



# SPONSORED PROGRAMS SYSTEM (SPS)

*Gina Billiot, CRA  
Grant/Contract Specialist 2 (ERA)  
Office of Sponsored Programs (OSP)*

# TRAINING SESSION OVERVIEW

- SPS - System Features
- SPS - System Overview
- Workspace
- Proposal Creation Demonstration
- Resources



# WHAT IS A SPONSORED PROJECT?

- Externally funded research, public service or instruction activity
- Funded by a grant, contract or cooperative agreement
- Usually requires a report or deliverable, and fiscal accountability
- Funding is for a specific purpose, and time period
- Not an unrestricted gift

# WHY IS IT IMPORTANT?

- ~1,300 sponsored research projects
- ~\$144.4 million in external funding for FY 17
- National Flagship Agenda
- Accountability

# OFFICE OF SPONSORED PROGRAMS (OSP)

## ➤ What do we do?

- Handle all proposal activity for the University
- Negotiate and approve awards, including amendments
- Draft subawards
- Handle prior approval request
- Provide current information, advice, and assistance to faculty and staff related to sponsored programs
- The OSP Director is the Authorized Official for the University and is the only person authorized to sign on behalf of the University for sponsored projects

# WHAT IS SPS ?

## Sponsored Programs System

- LSU's web-based internal proposal routing and approval system.
- Integrated with other LSU systems such as Workday.
- Proposal tracking and data storage system used for University reports.

# WHO USES SPS?

## Investigators Researchers

- Faculty/Staff
- Research Associates
- Postdoctoral Associates

## Reviewers

- Colleges
- Departments
- Special Approvals

## OSP / SPA

- Tracking
- Internal Reports

# HOW DO I ACCESS SPS?

---

Approvers can access SPS through myLSU or their workspace.

---

Users access SPS through myLSU under Research Support.

---

If an approver/reviewer needs to be added/modified, the **Legacy Security Access Request** found in myLSU under Financial Services must be completed.



# ACCESSING THROUGH WORKSPACE



The screenshot shows the myLSU portal interface. At the top, there's a purple header with the myLSU logo, a search bar, and a user profile link (Ryan Greer | Sign Out). Below the header is a navigation bar with links: Home, Student Resources, Staff Resources, Campus Resources, and Feedback. The main content area features a large purple banner for "Prep for Midterms" with details about a "How-To Session" on October 3 from 3:30 p.m. to 4 p.m. in B-2 Coates Hall. To the left of the banner is a sidebar with icons for various services: workday, moodle, email, tigerware, and calendar. Below these icons is a section for "LSU BPM", "GROK", and "Workspace", with a red arrow pointing to the "Workspace" link. A search bar is also present in this section. The bottom of the page is divided into several widgets: "myNews" (containing links to Moodle 3 Video Moment, LSU Researchers Looking for Participants!, LSU Researchers Looking for experienced and novice Actors!, and Moodle Training), "LSU News" (containing links to Gravitational Wave Science and LSU Selects 2016 Homecoming Court), "LSU's Strategic Plan Update" (containing links to Latest Updates and The Process), "Web Resources" (containing links to LSU A-Z, ITS Help Desk, and TigerWare), and "Password Management" (containing a link to Change My Password).

myLSU

Search Portal...

Ryan Greer | Sign Out

Home Student Resources Staff Resources Campus Resources Feedback

workday  
moodle  
email  
tigerware  
calendar

LSU BPM  
GROK  
Workspace

Search:  Clear

Expand All | Collapse All

- ▶ Personal Preferences
- ▶ Directory Information
- ▶ Campus Community
- ▶ Computing Services
- ▶ Employee Resources
- ▶ Library Resources
- ▶ Financial Services
- ▶ Planning Resources
- ▼ Research Support
  - ↳ Sponsored Programs
- ▶ Registration Services
- ▶ Instructional Support
- ▶ Student Services
- ▶ Test Applications

**Prep for Midterms**  
**How-To Session:**  
**October 3 • 3:30 p.m. - 4 p.m.**  
**B-2 Coates Hall**

**LSU** Division of Student Affairs  
Center for Academic Success  
lsu.edu/cas • B-31 Coates Hall • 225-578-2872

**myNews**

- Moodle 3 Video Moment #1 My Home Page Tour
- LSU Researchers Looking for Participants!**
- LSU Researchers Looking for experienced and novice Actors!**
- Moodle Training**

