

Proposal Development (PD) Overview

The PD Module is used to create and route proposals, modification requests and other miscellaneous (non-funded) agreements for institutional review and approval. The budget tool allows users to build budgets in system instead of utilizing separate excel file.

Proposals to federal agencies submitted via Grants.gov will be loaded only in GeauxGrants and submitted directly to Grants.gov as a System-to-System (S2S) submission. You will no longer need to also load your proposal in Grants.gov or NIH ASSIST unless there are sponsor restrictions.

This document provides an overview of each proposal development tab. See separate help guides for creating proposals in PD.

Overview of Proposal Development Records

- All proposals will have the Setup Questions, LSU Questionnaire, Budget, Personnel, and Internal Uploads & Routing tabs.
- Proposals being submitted to Grants.gov will have additional sponsor specific tabs.



Setup Questions – Collects general information about the proposal.

LSU Questionnaire – These questions are similar to the SPS Coversheet. Information on compliance and budget deviations are found here. This is also where we will capture investigators for F&A & Project % Credits.

Allocations / percent credit by Personnel:

The total % F&A Distribution, and total % Project Credit for all investigators must each equal 100%. To add investigator's name and departments, click on pencil. Click "Add" to add an investigator.

*** 26) Investigator**

* Investigator	* Role	* Department	* % F&A Distribution	* % Project Credit
Tiger, (L13) Mike the	a) Principal Investigator	LSUAM Sch of VETM Pathobiological Sciences	100.00	100.00

Budget – Provides the yearly details of Personnel and Non-Personnel costs. The budget summary tab shows the yearly breakdown and cumulative.

The screenshot displays the budget summary for 'Test Other G.gov DA training (L13) Mike the Tiger (Office of Science/Department of Energy)'. It includes a navigation sidebar on the left and a main data area with several summary tables.

Budget Summary (Hide)

YEAR/PERIOD	INCREMENT	START	END	TYPE	STATUS	Sponsor (show)	Cost Sharing (show)	Project (hide)	TOTAL	
1	1	01-Jun-2020	31-May-2021	New*	Proposed	\$ 228,528	\$ 5,528	\$ 81,600	\$ 32,256	\$ 113,804
2	2	01-Jun-2021	31-May-2022	New*	Proposed	108,665	5,434	81,764	32,335	114,099
3	3	01-Jun-2022	31-May-2023	New*	Proposed	108,803	5,543	81,931	32,415	114,346
Total:						\$ 445,996	\$ 16,505	\$ 245,295	\$ 97,006	\$ 842,801

Personnel (Hide)

NAME	PERIOD 1	PERIOD 2	PERIOD 3	DIRECT COSTS
Key Personnel				
Tiger, (L13) Mike PQ/PI	\$ 3,600	\$ 3,672	\$ 3,746	\$ 11,018
Non-Key Personnel				
TBH, Graduate Student	40,000	40,000	40,000	120,000
TBH, Undergraduate Student	8,000	8,000	8,000	24,000
Subtotal Personnel:	\$ 51,600	\$ 51,672	\$ 51,746	\$ 155,018

Non-Personnel (Hide)

CATEGORY	PERIOD 1	PERIOD 2	PERIOD 3	DIRECT COSTS
Materials and Supplies	\$ 1,000	\$ 1,000	\$ 1,000	\$ 3,000
Other Direct Costs	10,000	10,000	10,000	30,000
Travel-Domestic	1,000	1,020	1,040	3,060
Tuition Remission	14,400	14,400	14,400	43,200
Subtotal Non-Personnel:	\$ 26,400	\$ 26,420	\$ 26,440	\$ 79,260

Subawards (Hide)

INST/CONTRACTOR NAME	PERIOD 1	PERIOD 2	PERIOD 3	DIRECT COSTS
University of Louisiana at Lafayette	\$ 0	\$ 0	\$ 0	\$ 0
Subtotal Subawards:	\$ 0	\$ 0	\$ 0	\$ 0

Subprojects (show@)

