Proposals must be completed and routed seven (7) business days before the deadline for OSP to submit the proposal.

**Copying Proposals**

OSP recommends copying only when the following situations exist:

- Same principal investigator and sponsor
- Original proposal is in the same fiscal year and uses the same rates
- Original proposal used the same submission mechanism (i.e. S2S versus manual)

**How to Copy a Proposal Development (PD) Record**

It is recommended that you use Chrome or Firefox for GeauxGrants. Login through myLSU.

- 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

![Image of GeauxGrants interface](image)

**TIP! Helpful tips for Copying a Proposal**

- Know the proposal number for the record that you are requesting to copy your proposal from.
- 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 Child Submission

• 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 exists (e.g. AM240052-01). If you use the browse function, results appear at the bottom of the screen. Only check “Include all Proposal Attachments” if you are reusing the attachments. Click Continue.

• 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 Proposal Type that applies to your proposal. Click Continue.
• Step 3 and 4: Auto populates

• Step 5: Copy proposal title from Step 1: Continued or enter new title. Click Continue.

• Steps 6-7: Auto Populate

• Click Create Proposal.
Setup Questions

- This tab gathers general information about your proposal. After you complete this section, additional proposal tabs will appear to the left of the screen.

**TIP!** Click Done on top left to close out the proposal. Do not close browser using X on top right.

**TIP!** Hover your mouse over ? icons to see instructions or definitions.

All tabs and information from the previous GeauxGrants proposal you copied will appear.

LSU Questionnaire, Budget, Personnel, Internal Uploads & Routing tabs

Depending on this type of proposal, follow instructions in the Creating Manual Proposal, Creating Grants.gov, or NIH Grants.gov How to guides.

- Please review the full record and update as necessary based on the proposal.
- Some of the most common items you will need to update prior to routing to OSP are:
  - LSU Questionnaire
  - Update Budget dates for new proposal
  - Salary Appointment Refresh if investigator salaries have changed since original proposal.
    1. On the Budget Detail screen for the PI - Click the Appointments tab
2. Hit the refresh from profile button to pull the new salary information.

3. On the dialog box that pops up click OK.
4. The profile is now refreshed. If the salary was updated it would be reflected here now.