

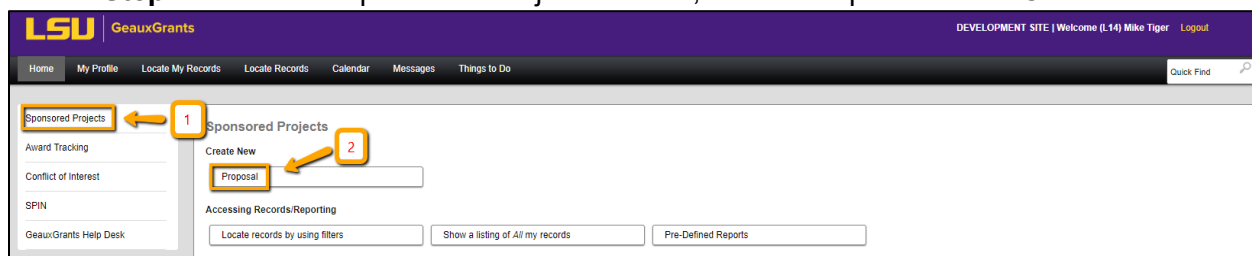
## Creating Post Award Modification/Prior Approval Requests for a Change in Investigator

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. This guide will describe how to create and route a modification/prior approval request for a Change in Investigator (i.e. Principal Investigator, Co-Investigator). For all other modification/prior requests, see the Creating Post Award Modification/Prior Approval Requests Excluding 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 current PI and click Select. If this is a change in PI, select the PI being replaced. If the name does not appear, email [osp@lsu.edu](mailto:osp@lsu.edu) to reactivate their GeauxGrants profile.
- 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.


### New Proposal Questionnaire

Step 0: *Confirm you intend for the PI of this proposal to be* Tiger, (L17) Mike the

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

Step 1: *Continued*

☐ Include all Proposal Attachments



- 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.

eradev.lsu.edu says

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.

- 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, (L17) Mike the

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

Step 1: *Continued* Copy from Proposal **AM230002 - Test S2S**

Step 2: *Please Select a Proposal Type* **Modification/Prior Approval Req** ▼

- 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, (L17) Mike the

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

Step 1: *Continued* Copy from Proposal **AM230002 - Test S2S**

Step 2: *Proposal Type* Modification/Prior Approval Request

Step 3: *Selected Sponsor* National Institutes of Health (NIH)

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

Step 5: *Proposal's Title* Test S2S

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

**New Proposal Questionnaire**

Step 0: *Confirm you intend for the PI of this proposal to be* Tiger, (L17) Mike the

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

Step 1: *Continued* Copy from Proposal **AM230002 - Test S2S**

Step 2: *Proposal Type* Modification/Prior Approval Request

Step 3: *Selected Sponsor* National Institutes of Health (NIH)

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

Step 5: *Proposal's Title* Test S2S

Step 6: *Project Start and End Dates* 01-Jul-2023 to 30-Jun-2026

Step 7: *Number of Budget Periods* 3

Is all of the above information correct?

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

Test S25  
Test (L17) Mike the Tiger - LSUAM | Sch of VETM | Pathobiological Sciences (National Institutes of Health (NIH))

Proposal  
AM230025

Setup Questions

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

The proposal is being handled as a Grants.gov submission. If this is incorrect, please contact your departmental grant administrator or the Office of Sponsored Programs at osp@lsu.edu to modify the submission template.

**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.

- 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.

Test S25  
Test (L17) Mike the Tiger - LSUAM | Sch of VETM | Pathobiological Sciences (National Institutes of Health (NIH))

Proposal  
AM230025

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 ⓘ National Institutes of Health (NIH) [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** Close

Sponsor name	Institution #	Sponsor Award #	Title
National Science Foundation (NSF)	AM221041		114.832
National Institutes of Health (NIH)	AM221382		proposal to see new F&A rate
National Science Foundation (NSF)	AM221383		proposal to test new F&A rate
LA Department of Health (LDH)	AM221384		proposal to test new state F&A rate
National Institutes of Health (NIH)	AM230002		S
National Institutes of Health (NIH)	AM230003		S
LA Board of Regents (BOR)	AM230004		NSF Proposal
LA Board of Regents (BOR)	AM230007		Test for 1114.658
Shell	AM230008		test for 1114.658
USDA National Institute of Food and Agriculture (NIFA)	AM230019		Test proposal for ITEMS 747 in TEST environment.

Show items with value that:

Contains

AM230002

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](mailto: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 ☐

Setup Questions

Internal Uploads & Routing

Tasks

Proposal Tracking (PT)

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.

Test 525  
Test (L17) Mike the Tiger - LSUAM | Sch of VETM | Pathobiological Sciences (National Institutes of Health)

Proposal  
AM230002-01

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	VIEW	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 “Yes”.

LSU

Lock Form ☐ Validate Save

**REQUEST TO MODIFY AN EXISTING AWARD**

ANSWER ALL QUESTIONS AND COMPLETE ALL REQUIRED FIELDS (\*). WHEN DONE, CHECK LOCK FORM AT TOP RIGHT OF PAGE.