**LSU News**

- Gravitational Wave Science
- LSU Selects 2016 Homecoming Court

**LSU's Strategic Plan Update**

- Latest Updates
- The Process

**Web Resources**

- LSU A-Z
- ITS Help Desk
- TigerWare

**Password Management**

- Change My Password

# WORKSPACE



Log Out

## Workspace

[My Workspace](#) | [Action Items](#) | [Notification Option](#) | [Workspace Roles](#) | [Help](#)

Hello, Ryan R Greer

## My Workspace

### NEW ACTION ITEMS

927 New, 1542 Read

10/03/2016	Award Assignment 45028- 1-Winter, Ty Whitney - Due on 10/03/2016	New!
09/30/2016	Award Assignment 41663- 6-Wylie, Kathleen Bardy - Due on	New!
09/27/2016	Award Assignment 44583- 3-Wylie, Kathleen Bardy - Due on	New!
09/23/2016	Award Assignment 41663- 7-Wylie, Kathleen Bardy - Due on	New!
09/23/2016	Proposal Assignment 40590- 3-Grocholski, Aaron J - Due on	New!
09/23/2016	Proposal Assignment 44583- 3-Wylie, Kathleen Bardy - Due on	New!
09/23/2016	Proposal Assignment 41663- 6-Wylie, Kathleen Bardy - Due on	New!
09/16/2016	Award Assignment 40319- 6-Bentley, Samuel J Sr - Due on	New!
09/16/2016	Award Assignment 20087- 58-Wylie, Kathleen Bardy - Due on	New!

New Documents  
for your review

# ACCESSING THROUGH MYLSU

**myLSU** Search Portal... Ryan Greer | Sign Out

Home Student Resources Staff Resources Campus Resources Feedback

workday  
moodle  
email  
tigerware  
calendar

LSU BPM  
GROK  
Workspace

Search:  Clear

Expand All | Collapse All

- ▶ Personal Preferences
- ▶ Directory Information
- ▶ Campus Community
- ▶ Computing Services
- ▶ Employee Resources
- ▶ Library Resources
- ▶ Financial Services
- ▶ Planning Resources
- ▼ Research Support
  - ↳ Sponsored Programs
- ▶ Registration Services
- ▶ Instructional Support
- ▶ Student Services
- ▶ Test Applications

## Prep *for* Midterms

**How-To Session:**  
October 3 • 3:30 p.m. - 4 p.m.  
B-2 Coates Hall

**LSU** Division of Student Affairs  
Center for Academic Success • • • • •  
lsu.edu/cas • B-31 Coates Hall • 225-578-2872

### myNews

Moodle 3 Video Moment #1 My Home Page Tour

**LSU Researchers Looking for Participants!**

**LSU Researchers Looking for experienced and novice Actors!**

**Moodle Training**

### LSU News

### LSU's Strategic Plan Update

Latest Updates

The Process

### Web Resources

LSU A-Z

ITS Help Desk

TigerWare

[Log Out](#)

## :: Sponsored Programs System ::

[OSP Home](#) | [Help](#) | [SPS User Manual](#)

Proposal #:

[Go!](#)*Welcome Ryan R Greer*

### SPS Projects

#### Alert Messages

**Recent Update:** On July 1, 2016, LSU migrated its human resources, payroll, and financial systems to Workday. However, the Office of Sponsored Programs (OSP) will continue to use the SPS system for proposal routing. For the SPS system to continue working and for reporting between pre and post award systems, LSU's legacy 5-digit department codes are being mapped to equivalent Workday cost center values.

For the SPS system only, both legacy department codes and equivalent Workday cost center values will be displayed.

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](mailto:osp@lsu.edu) or 578-2760.

Click [here](#) for News and Announcements.



#### Actions

[Create New Proposal](#)[Review Routing Proposals](#)[View All My Proposals](#)

#### My Proposals

Please note that following searches will only search the proposals to which you have access.

To view status definitions click on the expand button.

