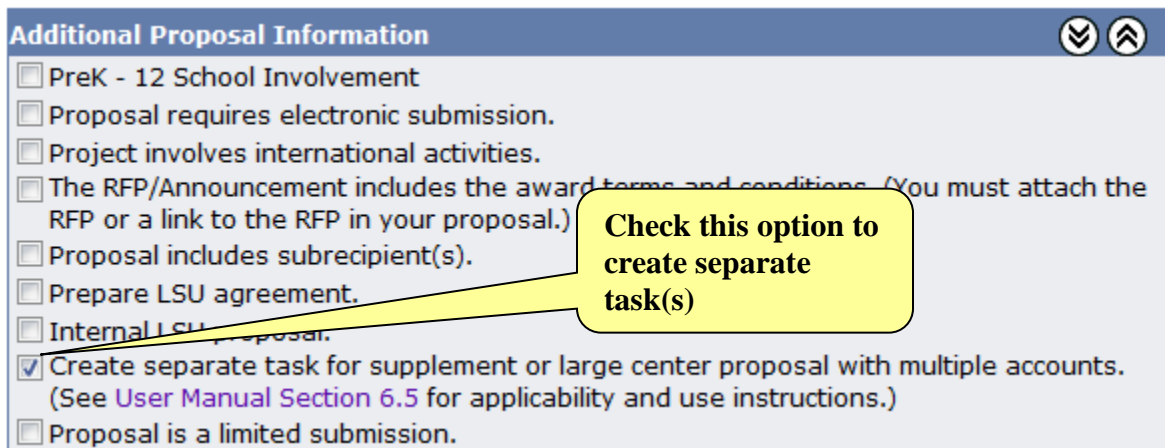Official PAWS Web Page. Send Comments or Questions to pawsfb@lsu.edu.
Copyright © 2006. Louisiana State University. All Rights Reserved.
Help | News | Feedback | PAWS FAQ | Search | LSU Home

All administrative dates will be entered by OSP. If the proposal is funded, award information will also be available on the Proposal Home screen.

15. MULTITASK PROPOSAL

Choose separate task checkbox in the following instances only:

1. For NSF REU supplement proposals where PI/Co-PI(s) and %F&A and %Project Credit will be

    different than the base NSF project. Record the supplement proposal as Task 2.

2. For large, multidisciplinary center proposals when prior approval for multiple accounts has been given

    by Office of Sponsored Programs (OSP).

Task 1 will be automatically created. For each task, you will be required to enter abbreviated Coversheet

information specific to the task, as well as PI/Co-PI and % F&A / % Project Credit information. (See Sections

6 and 7 for information on how to enter Coversheet and Investigator data.)

Also Edit, Copy to New and Insert After features are available to enter task information for task 2, task 3 etc.
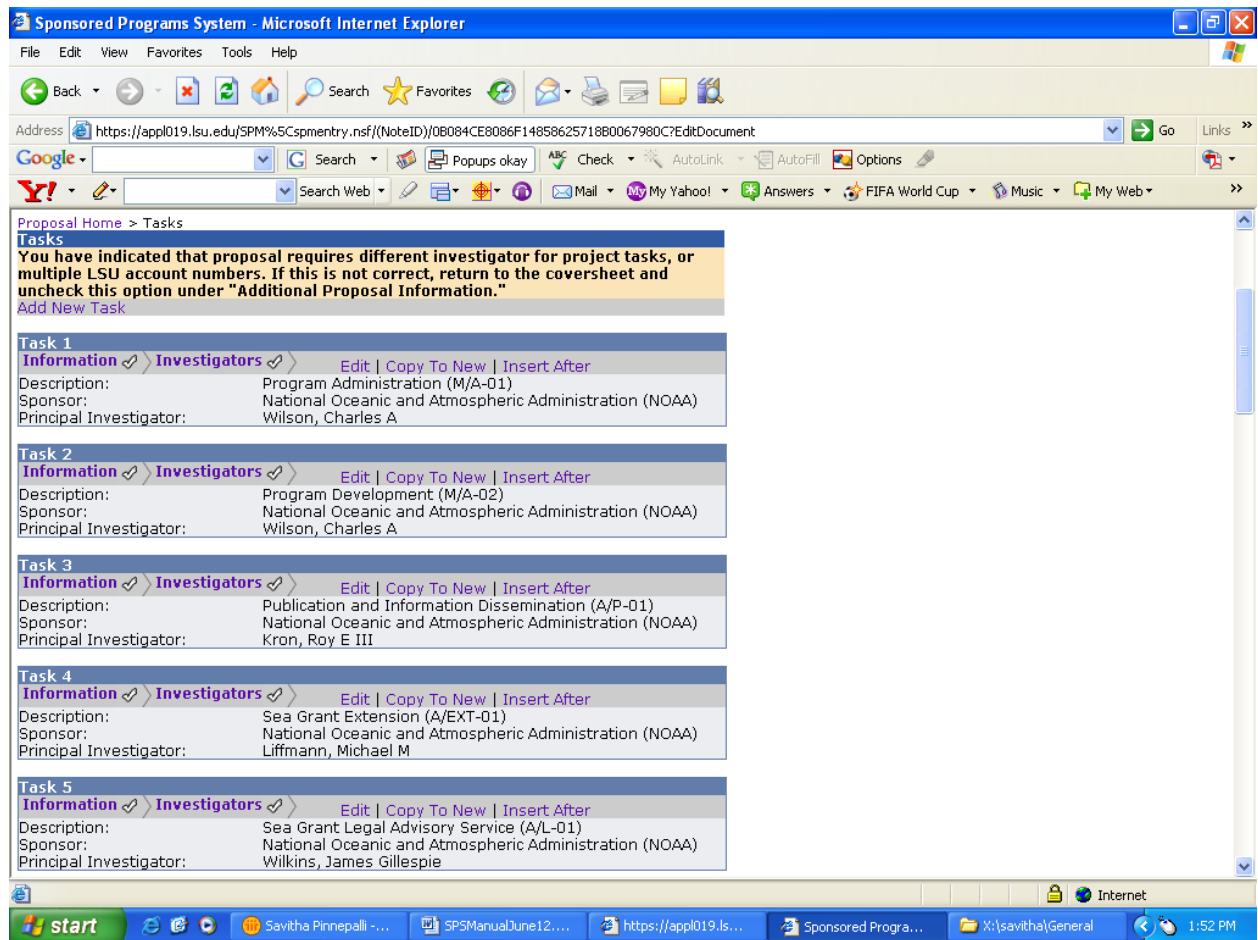
You can click on **Edit** to edit an existing task. **Copy to New** will create a new task by copying the Information and Investigation data from the existing task. Once the new task is created, you may modify the data as you see fit. **Insert After** will insert a new blank task after the current task. All Coversheet Information and Investigator data will need to be entered in the new task.

