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

Creating Post Award Modification/Prior Approval Requests Excluding Change in Investigator

Modification Requests/Prior Approval Requests are post award 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. For a change in Principal Investigator or Co-Investigator, see the Creating Post Award Modification/Prior Approval Requests for a Change in Investigator.

How to Create a Proposal Development (PD) Record

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

- 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

- 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 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](image1)

- **Step 3:** Auto populates
- **Step 4:** Auto populates
- **Step 5:** Copy proposal title from Step 1: Continued. Click Continue.

![New Proposal Questionnaire](image2)

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

![New Proposal Questionnaire](image3)
Setup Questions

- All tabs and information from the previous GeauxGrants proposal you copied will appear.
- Click Show to expose the screen template.

From the Submission Mechanism/Screen Template select Modification Request.

You will receive the following warning. Click OK.

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

<table>
<thead>
<tr>
<th>Sponsor name</th>
<th>Institution #</th>
</tr>
</thead>
<tbody>
<tr>
<td>National Institutes of Health (NIH)</td>
<td>AM190093</td>
</tr>
<tr>
<td>Jacobs Engineering Group, Inc.</td>
<td>AM190095</td>
</tr>
<tr>
<td>Jacobs Engineering Group, Inc.</td>
<td>AM190096</td>
</tr>
<tr>
<td>National Institutes of Health (NIH)</td>
<td>AM190096</td>
</tr>
<tr>
<td>LA Department of Health (LDH)</td>
<td>AM200099</td>
</tr>
<tr>
<td>LA Board of Regents (BOR)</td>
<td>AM200092</td>
</tr>
<tr>
<td>National Institutes of Health (NIH)</td>
<td>AM200099</td>
</tr>
<tr>
<td>Ochsner Health System</td>
<td>AM200105</td>
</tr>
</tbody>
</table>

• 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). For records created from SPS converted records, the numbering will not be correct. In the example below, the next transaction/submission should be 49318-2 instead of the auto numbering of 49318-1-01. Contact osp@lsu.edu to correct the institution number BEFORE you route the request. This institution number will appear on all routing emails.

• 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. Answer “No” and then select the type of prior approval you are requested.

• If changes are needed to the Investigator % Credit allocation tab, those will be made at the bottom of this form.

• Upload the required attachments on the Modification Request form and then click Lock Form to validate. Attachment filenames are limited to 260 characters.

• Routing the Modification Request for review and approvals by clicking the Submit button next to Pre-Review Route.

  o Click Accepted and then Continue.

  o A list of individuals receiving a notification or approval appear in list.
- Click Submit.

- 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.