Expand -  Collapse - 

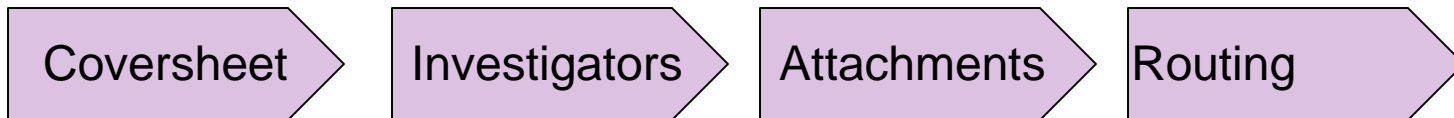
##### View By Proposal Status

- [Pending](#)
- [Routing](#)
- [Submitted](#)
- [Disapproved](#)
- [Withdrawn](#)
- [Withdrawn by PI](#)

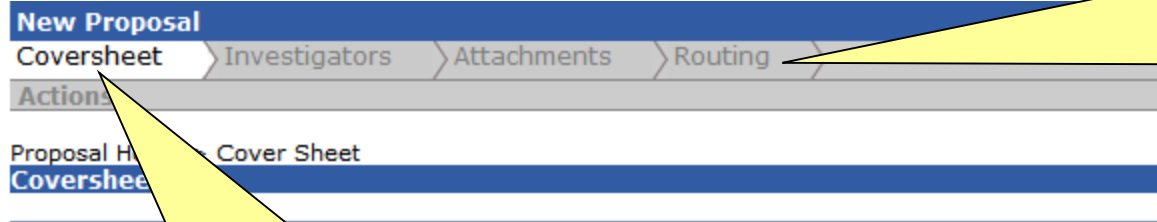
# SPS DEMONSTRATION

# SPS ELEMENTS

On the SPS Home screen, the following tabs will appear



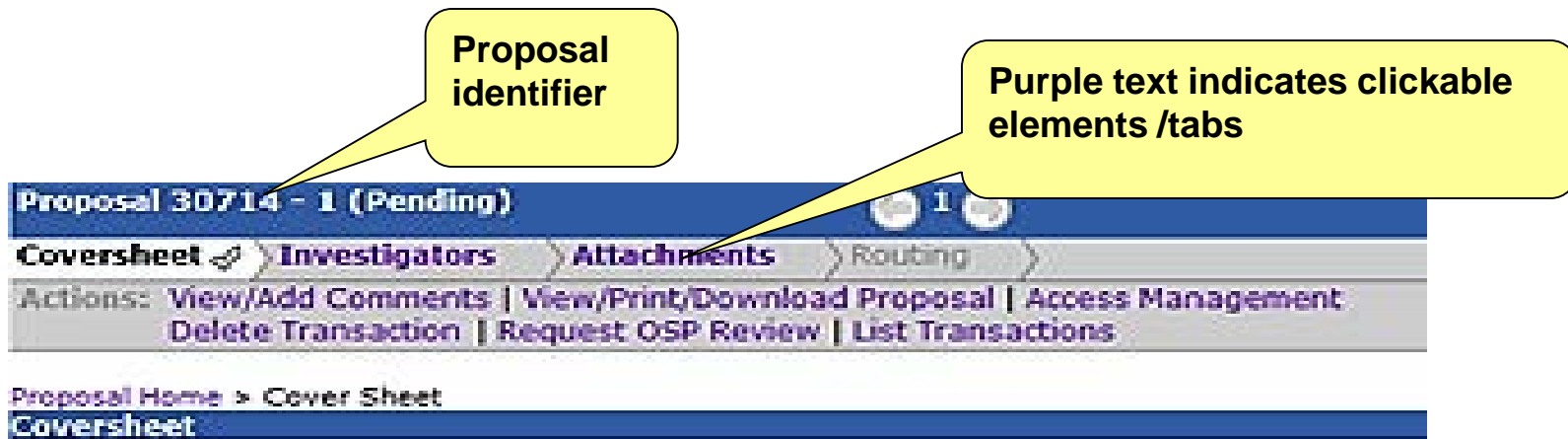
The currently active tab that you are working on will appear in white. All inactive tabs will appear grayed.



Inactive tabs are not accessible. Gray text indicates elements cannot be edited

White background indicates current element (active tab)

# COVERSHEET TAB



**A red asterisk \*** indicates required field. After you enter all the required information in the **Coversheet tab** and click save and continue, your New Proposal will be given a proposal number which will appear as shown below.

**Proposal 30714-1 (Pending)**

A display of the proposal number, transaction number and status of the proposal appears as shown above.

# TRANSACTION TYPES

## New

Submitted to the sponsor for the first time or is re-submitted after being officially declined by the sponsor

## Preproposal NOI

Notifies sponsor of PI's intent to submit a proposal

## Continuation

Original proposal is being amended to request additional funds & time or PI is requesting next year's funds, which are already approved by the sponsor

## Modification

Modification to existing award (no-cost extension, revised budget, PI change, transfer, termination, etc.)

