LSU | GeauxGrants
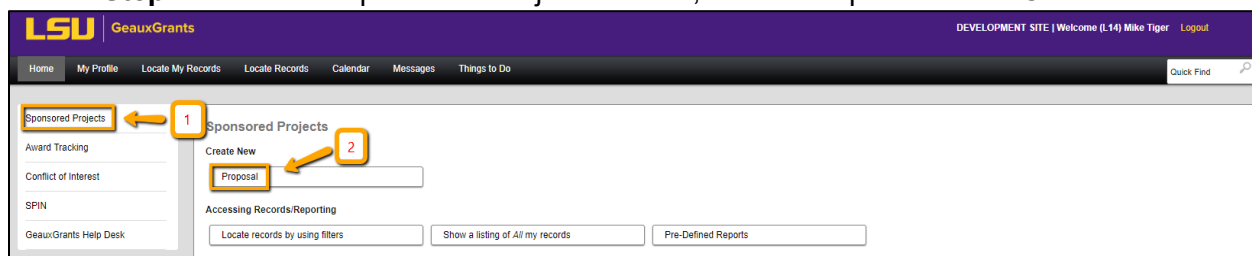
Creating Post Award Modification/Prior Approval Requests for a Change in Investigator

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

TIP! **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 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.

- 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

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 ⌄

Continue

- Step 3: Auto populates

- Step 4: Auto populates

- Step 5: Copy proposal title from Step 1: Continued. Click Continue.

New Proposal Questionnaire   Back

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

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, (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.

Step back through responses | Create Proposal

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.

- 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 "Yes".

- 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.

- 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.

- 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.

- 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.

- 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		Submit
	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

Open Full

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

Submitted by Gina Larpenter 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		