Creating Post Award Modification/Prior Approval Requests from SPS Converted Records

Modification Requests are post award prior approval 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. OSP-2 forms will no longer be needed for post award Modification Requests.

This user guide provides instructions on creating modification requests for proposals converted from SPS. See separate instructions for creating modification requests for proposals created in GeauxGrants.

How to Create a Proposal Development (PD) Record

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

Individuals with a GeauxGrants role of Department Administrators need to initiate Modification Requests. Please work with your department/college grant coordinator to initiate the request. If you do not have a coordinator, then contact OSP.

- 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 – Creating Modification Request from Converted SPS records.

- The first modification request created from an SPS record will need to follow these steps for the 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 “Create New Proposal” and click Continue

- Step 1 Continued: Select “Setup Proposal Manually” and click Continue.

- Step 2: Choose “Modification/Prior Approval Request” and Click Continue.

- Step 3: Type in first few letters of sponsor name, select from list and click Continue.

- Step 4: Auto Populates
• Step 5: Type in proposal title from SPS record. Click Continue.

• Step 6: Enter period of performance of award from SPS or Workday. Click Continue.

• Step 7: Auto Populates. Click Continue.

• Click Create Proposal.
Setup Questions

- Department Administrators and OSP will have the ability to Show hidden fields. 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.

![Select Master Proposal](image)

• Click on record to populate Setup Questions tab with linked proposal. You link proposals to the Master Submission. In SPS, this would be 49318-1.

• 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.

![Test SPS Converted Record](image)

• Once OSP has corrected the number, 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.
- If changes are needed to the Investigator % Credit allocation tab, those will be made at the bottom of this form. For converted SPS records, you will need to add the Investigator % Credit allocation from SPS or update if needed.
- Upload the required attachments on the Modification Request form and then click Lock Form to validate.
- For records converted from SPS, make sure OSP has updated the institution number before routing. The institution number will appear on all routing emails.
• Routing the Modification Request:
  • Route the Modification Request for review and approvals by clicking the thumbs up icon by Submit Pre-Review.

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Pre-Review Route: Mod Request ▼ Submit Pre-Review
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• Click Accepted and then Continue.

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Certification
I have read and agree to the certifications on the Review Summary, if applicable.

☐ Accepted  ☐ Declined
Continue
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• A list of individuals receiving a notification or approval appear in list.

• NOTE: For Change in Investigator, OSP will insert the necessary approvals into the route.

• 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.