## Revision

Modifies a pending or un-funded proposal which is currently under sponsor review

## Supplement

Requests increased support for an awarded project in the current budget period. It may include an expansion of the project's scope, but starts within the original time period



# PROPOSAL TYPES

## New

Submitted to the sponsor for the first time or is re-submitted after being officially declined by the sponsor

## Renewal

Competing continuation proposal which requests new funding to an existing award beyond its original term, proposes a new scope of work, receives a new proposal number.

## Non/Compete SNAP

Requests next year funds which are 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).

# PROJECT FUNCTION TYPE

- **Research** - All sponsored research and development activities, and research training activities and other separately budgeted research.
  - Basic - Research undertaken primarily to acquire new knowledge without any particular application or use in mind.
  - Applied - Research conducted to gain the knowledge or understanding to meet a specific, recognized need.
  - Development - They systemic use of the knowledge or understanding gained from research directed toward the production of useful materials, devices, systems, or methods, including the design & development of prototypes & processes.

# PROJECT FUNCTION TYPE CONT'D

- Instruction - All activities which are part of the instruction program, including teaching and non-research training activities, organized activities relating to education departments, extramural teaching & correspondence study; excludes office of college deans & equivalent academic administration.
- Public Service - Cooperative extension, short courses & conferences, institutes & other non-instructional services beneficial to external groups
- Scholarship/Fellowship - Grants-in-aid, trainee stipends, tuition & fee waivers & prizes.

# COST SHARING

- LSU's policy on cost sharing and matching on sponsored projects is [FASOP AS-06](#).
- The Office of Research & Economic Development has developed a standardized form, Request for Approval of Cost Sharing or Indirect Cost Waiver, to request approval for Cost Sharing. This form can also be found on the [ORED website](#) on the "Resources for Faculty" page in the "Forms" section.
- PI's should only commit cost sharing when required by the sponsor (sponsor mandated cost sharing)
- Cost sharing commitments are a condition of the award & subject to audit.

# INVESTIGATOR TAB

**Principal-Inves' Desktop**

[Mail Account](#)  
[Address Book](#)  
[PAWS Page](#)  
[TigerWare](#)

**LOGOUT**

**Personal Preferences**  
**Directory Information**  
**Campus Community**  
**Computing Services**  
**Department Resources**  
**Financial Services**  
**Planning Resources**  
**Research Support**  
[New SPS Test](#)  
[Sponsored Programs](#)  
**Registration Services**  
**Instructional Support**  
**Test Applications**

[Public Applications](#)  
[Site Map](#) [Help](#)  
[News](#) [FAQ](#) [Feedback](#)  
[LSU Home](#)

**PAWS**

Created: 04/14/2006 05:51:43 PM

**Sponsored Programs System**  
SPS Projects | Help

Welcome Principal-Investigator Test  
Proposal 30714 - 1 (Pending)

**Coversheet** ☒ **Investigator** ☐ **Attachments** ☐ **Routing** ☐

Actions: [View/Add Comments](#) | [View/Print/Download Proposal](#) | [Access Management](#)  
[Delete Transaction](#) | [Request OSP Review](#) | [List Transactions](#)

Proposal Home > Investigators  
**Investigators**  
The total % F&A Distribution, and total % Projected equal 100%. To edit % F&A Distribution and % Projected name.

**Investigator List**

Investigator	Current Salary (monthly)	Appointment Type	Object Code
Total: 0.00 0.00			

**Add New Investigator**  
To add a new Investigator, enter an SSN or ISO # (numbers only; no dashes) OR a PAWS logonid (ex. mtiger1), and click "Add New Investigator."  
If you add the investigator by SSN/ISO#, salary information will be retrieved.

SSN/ISO #:

OR  
PAWS ID:  [Find PAWS ID](#)

**Current Salary Information**  
Only investigators that were added by SSN or ISO# are displayed in this section.

If you would like to look up salary information for other investigators for whom you have SSN or ISO number, please use SALARY LOOK UP UTILITY.

**Investigator** **Current Salary (monthly)** **Appointment Type** **Object Code**

There are no investigators added by SSN/ISO#.

