

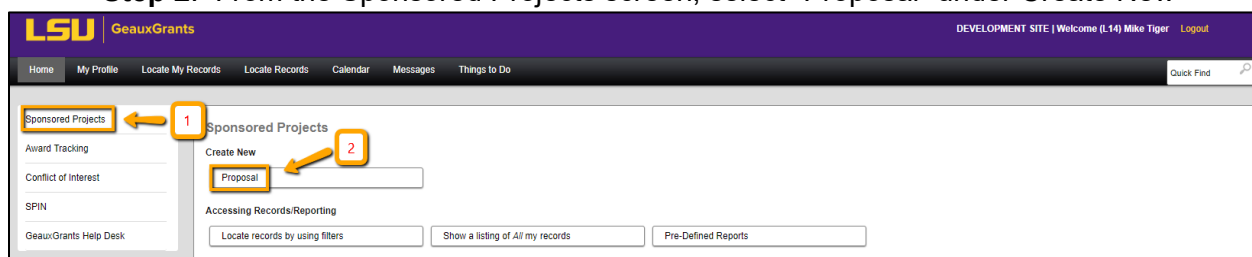
Creating Post Award Modification/Prior Approval Requests Excluding Change in Investigator

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 screenshot shows the 'New Proposal Questionnaire' form. At the top, it says 'Step 0: Confirm you intend for the PI of this proposal to be' followed by 'Tiger, (L14) Mike the'. Below this is 'Step 1: "New" or "Copy From Existing"?'. A yellow arrow points to the 'Copy from Existing Proposal' link. Under 'Step 1: Continued', there is a text input field containing 'AM200150' and a 'Browse' button. Below the input field is a checkbox labeled 'Include all Proposal Attachments' which is unchecked. At the bottom left is a 'Continue' button with a yellow arrow pointing to it.

- 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.

The dialog box has a title bar that says 'eradev.lsu.edu says'. The text inside reads: 'The PI of this record has been changed to reflect the PI of the copied from proposal. Use the "Change PI" feature on the Budget Periods and Setups tab in the Budget section of the proposal or on the SF424RR face page tab if you need to change the PI of this proposal to a different person.' At the bottom right is a blue button labeled 'OK'.

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

New Proposal Questionnaire

Step 0: Confirm you intend for the PI of this proposal to be Tiger, (L13) Mike the

Step 1: "New" or "Copy From Existing"? Copy from Existing Proposal

Step 1: Continued Copy from Proposal **AM200150 - Darya Testing Proposal started on 10/17/2019**

Step 2: Please Select a Proposal Type

Continue

Modification/Prior Approval Re-

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

New Proposal Questionnaire

Step 0: Confirm you intend for the PI of this proposal to be Tiger, (L13) Mike the

Step 1: "New" or "Copy From Existing"? Copy from Existing Proposal

Step 1: Continued Copy from Proposal **AM200150 - Darya Testing Proposal started on 10/17/2019**

Step 2: Proposal Type Modification/Prior Approval Request

Step 3: Selected Sponsor Shell Oil Company

Step 4: "Tracking" Number or "Proposal" Number This proposal will be automatically numbered.

Step 5: Proposal's Title

Darya Testing Proposal started on 10/17/2019

Continue

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

New Proposal Questionnaire Back

Step 0: Confirm you intend for the PI of this proposal to be Tiger, (L13) Mike the

Step 1: "New" or "Copy From Existing"? Copy from Existing Proposal

Step 1: Continued Copy from Proposal **AM200150 - Darya Testing Proposal started on 10/17/2019**

Step 2: Proposal Type Modification/Prior Approval Request

Step 3: Selected Sponsor Shell Oil Company

Step 4: "Tracking" Number or "Proposal" Number This proposal will be automatically numbered.

Step 5: Proposal's Title Darya Testing Proposal started on 10/17/2019

Step 6: Project Start and End Dates 01-Nov-2019 to 31-Oct-2022

Step 7: Number of Budget Periods 3

Is all of the above information correct?

Step back through responses Create Proposal

***NOTE:** Clicking "Create Proposal" will create a new proposal with the properties you have indicated above. There is one final screen of questions to be completed before you can start entering your new proposal. Again, you will be able to change the properties of the proposal once it has been created if need be.

