

## Creating Post Award Modification/Prior Approval Requests from records created in GeauxGrants

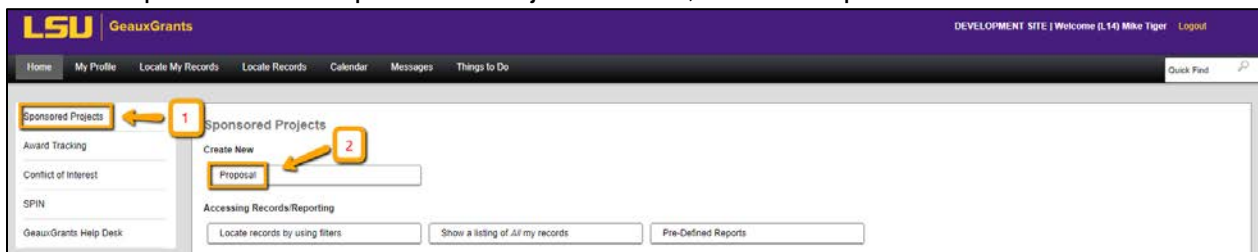
Modification Requests are post award prior approval requests either submitted to the sponsor or internal prior approval. These must be routed in GeauxGrants for review and approval prior to submission to the sponsor. OSP-2 forms will no longer be needed for post award Modification Requests.

This user guide provides instructions on creating modification requests for proposals created in GeauxGrants. See separate instructions for creating modification requests converted from SPS.

### How to Create a Proposal Development (PD) Record

It is recommended that you use Chrome or Firefox for GeauxGrants. Login through my LSU Individuals with a GeauxGrants role of Department Administrators need to initiate Modification Requests. Please work with your department/college grant coordinator to initiate the request. If you do not have a coordinate, then contact OSP.

- Step 1: From the home screen, select “Sponsored Projects” on the left-hand navigation tabs
- Step 2: From the Sponsored Projects screen, select “Proposal” under Create New



#### Helpful tips for Creating a Modification/Prior Approval Request

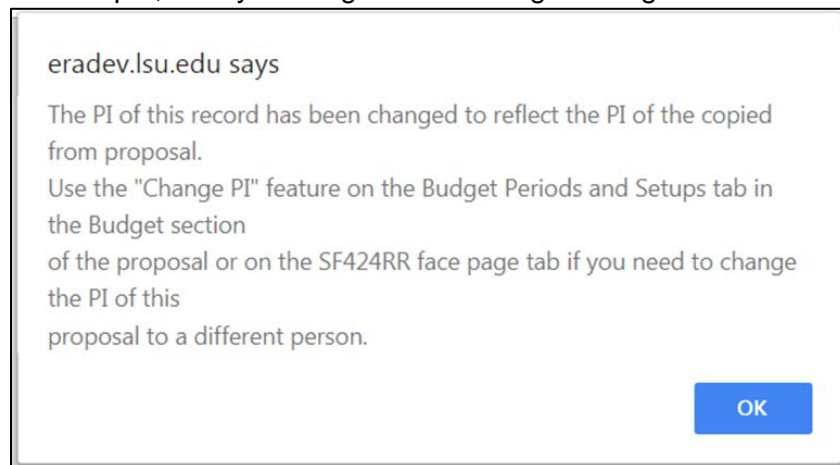
- Know the proposal number for the award that you are requesting a modification/prior approval request.
- The New Proposal Questionnaire consists of several steps (Steps 0-7)
- To go back a step, click Back on top right.
- All search fields are progressive text.
- Hit Done button on top left to close out the proposal instead of closing browser using X on top right.

## New Proposal Questionnaire – Creating Modification Request from GeauxGrants records

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

The screenshot shows the 'New Proposal Questionnaire' interface. At the top, it says 'New Proposal Questionnaire'. Below that, it indicates 'Step 0: Confirm you intend for the PI of this proposal to be Tiger, (L14) Mike the'. Underneath, it asks 'Step 1: "New" or "Copy From Existing?"' and shows a button labeled 'Copy from Existing Proposal' with an orange arrow pointing to it. Below that, it says 'Step 1: Continued' and shows a text input field containing 'AM200150' with a 'Browse' button next to it. There is a checkbox labeled 'Include all Proposal Attachments' which is unchecked. At the bottom left, there is a 'Continue' button with an orange arrow pointing to it.

- 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.