SPS Projects | Help

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

# F&A DISTRIBUTION AND PROJECT CREDIT

## What's the Difference?

The % F&A Distribution is used to capture the Facilities and Administrative cost (F&A) return shared by collaborating investigators and/or departments. Budget and Planning is currently using % F&A Distribution in SPS to allocate F&A rebate to colleges for collaborative projects.

The % Project Credit is used to capture sponsored project activity at the investigator and/or department level. Sponsored Program Accounting (SPA) is currently using % Project Credit in SPS for monthly reports (by college, by department, by PI etc.) at the link below:

[www.lsu.edu/administration/ofa/oas/spa/monthlyreport.php](http://www.lsu.edu/administration/ofa/oas/spa/monthlyreport.php)

# CREDIT DISTRIBUTION POLICY

- ◉ Issued by ORED, February 2012
- ◉ F&A Credit Distribution unchanged.
- ◉ Project Credit Distribution change:
  - Should be allocated 100% to academic units
  - Check “Special Facilities, Services, Centers (e.g. CCT, CAMD) required? List here.” on SPS Coversheet and type non-academic unit in “Description” box.
    - This will allow centers and institutes to count the number of proposals that utilize their facilities and services.
- ◉ ORED’s Policy can be found here:  
[http://www.lsu.edu/research/resources\\_for\\_faculty/research\\_policies/credit\\_distribution.php](http://www.lsu.edu/research/resources_for_faculty/research_policies/credit_distribution.php)

# ATTACHMENTS

- All proposal attachments required for a streamlined or expanded review must be uploaded in PDF format.
- Source documents, internal to LSU, can be uploaded in Word or Excel format.



# ROUTING

LSU - PAWS (Personal Access Web Services) - Windows Internet Explorer

http://paws.lsu.edu/pwstrans.nsf/Desktop?OpenAgent&ticket=ST-661671-nrIWpj6wsWW9WoVZtkM-c

File Edit View Favorites Tools Help

Convert Select

Favorites Suggested Sites Get More Add-ons

LSU - PAWS (Personal Access Web Services)

**Campus Community**

- Computing Services
- Employee Resources
  - Benefits
  - Flex Annual Enrollment
  - HRM Training Programs
  - INS Annual Enrollment
  - Leave Certification
  - Payroll Deposit Slip
  - Relative Information
  - Tax Withholding
  - Tuition Exemption Request
  - United Way Donations
  - Verizon Wireless Discount
- Library Resources
- Financial Services
  - Applicant Tracking
  - Billing Statement
  - Direct Deposit
  - Financial Aid
  - Financial Mgt Ctr
  - HRS
  - LSU Foundation BENGALS
  - Procurement
  - Procurement Card
  - Reporting Tools
  - Security Access Request
  - Tax Documents
- Planning Resources
- Research Support
  - Sponsored Programs
- Registration Services
- Instructional Support
- Student Services

**Sponsored Programs System**

OSP Home | Help | SPS User Manual

Welcome Bonnie L Pendergraft

**Proposal 38016 - 1 (Routing)**

Home | Proposal | Award | Status | Assign

Actions: View/Add Comments | View/Print/Download Proposal | Access Management  
Delete Transaction | View PI Requests | Recommendation Management  
List Transactions | Print Home

Create New: Please Select

**Proposal Home**

To submit your recommendation, please Click Here.

**Project Data**

<b>Project Title</b>		
Hurricane Hazard Identification and Vulnerability Assessment for Educational Facilities		
<b>Transaction Type</b>	<b>Proposal Type</b>	<b>Project Function</b>
New	New	Research
<b>Mailing Deadline</b>	<b>Proposed Start Date</b>	<b>Proposed Duration</b>
	07/01/2011	12.00
<b>Received by OSP</b>	<b>Date Approved</b>	<b>Released by OSP</b>
06/07/2011 1:22 PM		
<b>Review Days Allowed</b>	<b>Review Type</b>	<b>Proposal Specialist</b>
	Expanded	Pendergraft, Bonnie LeBlanc
<b>Sponsor Proposal Number</b>	<b>Grants.gov Tracking #</b>	<b>Sponsor Tracking #</b>
<b>RFP</b>	<b>File Purge Date</b>	<b>Orig.LSU # (If Renewal)</b>
URL		
<b>Dept. Contact Name</b>	<b>Dept. Contact Email</b>	<b>Dept. Contact Phone Number</b>
Perkins, Julie Ramezanzadeh	jperkbr@lsu.edu	8-4871

Done

Internet | Protected Mode: Off

130%

3:54 PM

Once you route your proposal, the status will change from Pending to Routing and will be submitted for approval.