16. LOGGING OUT

Logging out of the LSU MyLSU ends your current session. Click Logout on your MyLSU Webpage on the left, or close your browser.
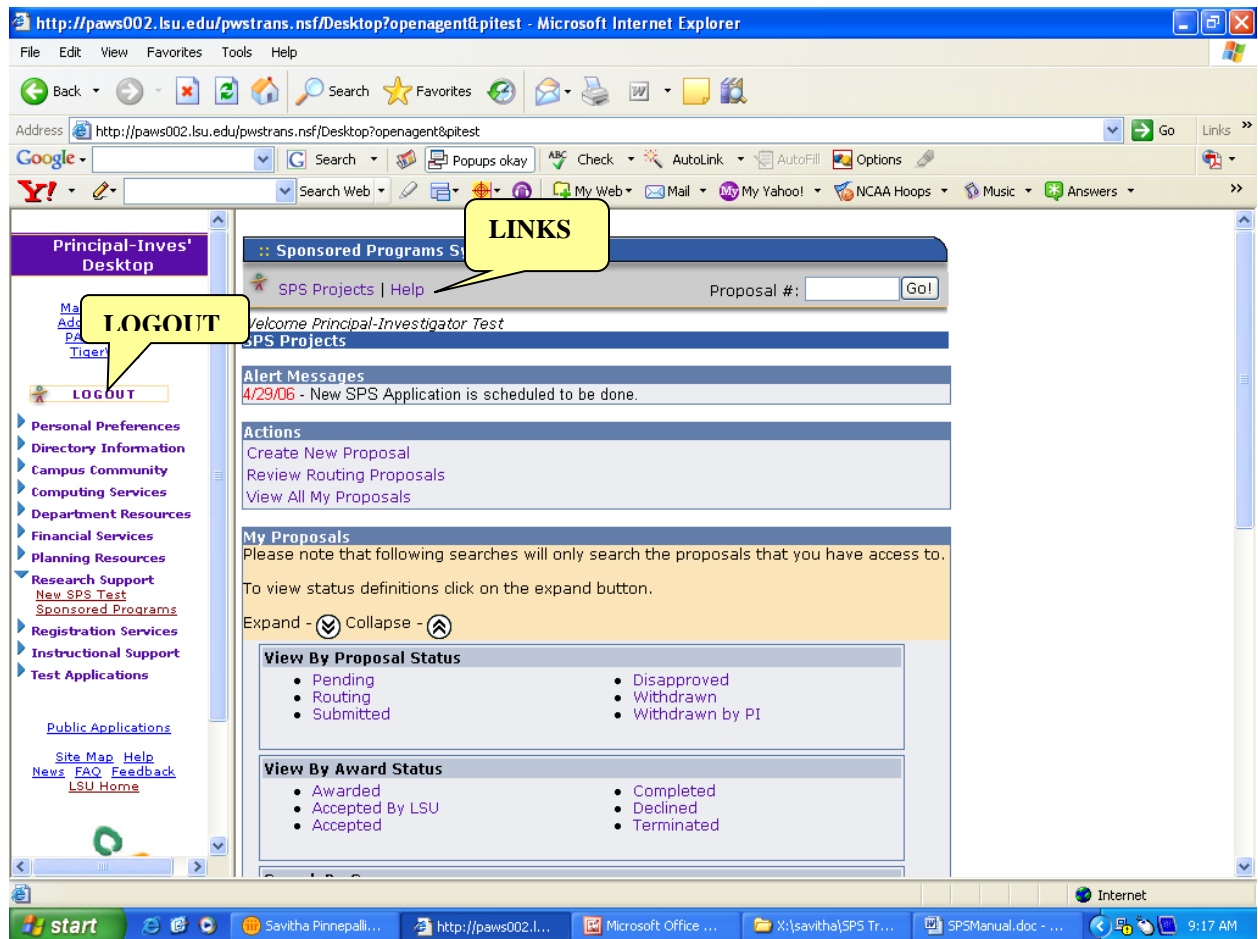
17.0 Designating Signature Authority in SPS