- Step 2: Choose “Modification/Prior Approval Request” and 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 **AM200150 - Darya Testing Proposal started on 10/17/2019**

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

Continue

- Step 3: Auto populates
- Step 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 **AM200150 - Darya Testing Proposal started on 10/17/2019**

Step 2: Proposal Type Modification/Prior Approval Request

Step 3: Selected Sponsor Shell Oil Company

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

Step 5: Proposal's Title **Darya Testing Proposal started on 10/17/2019**

Continue

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

New Proposal Questionnaire Back

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

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

Step 1: Continued Copy from Proposal **AM200150 - Darya Testing Proposal started on 10/17/2019**

Step 2: Proposal Type Modification/Prior Approval Request

Step 3: Selected Sponsor Shell Oil Company

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

Step 5: Proposal's Title Darya Testing Proposal started on 10/17/2019

Step 6: Project Start and End Dates 01-Nov-2019 to 31-Oct-2022

Step 7: Number of Budget Periods 3

Is all of the above information correct? **NOTE:** Clicking "Create Proposal" will create a new proposal with the properties you have indicated above. There is one final screen of questions to be completed before you can start entering your new proposal. Again, you will be able to change the properties of the proposal once it has been created if need be.

Step back through responses. **Create Proposal**

## Setup Questions

- All tabs and information from the previous GeauxGrants proposal you copied will appear.
- Department Administrators and OSP will have the ability to Show hidden fields. Click Show to expose the screen template.

The screenshot shows the 'Setup Questions' section of a proposal form. At the top right, there is a 'Show' button with a yellow arrow pointing to it. Below the instructions, a text box is highlighted with a yellow border, containing the text: 'If this is a Modification Request, please click 'Show' at the top of the page and select the Modification Request Template.'

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

The screenshot shows the 'Submission Mechanism/Form Information' section. A dropdown menu is highlighted with a yellow border and set to 'Modification Request'. A yellow arrow points to this dropdown. The 'Proposal Sponsor' is 'Shell Oil Company Change'. The question 'Is this a Flow Through Project?' has 'No' selected.

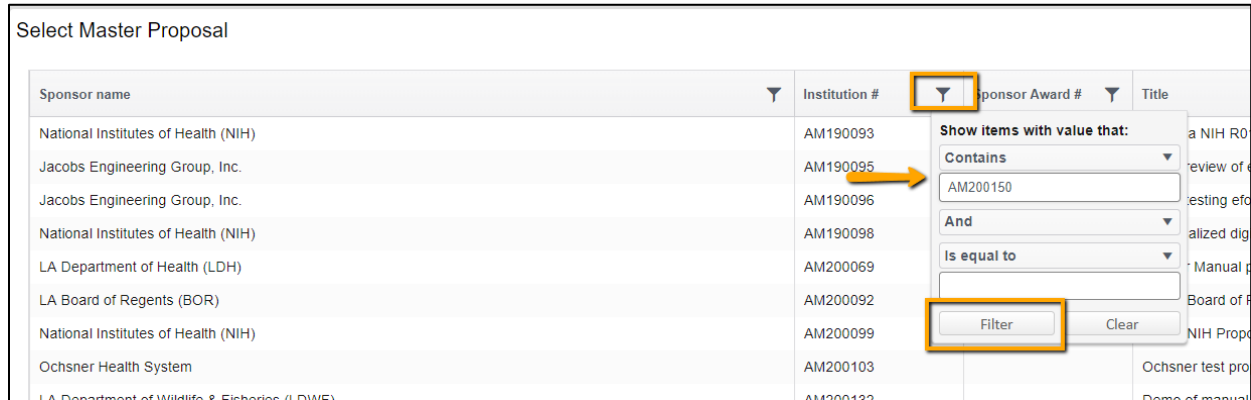
- You will receive the following warning. Click OK.

The warning dialog box contains the text: 'You are changing the submission mechanism for this proposal. There may be previously completed components of this proposal that might have to be re-done because of formatting differences between the two mechanisms.' At the bottom right, there are 'OK' and 'Cancel' buttons.

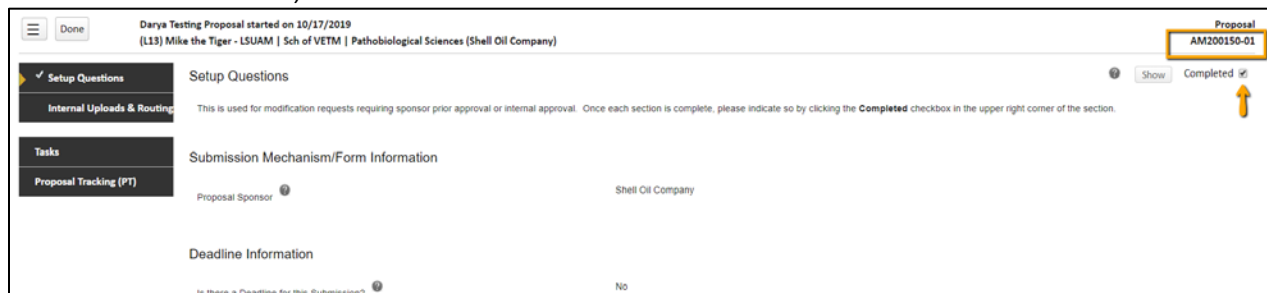
- This will change your screen to a Modification Request view. Under Link to existing proposal, click Look Up.

