IMPORTANT NOTE: If you are seeking approval with a protocol developmentally approved under the previous system (prior to July 1, 2020), go to page 6.

It is recommended you use Chrome or Firefox when using GeauxGrants. You can login through myLSU or by https://www.lsu.edu/geauxgrants/

Submitting for Approval after Developmental Approval
(Using a protocol developmentally approved with GeauxGrants; after July 1, 2020)

- When logged into GeauxGrants, click Things to Do

- Click the hyperlink of the protocol to complete
• Uncheck Complete at the top of the page and click Next

• Disregard the pencil icons. Review information on all pages to make sure it is still correct.
• Under Project Abstract & Supporting Materials, click the + sign to the expand the section. You will need to click the + sign again to add additional rows to upload all study documents. Make sure to upload your project description, instruments, consent form/script, human subject training certificates, security of data agreements, and any other materials we will need to review. By clicking the button under Upload, it allows you to add your files. The uploaded file names must be less than 50 characters. Once complete, click Next.
• Certify all responses are correct and check Complete at the top of the page

• Click the Assignment tab on the left side of the page
- Click I am Done to route the application to the IRB
Submitting for Approval after Developmental Approval
(Using a protocol developmentally approved prior to GeauxGrants; before July 1, 2020)

- When logged into GeauxGrants, click Locate My Records

- Click the hyperlink of the protocol to complete. Click Edit then Initial Application.
- Click Add to add the application form to your record

![Image of Add component screen]

- Check Add in the lower right box then click the Add button right above the add box.
• Click the IRB Protocol Review Form hyperlink

• The application will prepopulate converted information from the previous system
- Review the application and make changes if needed

- Under Project Abstract & Supporting Materials, click the + sign to the expand the section. You will need to click the + sign again to add additional rows to upload all study documents. Make sure to upload your project description, instruments, consent form/script, human subject training certificates, security of data agreements, and any other materials we will need to review. By clicking the button under Upload, it allows you to add your files. The uploaded file names must be less than 90 characters. Once complete, click Next.
• Once everything is complete, and all documents for review are uploaded, certify your responses, click Complete, and Submit.