Login to PAWS account

Click on Workspace Link

Four tabs are displayed

My Workspace: Lists all new action items

Action Items: Provides sorting capability and allows you to launch the proposal by clicking on the arrow.

Notification Option: Allows user to opt to receive an email when a new workspace notification arrives.

Workspace Roles: Displays all of your roles in SPS system and allows user to delegate, change and

remove profile.
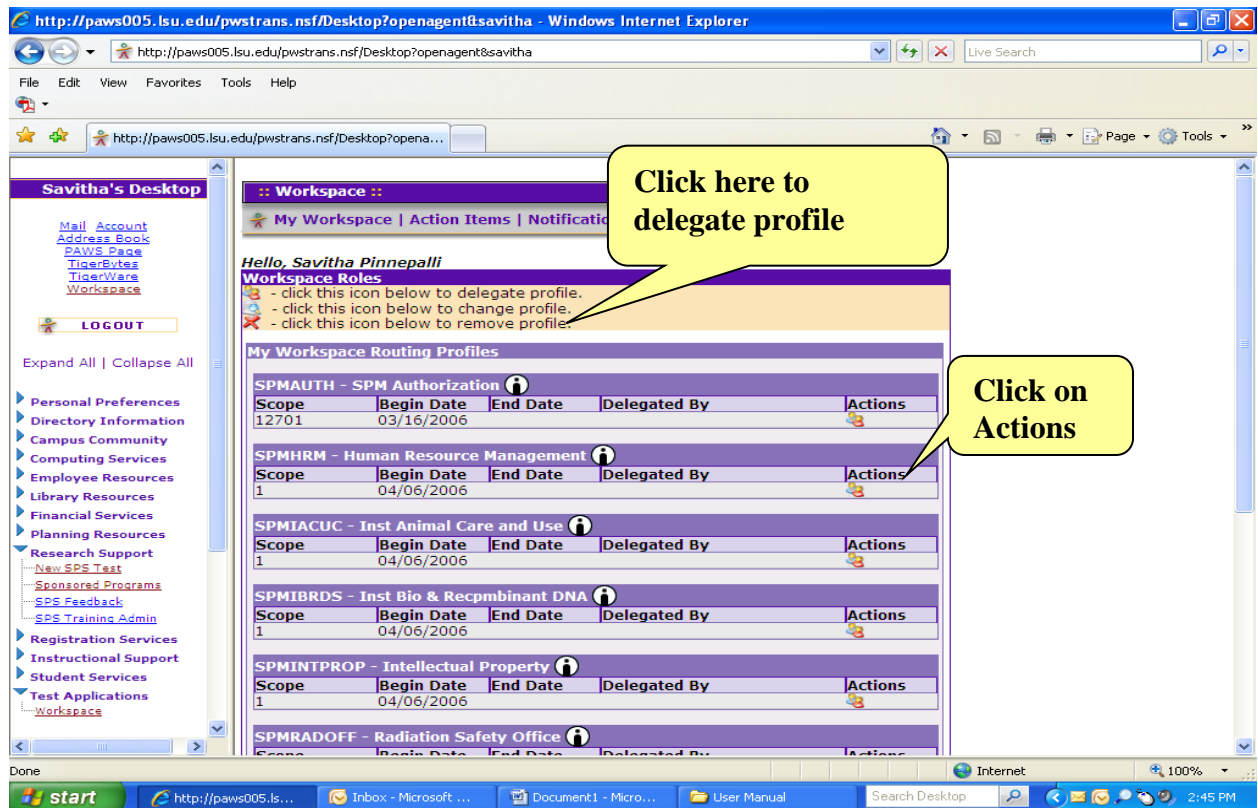
To delegate profile click on Actions
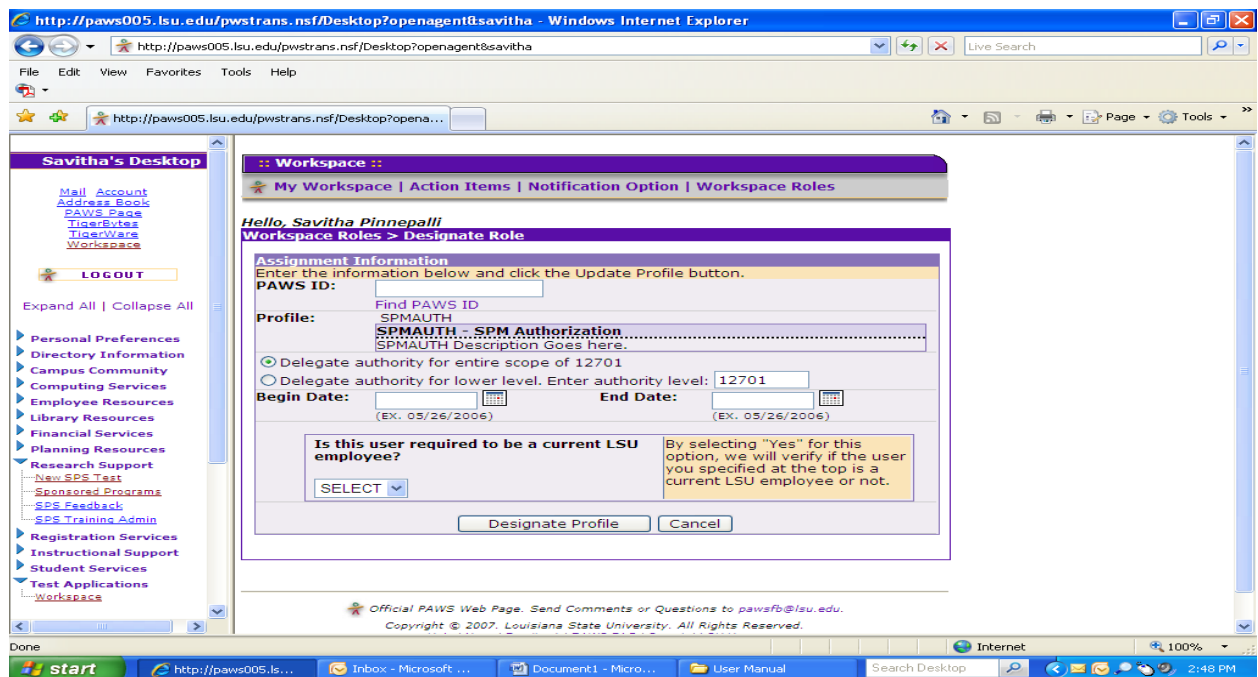
To delegate your authority, enter MyLSU ID of the LSU employee

Choose the delegation option

Delegate authority for entire scope of (your unit code) example 12701 (5 digits)

Delegate authority for lower level, Enter Authority level

Enter Begin Date and End Date

Choose whether the employee has to be a current LSU employee

Click Designate Profile

SPS User Guide

18. RESOURCES AND REQUIRED SOFTWARE

RESOURCES

OSP Guide – http://www.lsu.edu/osp/osp-guide.php

SPA Post Award & PAR Manuals - http://www.lsu.edu/administration/ofa/oas/spa/manuals/manuals.php

REQUIRED SOFTWARE

Adobe Acrobat Professional/Standard

The standard file format in SPS is PDF. In order to view attached documentation, you must download and install the free Adobe Acrobat Reader, available at http://get.adobe.com/reader/. If you want to attach documentation to a proposal and do not know how to generate PDF files, contact the Application Service Center for help.

Adobe Acrobat Writer

To convert files into PDF format, users must either use Adobe Acrobat Writer or a free PDF converter. LSU has established a pricing agreement with Adobe that provides LSU faculty, staff, and students with the ability to purchase Adobe Software at a significantly reduced cost. Additional information can be found on the LSU Tigerware website which is accessible via your MyLSU desktop or at http://tigerware.lsu.edu.

Grants.gov

LSU is already registered for Grants.gov. Individual PIs do not register with Grants.Gov.

Grants.gov's submission system uses Adobe PDF forms for submitting grant applications. Compatible versions of Adobe software must be used. To check if your version is compatible, go to http://www.grants.gov/web/grants/applicants/adobe-software-compatibility.html