The screenshot shows the 'Link to existing proposal' section. The 'Look Up' button is highlighted with a yellow border and a yellow arrow points to it. The 'Link to existing proposal' field is currently empty.

- 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.



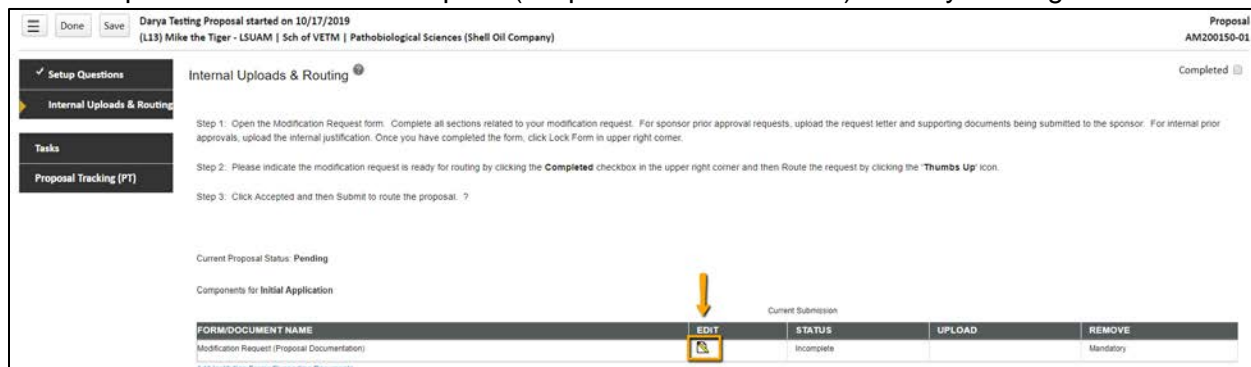
- Click on record to populate Setup Questions tab with linked proposal. You link proposals to the Master Submission (first submission).
- The proposal number now changes to the next child submission (previously transaction).



- Check Completed box in top Right Corner.

## Internal Uploads & Routing

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



- Complete all fields related to your modification request. Answering “Is this a Change in Investigator” exposes additional questions and certifications depending on the type of Modification/Prior Approval Request.
- If changes are needed to the Investigator % Credit allocation tab, those will be made at the bottom of this form. For converted SPS records, you will need to add the Investigator % Credit allocation from SPS or update if needed.
- Upload the required attachments on the Modification Request form and then click Lock Form to validate.

- For records converted from SPS, make sure OSP has updated the institution number before routing. The institution number will appear on all routing emails.
- Routing the Modification Request:
  - Route the Modification Request for review and approvals by clicking the thumbs up icon by Submit Pre-Review.

- Click Accepted and then Continue.

- A list of individuals receiving a notification or approval appear in list.
- NOTE: For Change in Investigator, OSP will insert the necessary approvals into the route.
- Click Submit.

Proposal **AM200150-01 - (L13) Mike the Tiger** "Darya Testing Proposal started on 10/17/2019" (Pending)

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

Step 1	<b>OSP Receipt</b>	Gabrielle Sessum	
	<b>OSP Receipt</b>	Michelle Sharp Pennington	
	<b>OSP Receipt</b>	Danielle Taylor	
Step 2	<b>PIs/Dept Heads</b>	(L13) Mike the Tiger	
	<b>PIs/Dept Heads</b>	Dr. Test the Department Head 1	

*No comments have been recorded yet*

- After Modification/Prior Approval Request is routed, list of required approvals will appear at the bottom of the screen.
- The current status is shown at the top of the documents.
- Click the Scroll to see the Route History.

**Current Proposal Status: Routing**

Components for Initial Application

Current Submission

FORM/DOCUMENT NAME	EDIT	STATUS	UPLOAD	REMOVE
Modification Request (Proposal Documentation)		Completed		Mandatory

[Add Institution Forms/Supporting Documents](#)

**Active Routing Progress**

AM200150-01 - (L13) Mike the Tiger "Darya Testing Proposal started on 10/17/2019"

*Submitted by (L14) Mike the Tiger on behalf of (L13) Mike the Tiger*

Route Name	Route Type	Step Number/Name	Who	Notified	Decision	Insert Remove
Mod Request	Pre-Review	Step 1 - OSP Receipt	Gabrielle Sessum	08-Nov-2019 5:05:19 PM	Informed -	
Mod Request	Pre-Review		Michelle Sharp Pennington	08-Nov-2019 5:05:20 PM	Informed -	
Mod Request	Pre-Review		Danielle Taylor	08-Nov-2019 5:05:21 PM	Informed -	
Mod Request	Pre-Review	Step 2 - PIs/Dept Heads	(L13) Mike the Tiger	08-Nov-2019 5:05:22 PM		
Mod Request	Pre-Review		Dr. Test the Department Head 1	08-Nov-2019 5:05:23 PM		

**Comments**