# LOCKED ELEMENTS IN ROUTING STATUS

Certain aspects of SPS are locked once a proposal has been routed to maintain data integrity



Coversheet

The diagram consists of two light purple rounded rectangular boxes, one above the other. Each box is connected to a larger, dashed-line rectangular frame on its right side, indicating that these elements are locked and cannot be edited after routing.

Investigator Tab

# PROPOSAL ROUTING

- All proposals must be routed electronically for OSP approval using LSU's **Sponsored Programs System (SPS)** before being submitted to sponsors.
- Lead Time for Processing:
  - 3 business days before mailing or electronic submission deadline
  - 10 business days of large proposals
- Procedures When Sponsor Limits Number of Applications
- Proposals to Private Entities

# PROPOSAL ROUTING (CONT.)

## ➤ What is needed for a Streamlined Review:

- Proposal coversheet (if required)
- Budget & Budget Justification
- Sponsor forms which contain budgetary information or require institutional signature
- Subcontractor paperwork (if applicable)
- RFP (if applicable)
- Release electronic proposal in the sponsor system (minus the technical components) while simultaneously routing in SPS.

# PROPOSAL ROUTING (CONT.)

- **What is needed for an Expanded Review :**
  - All information under Streamlined Review
  - Final Complete Proposal
  - Subcontractor scope of work (if applicable)
  
- **Expanded Review is conducted when:**
  - Requested by PI and entire proposal is uploaded to SPS with proper lead time
  - Proposals to industry sponsors when one of the Industry Agreements is prepared
  - Non-Competing Continuation Proposals (e.g. NIH RPPR)
  - Revised proposals are submitted in anticipation of an Award
  - When sponsor requests additional information in order to issue an award (i.e. NSF revised budget)
  - At time of award.

# APPROVER RESPONSIBILITIES AND CERTIFICATIONS (NON-EXHAUSTIVE)

## ➤ Principal Investigator (PI):

- Information is accurate and complete
- Cost sharing is identified
- Complies with Federal, University and Sponsor regulations and policies
- Any significant financial interest are disclosed
- For any NIH/PHS proposals, any false, fictitious, or fraudulent statements may subject the PI to criminal, civil or administrative penalties

## ➤ Department Chair and Dean:

- Proposed activities are appropriate for the individuals, units and University
- Necessary resources are available, including investigators' effort and cost sharing
- Agreement with the % F&A Distribution and % Project Credit

# SUBMISSION

- Regular Mail or FedEx (PI responsibility)
- Electronic Submission
  - PI Driven
    - Electronic Systems such as AKC Foundation
    - Email Submission
  - OSP Driven
    - Grants.gov Workspace
    - NIH ASSIST
    - NSF Fastlane
    - NASA NSPIRES
    - BOR LOGAN

# ACTIONS

The screenshot shows a web browser window with the address <http://paws003.lsu.edu/pwstrans.nsf/Desktop?openagent@pitest>. The page title is "Principal-Investor Desktop". The left sidebar contains a "Logout" button and a list of links: Mail Account, Address Book, Saver's Page, TigerWare, Personal Preferences, Directory Information, Campus Community, Computing Services, Department Resources, Financial Services, Planning Resources, Research Support, New SPS Test, Sponsored Programs, Registration Services, Instructional Support, Test Applications, Public Applications, Site Map, Help, News, FAQ, Feedback, and LSU Home. The main content area is titled "Sponsored Programs System (TEST)". It includes a "Proposal #:" field with a "Go!" button. Below this, it says "Welcome Principal-Investigator Test" and "Proposal 30764 - 1 (Pending)". The "Actions" menu is highlighted, showing options: View/Add Comments, View/Print/Download Proposal, Access Management, Delete Transaction, Request OSP Review, and List Transactions. The "Request OSP Review" link is circled in red. Below the actions menu, there is a "Comments" section with a "View Comments" button and a message "No comment has been added yet." A "Comment Detail" section shows the following information: Name: Principal-Investigator Test, Date: 08/07/2006 03:31:31 PM, Comment Type: Proposal Comment. There is a text input field with the placeholder "Please add comments here" and an "Add" button. At the bottom of the main content area, there are "Save & Continue" and "Cancel" buttons. The status bar at the bottom shows "Done", "Internet", and the time "3:32 PM".