	PERIOD 1	PERIOD 2	PERIOD 3	TOTAL COSTS
Total Sponsor Direct Costs:	\$ 78,000	\$ 78,092	\$ 78,186	\$ 234,278
Sponsor F&A:	\$ 5,528	\$ 5,434	\$ 5,543	\$ 16,505
Total Sponsor Costs:	\$ 108,528	\$ 108,665	\$ 108,803	\$ 325,996

Personnel - The Principal Investigator must ensure that the Responsible column is checked for all LSU personnel who meet the PS-98 definition of Investigator. Per LSU's PS-98, an "Investigator" means the project director, principal Investigator, co-investigator, and any other individual, regardless of title or position, who is responsible for the design, conduct, or reporting of externally funded research, or proposals for such funding.

- Complete must be unchecked before editing the information.

Done Test Other G.gov DA training (L13) Mike the Tiger - LSUAM | Sch of VETM | Pathobiological Sciences (Office of Science/Department of Energy) Proposal AM200171

Completed View Mode

Personnel

Senior/Key		PI	NAME/ROLE	MAIL	ALERT	COI	RESPONSIBLE	ORGANIZATION / DEPARTMENT	PERSON MONTHS			CV/BIOSKETCH	CURRENT/PENDING SUPPORT	REMOVE
									CALENDAR	ACADEMIC	SUMMER			
		(L13) Mike the Tiger PD/PI * Certifications and Training LSU PI						Louisiana State University and A&M College LSUAM Sch of VETM Pathobiological Sciences	1	0	0			
		SubAward PI Certifications and Training						University of Louisiana at Lafayette University of Louisiana at Lafayette	0	0	0			
Non-Key		PI	NAME/ROLE	MAIL	ALERT	COI	RESPONSIBLE	ORGANIZATION / DEPARTMENT	PERSON MONTHS			CV/BIOSKETCH	CURRENT/PENDING SUPPORT	REMOVE
									CALENDAR	ACADEMIC	SUMMER			
		TBI Graduate Student Certifications and Training						Louisiana State University and A&M College Louisiana State University and A&M College	12	0	0			

Tasks
Proposal Tracking (PT)

Internal Uploads and Routing – PDF of LSU Questionnaire and Review Summary are also found here along with other documents for review.

- 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 and any reviewer comments.

Current Proposal Status: Routing

Components for Initial Application

Current Submission

FORM/DOCUMENT NAME	EDIT	STATUS	UPLOAD	REMOVE
LSU Questionnaire (Read Only) (Proposal Documentation)		Completed		Mandatory
Review Summary (Proposal Documentation)		Completed		Mandatory

Add Institution Forms/Supporting Documents

Active Routing Progress

AM200145 - (L13) Mike the Tiger*This is a test proposal for Manual Proposal Training.*

Route Name	Route Type	Step Number/Name	Who	Notified	Decision	Insert	Remove
Route Proposal Pre-Review		Step 1 - Gold/Purple Assignment	Rebecca Trahan	27-Sep-2019 4:24:23 PM	Informed -		
Route Proposal Pre-Review			Ryan Russell Greer	27-Sep-2019 4:24:24 PM	Informed -		
Route Proposal Pre-Review			Dana Rene' Tuminello	27-Sep-2019 4:24:25 PM	Informed -		
Route Proposal Pre-Review			Tracy Wang	27-Sep-2019 4:24:26 PM	Informed -		
Route Proposal Pre-Review			Darya Delaune Courville	27-Sep-2019 4:24:26 PM	Informed -		
Route Proposal Pre-Review		Step 12 - Investigators/Dept Heads/Deans Dr. Test the Department Head 1		27-Sep-2019 4:24:29 PM			
Route Proposal Pre-Review			(L13) Mike the Tiger	27-Sep-2019 4:24:29 PM	Approved -		
Route Proposal Pre-Review			Dr. Test the Department Head 2		Approve As Is		
Route Proposal Pre-Review		Step 13 - Inserted Step	(L15) Mike the Tiger	27-Sep-2019 4:24:27 PM			

- Grants.gov tabs are specific to each Funding Opportunity Announcement. The Finalize tab is used to build the Grants.gov package. You can then view the full package with attachments prior to submission.