Record Number: AM230002-01

\* Is this a request for a Change in Investigator?  
Yes ☒ No ☐

**REQUEST TO MODIFY PROJECT PERSONNEL**

\* Is this request a change in Principal Investigator (PI)?  
Yes ☐ No ☐

\* Is this request a change in Co-Investigator (Co-PI)?  
Yes ☐ No ☐

\* Is this request an addition of a Co-Investigator (Co-PI)?  
Yes ☐ No ☐

\* Is this request to remove a Co-Investigator (Co-PI)?  
Yes ☐ No ☐

- If request is for a change in PI, answer Yes to the appropriate questions, then click on the pencil icon and enter the original PI and then enter the New PI.

LSU

Lock Form

Validate

Save

REQUEST TO MODIFY AN EXISTING AWARD

ALL PAGES

REQUEST TO MODIFY AN EXISTING AWARD

ANSWER ALL QUESTIONS AND COMPLETE ALL REQUIRED FIELDS (\*). WHEN DONE, CHECK LOCK FORM AT TOP RIGHT OF PAGE.

Record Number: AM230002-01

\* Is this a request for a Change in Investigator?

Yes ☒ No ☐

REQUEST TO MODIFY PROJECT PERSONNEL

\* Is this request a change in Principal Investigator (PI)?

Yes ☒ No ☐

\* Original PI: Tiger, (L17) Mike the

\* New PI: Billiot, Gina Larpenter

\* Is this request a change in Co-Investigator (Co-PI)?

Yes ☐ No ☐

\* Is this request an addition of a Co-Investigator (Co-PI)?

Yes ☐ No ☐

\* Is this request to remove a Co-Investigator (Co-PI)?

Yes ☐ No ☐

- If request is to change, add, and/or remove a Co-Investigator, answer Yes to the appropriate question, then click on the pencil icon and enter the appropriate names.

\* Is this request a change in Co-Investigator (Co-PI)?

Yes ☒ No ☐

\* Original Co-PI:

\* New Co-PI:

\* Is this request an addition of a Co-Investigator (Co-PI)?

Yes ☒ No ☐

\* New Co-PI:

\* New Co-PI (2):

\* New Co-PI (3):

\* Is this request to remove a Co-Investigator (Co-PI)?

Yes ☒ No ☐

\* Co-PI being removed:

\* Co-PI being removed (2):

\* Co-PI being removed (3):

- Updates will be needed to the Investigator % Credit allocation tab to reflect the proposed new investigators. These changes are made at the bottom of this form.

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

Record Number: AM230002-01

\* Is this a request for a Change in Investigator?  
Yes ☒ No ☐

**REQUEST TO MODIFY PROJECT PERSONNEL**

\* Is this request a change in Principal Investigator (PI)?  
Yes ☒ No ☐

\* Original PI: Tiger, (L17) Mike the

\* New PI: Billiot, Gina Larpenter

\* Is this request a change in Co-Investigator (Co-PI)?  
Yes ☐ No ☒

\* Is this request an addition of a Co-Investigator (Co-PI)?  
Yes ☐ No ☒

\* Is this request to remove a Co-Investigator (Co-PI)?  
Yes ☐ No ☒

\* A. Review the terms of the award for the specific guidelines of Sponsor for changes to project investigators and attach your request letter addressed to the sponsor and all Sponsor-required documents.

**Upload mandatory request letter.**  
The uploaded file name must be less than 50 characters.

Upload additional documentation (optional).  
The uploaded file name must be less than 50 characters.

Upload additional documentation (optional).  
The uploaded file name must be less than 50 characters.

Upload additional documentation (optional).

These can be used for additional uploads.

Upload request here.

Lock Form Validate Save

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

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

Pre-Review Route: Mod Request: Submit

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

Add Institution Forms/Supporting Documents

- Click Accepted and then Continue.

**Certification** Close

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

☒ Accepted ☐ Declined

Continue



- A list of individuals receiving a notification or approval appear in list.
- NOTE: The route will only go to OSP staff. OSP will insert the necessary reviewers into the route based on the change being requested.
- Click Submit.

Proposal **AM230002-01 - Test (L17) Mike the Tiger "Test S2S" (Pending)**

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

Step	OSP Receipt	Personnel	
Step 1	OSP Receipt	Christina Smith	
	OSP Receipt	Samantha Macie Burton	
	OSP Receipt	Michelle Sharp Pennington	

*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	VIEW	STATUS	UPLOAD	REMOVE
Modification Request (Proposal Documentation)		Completed		Mandatory

[Add Institution Forms/Supporting Documents](#)

Active Routing Progress

AM230002-01 - Test (L17) Mike the Tiger"Test S2S"

Submitted by Gina Larpenre Billiot on behalf of Test (L17) Mike the Tiger

Route Name	Route Type	Step Number/Name Who	Notified	Decision	Insert Remove
Mod Request Personnel	Pre-Review	Step 1 - OSP Receipt Christina Smith	02-Sep-2022 3:46:25 PM		
Mod Request Personnel	Pre-Review	Samantha Macie Burton	02-Sep-2022 3:46:29 PM		
Mod Request Personnel	Pre-Review	Michelle Sharp Pennington	02-Sep-2022 3:46:30 PM		