Setup Questions

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

Darya Testing Proposal started on 10/17/2019
(L13) Mike the Tiger - LSUAM | Sch of VETM | Pathobiological Sciences (Shell Oil Company)

Setup Questions

Please answer all questions below and click SAVE.

This proposal is broken down into several sections based upon what the institution requires. Once each section is complete, please indicate so by clicking the **Completed** checkbox in the upper right corner of the section.

If any changes are needed, please contact the Office of Sponsored Programs at osp@lsu.edu.

If this is a Modification Request, please click 'Show' at the top of the page and select the Modification Request Template.

If this is an Other Miscellaneous Agreement, please click 'Show' at the top of the page and select the Other Miscellaneous Agreement Template.

Submission Mechanism/Form Information

- From the Submission Mechanism/Screen Template select Modification Request.

Darya Testing Proposal started on 10/17/2019
(L13) Mike the Tiger - LSUAM | Sch of VETM | Pathobiological Sciences (Shell Oil Company)

Setup Questions

This is used for modification requests requiring sponsor prior approval or internal approval. Once each section is complete, please indicate so by clicking the **Completed** checkbox in the upper right corner of the section.

Submission Mechanism/Form Information

Proposal Sponsor Shell Oil Company [Change](#)

Is this a Flow Through Project? ☐ Yes ☒ No

Please select a Submission Mechanism/Screen Template [Modification Request](#)

- You will receive the following warning. Click OK.

You are changing the submission mechanism for this proposal. There may be previously completed components of this proposal that might have to be re-done because of formatting differences between the two mechanisms.

[OK](#) [Cancel](#)

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

Darya Testing Proposal started on 10/17/2019
(L13) Mike the Tiger - LSUAM | Sch of VETM | Pathobiological Sciences (Shell Oil Company)

Setup Questions

Please answer all questions below and click SAVE.

This is used for modification requests requiring sponsor prior approval or internal approval. Once each section is complete, please indicate so by clicking the **Completed** checkbox in the upper right corner of the section.

Submission Mechanism/Form Information

Proposal Sponsor Shell Oil Company [Change](#)

Deadline Information

Is there a Deadline for this Submission? ☐ Yes ☒ No

General Proposal Properties

Link to existing proposal [None Identified](#) [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

Sponsor name	Institution #	Sponsor Award #	Title
National Institutes of Health (NIH)	AM190093		a NIH RO
Jacobs Engineering Group, Inc.	AM190095		review of e
Jacobs Engineering Group, Inc.	AM190096		esting efc
National Institutes of Health (NIH)	AM190098		alized dig
LA Department of Health (LDH)	AM200069		Manual p
LA Board of Regents (BOR)	AM200092		Board of R
National Institutes of Health (NIH)	AM200099		NIH Propo
Ochsner Health System	AM200103		Ochsner test pro
LA Department of Wildlife & Fisheries (DWF)	AM200122		Demo of manual

Show items with value that:

Contains

AM200150

And

Is equal to

Filter

Clear

- 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.

Test SPS Converted Record
(L13) Mike the Tiger - LSUAM | Sch of VETM | Pathobiological Sciences (National Science Foundation (NSF))

Proposal 49318-1-01

Completed ☐

Internal Uploads & Routing

Step 1: Open the Modification Request form. Complete all sections related to your modification request. For sponsor prior approval requests, upload the request letter and supporting documents being submitted to the sponsor. For internal prior approvals, upload the internal justification. Once you have completed the form, click Lock Form in upper right corner.

Step 2: Please indicate the modification request is ready for routing by clicking the **Completed** checkbox in the upper right corner and then Route the request by clicking the 'Thumbs Up' icon.

Step 3: Click Accepted and then Submit to route the proposal. ?

- 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.

Darya Testing Proposal started on 10/17/2019
(L13) Mike the Tiger - LSUAM | Sch of VETM | Pathobiological Sciences (Shell Oil Company)

Proposal AM200150-01

Completed ☐

Internal Uploads & Routing

Step 1: Open the Modification Request form. Complete all sections related to your modification request. For sponsor prior approval requests, upload the request letter and supporting documents being submitted to the sponsor. For internal prior approvals, upload the internal justification. Once you have completed the form, click Lock Form in upper right corner.

Step 2: Please indicate the modification request is ready for routing by clicking the **Completed** checkbox in the upper right corner and then Route the request by clicking the 'Thumbs Up' icon.

Step 3: Click Accepted and then Submit to route the proposal. ?