# PROJECT STATUS

## Pre-Submission

Pending

Proposal is under development

Routing

Proposal is complete & approvals are being obtained

Withdrawn by PI

Proposal was withdrawn prior to submission

# PROJECT STATUS

## Submitted/Pre-Award

### Submitted

All approvals were obtained & proposal was submitted to sponsor

### Revised

Proposal was altered after original submission

### Withdrawn

Proposal was withdrawn after submission

# PROJECT STATUS

## Submitted/Post-Award

Awarded

Proposal was funded; not accepted

Accepted by LSU

Award accepted by LSU but not by sponsor

Accepted

Award accepted by LSU and Sponsor

# PROJECT STATUS

## Submitted/Post-Award Cont.

Declined

Proposal not funded

Completed

Project complete & reports submitted

Terminated

Award terminated by sponsor, LSU or transferred

Award to PI

No funds were sent to LSU

# SPS SEARCHES

## Search Criteria

- ◉ Sponsor
- ◉ Department
- ◉ Investigator
- ◉ Title

# AWARDS & MODIFICATION

- Awards are routed hard copy using the Award Approval Form (OSP-1), not through SPS
- Modification requests may be routed electronically through SPS, or hard copy us the Request to Modify Existing Award Form (OSP-2)

# TO CREATE A MODIFICATION

Go to the proper proposal in SPS. Note: The transaction must be in accepted status to create a modification.

The screenshot displays the SPS web application interface. At the top, a blue header bar contains the text "Sponsored Programs System". Below this, a navigation bar includes links for "OSP Home", "Help", and "SPS User Manual", along with a "Proposal #" search field and a "Go!" button. A welcome message "Welcome Bonnie L Pendergraft" is visible. The main content area shows "Proposal 38083 - 1 (Accepted)" with a "Transaction 1" dropdown and navigation buttons. A list of actions is provided, including "View/Add Comments", "View/Print/Download Proposal", "Access Management", "Delete Transaction", "View PI Requests", "Recommendation Management", "List Transactions", and "Print Home". A "Create New:" dropdown menu is open, showing options: "Please Select", "Revision", "Renewal", "Continuation", "Supplement", "Modification", and "New". A red arrow points to the "Modification" option. The left sidebar contains links for "Home", "Proposal", "Award", "Status", and "Assign". The "Project Data" section shows the "Project Title" as "Bonnie's Test".

# TO CREATE A MODIFICATION CONT.

[Proposal Home](#) > Mod Types

## Modification Types

Select the appropriate modification type(s) or internal prior approval requests. If Other, a description must be entered.

### Modification Types (sponsor approval is required)

☐ No-Cost Extension

☐ Revised Budget

☐ Reduction in PI/Co-PI/Senior/Key Personnel Effort

☐ Change in Scope.

☐ Change of PI/CoPI/Senior/Key Personnel

☐ Transfer of an Award

☐ Termination of an Award

☐ Other

Description:

### Internal Prior Approval

If you have a Federal grant (Expanded Authorities apply) or cooperative agreement which includes "Expanded Authorities", LSU has the authority to approve the following modifications to your project.

☐ Additional Compensation

☐ No-Cost Extension (Internal Approval)

☐ Pre-Award Costs up to 90 days

☐ Special Purpose Equipment Acquisition

Select the correct modification type. Then complete the coversheet, investigators, and attachment tabs and route for approval.



# OSP WEBSITE RESOURCES

WWW.LSU.EDU/OSP

- OSP Guide
- SPS Guide
- Budget Worksheets
  - LSU Generic Budget
  - NIH Modular Worksheet
  - NSF Budget
- Proposal Processing Checklist
- Grants.gov templates
- Useful information and University contacts
- Sample SF424 and SF424(R&R)
- Fringe and F&A rates

<http://www.lsu.edu/osp/proposals/policies-procedures/current-rates.php>

# CONTACT

- Office of Sponsored Programs: [osp@lsu.edu](mailto:osp@lsu.edu)
  - For questions about creating a proposal: 578-2760
    - Gina Billiot [glarpe1@lsu.edu](mailto:glarpe1@lsu.edu)
- Office of Computing Services
  - For technical questions/help with SPS:
    - Help desk 578-3375
- SPS Feedback Email Address: [osp@lsu.edu](mailto:osp@lsu.edu)
  - For feedback/suggestions
    - <http://www.lsu.edu/osp/links/ospfeedbackform.php>