Award Review and Approval

Workday is the official system of record for Sponsored Awards. GeauxGrants is used to capture additional award information, store award documents, and capture Principal Investigator (PI) approval of award terms and conditions.

Notification from GeauxGrants

- An email will be sent to the PI from GeauxGrants. PI can access the record from the email by clicking the “Log In” hyperlink.

   Dear [Name]

   Congratulations, you have received an award or amendment for the above referenced award entitled [Award Title].

   To access the award:

   1. Log in to GeauxGrants via myLSU and click the blue award number in Assignments.
   2. Review the award documents on the Attachment Tab.
   3. After reviewing the award and below certifications, indicate your approval of the award terms and PI award certifications by clicking “I am Done” in your Assignments. If you do not agree with the award terms or have any concerns, please provide Comments before clicking done.

   Click here for a how to guide.

   PI Certification:

   By providing your approval, you agree that you will serve as the primary individual responsible for the technical program, scientific integrity and fiscal and administrative management throughout the period of the award, and agrees to manage and control project funds in a prudent manner and expend funds to directly support the project effort in accordance with the restrictions imposed by the award terms and conditions and University policy. If funding has been reduced, you certify that the original scope of work can be completed. If this is not correct, please include in the comments section before clicking “I am Done.”

   If your project involves the use of animals, human subjects, recombinant DNA, radiation, and/or select agents, or requires export control approval, please be advised that LSU cannot accept an award or establish an account until all compliance issues are resolved.

   Please contact the Office of Sponsored Programs if you have any questions or need more detailed information.

   Sincerely,
   [Your Name]
   [ LSU GeauxGrants]

- Alternatively, the PI can log in to GeauxGrants using their myLSU Credentials at [https://www.lsu.edu/geauxgrants/]. Under Assignments, click on the corresponding Record Number to open your Assignment.
Task/Assignment Page

- **Step 1:** Click the Record Number hyperlink to open Award Tracking and review the award document.

![Award Tracking](image1)

- This will open up the Award Increment Detail.

![Award Increment Detail](image2)
- Step 2: Click on Attachments tab in left menu to see award document. Click File Name to open document.

- Step 3: PI will click Done to exist Award Tracking Record.

- Step 4: Go back to Assignments action item. On Assignment page the PI will add any comments for OSP regarding the award terms in the Comments Box at the bottom and then click “I am Done” in top right corner. Clicking “I am Done” also provides PI certification regarding award. Award document will be sent back to OSP for review.