Current Proposal Status: Pending

Components for Initial Application

FORM/DOCUMENT NAME	EDIT	STATUS	UPLOAD	REMOVE
Modification Request (Proposal Documentation)		Incomplete		Mandatory

[Add Institution Forms/Supporting Documents](#)

- 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.

The screenshot shows the LSU Modification Request form. At the top right, there are buttons for 'Lock Form', 'Validate', and 'Save'. A yellow arrow points to the 'Lock Form' button. On the left side, there is a yellow box with the text 'Upload request here.' and an arrow pointing to the first upload field. To the right of the upload fields, there is a yellow box with the text 'These can be used for additional uploads.' and arrows pointing to the subsequent upload fields. The form includes checkboxes for 'Request to add a Domestic Subaward (NIH only)', 'Key/Senior Personnel Effort greater than 2 months (NSF only)', and 'Other Prior Approval Request'. Below these is the 'REQUEST LETTER & JUSTIFICATION' section, which contains instructions and four upload fields, each with a file icon and a note: 'The uploaded file name must be less than 50 characters.'

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

The screenshot shows the 'Internal Uploads & Routing' section of the form. It includes a sidebar with 'Setup Questions', 'Internal Uploads & Routing', 'Tasks', and 'Proposal Tracking (PI)'. The main content area has three steps: Step 1 (Open the Modification Request form), Step 2 (Please indicate the modification request is ready for routing), and Step 3 (Click Accepted and then Submit to route the proposal). Below the steps, it shows 'Current Proposal Status: Pending' and 'Components for Initial Application'. At the bottom right, there is a 'Pre-Review Route' section with a 'Mod Request' button and a 'Submit' button. A yellow arrow points to the 'Submit' button. Below this is a table with columns: FORM/DOCUMENT NAME, VIEW, STATUS, UPLOAD, and REMOVE.

FORM/DOCUMENT NAME	VIEW	STATUS	UPLOAD	REMOVE
Modification Request (Proposal Documentation)		Completed		Mandatory

- Click Accepted and then Continue.

The screenshot shows a 'Certification' dialog box with a 'Close' button in the top right corner. Inside the dialog, there is a text box with the text: 'I have read and agree to the certifications on the Review Summary, if applicable.' Below the text box, there are two radio buttons: 'Accepted' and 'Declined'. The 'Accepted' radio button is selected and highlighted with a yellow box. Below the radio buttons is a 'Continue' button, which is also highlighted with a yellow box and a yellow arrow pointing to it.

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

- Click Submit.

Proposal **AM200150-01 - (L13) Mike the Tiger** "Darya Testing Proposal started on 10/17/2019" (Pending)

[Refresh Route](#) Route Path - **Mod Request** [Add New Person to Review Path](#)

Step 1	OSP Receipt	Gabrielle Sessum	
	OSP Receipt	Michelle Sharp Pennington	
	OSP Receipt	Danielle Taylor	
Step 2	PIs/Dept Heads	(L13) Mike the Tiger	
	PIs/Dept Heads	Dr. Test the Department Head 1	

No comments have been recorded yet

- 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.

Current Proposal Status: Routing

Components for Initial Application

Current Submission

FORM/DOCUMENT NAME	EDIT	STATUS	UPLOAD	REMOVE
Modification Request (Proposal Documentation)		Completed		Mandatory

[Add Institution Forms/Supporting Documents](#)

Active Routing Progress

AM200150-01 - (L13) Mike the Tiger "Darya Testing Proposal started on 10/17/2019"

Submitted by (L14) Mike the Tiger on behalf of (L13) Mike the Tiger

Route Name	Route Type	Step Number/Name	Who	Notified	Decision	Insert	Remove
Mod Request	Pre-Review	Step 1 - OSP Receipt	Gabrielle Sessum	08-Nov-2019 5:05:19 PM	Informed -		
Mod Request	Pre-Review		Michelle Sharp Pennington	08-Nov-2019 5:05:20 PM	Informed -		
Mod Request	Pre-Review		Danielle Taylor	08-Nov-2019 5:05:21 PM	Informed -		
Mod Request	Pre-Review	Step 2 - PIs/Dept Heads	(L13) Mike the Tiger	08-Nov-2019 5:05:22 PM			
Mod Request	Pre-Review		Dr. Test the Department Head 1	08-Nov-2019 5:05:23 PM			

Comments