

Search Options for Sponsored Projects and Award Tracking Modules

Locate My Records

• Click Locate My Records in the top menu.

LS	Ge	auxGrants					
Home	My Profile	Locate My Records	Locate Records	Calendar	Messages	Things to Do	
Sponsored	Projects						
Award Trac	cking	Ass	gnments	dran it have to an	our huithet och m	-	
Human Pro	otocol			arop it nere to gr	oup by triat colum		

- Will show list of all records for which you are a Record Owner (i.e. Principal Investigator).
- To see records where you are a Co-Investigator, you will need to do a search by Record Personnel.

Records I am Named On Widget

 Home screen widget shows all records you are named on this includes as PI, Co-Investigator or Personnel.

LS GeauxGrants	5											Welcome Test (L17) Mike Tiger Lo	gout
Home My Profile Locate My R	tecords	Locate Records	Calendar N	lessi	ages Things to D								Quick	Find 🖉
Sponsored Projects														
Award Tracking	Ass	ignments										Open	Your action i	iems v
Award tracking	Dra	g a column header and	drop it here to group by	that	column									
Human Protocol														
ACUC	2	Module Y	Record Number	۲	Record Owner	Object T	Assignment Type	T	Record Status	Y Subject		T	Assigned	T
Conflict of Interest	•	Award Tracking	AWD-AM220158		Tiger, (L17) Mike the	Award	Action Item		PI Award Review	Award Number: AWD-AM220158 - AWARD NEE	DS YOUR A	CTION	18-Aug-2021 2:	17:23 PM
SPN	•	Proposal Tracking	49801-1		Tiger, (L17) Mike the	Agreement	Action Item		PI Review	Proposal Number: 49801-1 - New subaward or e approval	subaward a	mendment needs your	19-Aug-2021 11 AM	07:42
GeauxGrants Help Desk	•	Proposal Tracking	49801-1		Tiger, (L17) Mike the	Agreement	Action Item		PI Review	Proposal Number: 49801-1 - New subaward or e approval	subaward a	mendment needs your	20-Aug-2021 2:0	12:09 PM
Contact Info		Proposal Tracking	AM220174		Tiger, (L17) Mike the	Initial Application	Dashboard		Routing	Review needed for Other Miscellaneous Agreen Tiger due	nent AM220	174; PI Test (L17) Mike the	23-Aug-2021 5:0	2:07 PM
Conflict of Interest ITS Service Desk (225) 578-3375 option 1 servicedesk@isu.edu														
	C		a las						Record	s I am Named On		2		
Sponsored Projects Award Tracking Office of Sponsored Programs	Plea	tuxGrants ne	Messages for imr	orta	unt announcements	and undates to	GeauxGrants			Record Number	۲	Record Type		T
(225) 578-2760	- Icu	Je refer to System	inconges for mit	onto	and an ouncements	und updates to	ocuaronana.	_		AWD-AM220158		Award		
osp@lsu.edu	PM	-11 forms can be creat	ed and managed under	the C	onflict of Interest menu.				- F	AWD-AM220084		Award		
Muman Subjects Review									•	AWD-49800-1		Award		
SPIN Database	Help	& Training							•	AWD-49801-1		Award		
Office of Research & Economic	Gea	uxGrants Online Help D	lesk						•	AWD-AM210783		Award		
(225) 578-8692	How	To Submit							•	AWD-AM220140		Award		
irb@lsu.edu	• Proc	osais							•	COIAM01151		Conflict of Interest		
	• R8	Applications							•	AM210783		Proposal		
IACUC	• PM-	11 - Outside Employmen	it						•	AM210993		Proposal		
(225) 578-9643	 Sign External 	mount Financial interest rnally-funded Travel Di	sclosures						•	49800-1		Proposal		
iacuc@isu.edu									•	49801-1		Proposal		
	Poli	cy Documents								AM220084		Proposal		

• You can filter by Record Number and Record Type to sort.

Sponsored Projects Search (proposals)

• Click Sponsored Projects in left menu and then click "Locate records by Using Filters.

LSU Gea	auxGrants				
Home My Profile	Locate My Records	Locate Records	Calendar	Messages	Things to Do
Sponsored Projects Award Tracking Human Protocol	Spons Create No Prop	ored Projects	S		Management Record
Conflict of Interest	Accessin	g Records/Reporting	9		
SPIN	Loca	e records by using f	filters		Show a listing of All my records

- You can search by one field or multiple fields to narrow your search.
- You can search by one field or multiple fields to narrow your search.
- You can also click on grey section of look-up to change criteria.

Select 'Locate' Criteria		Save Get H	lelp Close
Modules available for searching across: Award Sponsored Project	Human Protocol ACUC		
Available fields to search by		Selected fields	Search
 Current Project Status Record Associated Departments Record Classification Codes Record Creation Date Record Key Words Record Number Record Owner Record Owner Primary Department Record Personnel Record Personnel Department Record Primary Department Record Primary Sponsor Record Status Record Title 	 AT A ward horement A ward Number A warded End Date A warded Start Date Deadline Grant Coordinator Information Grants.gov ID Number Keywords Opportunity Number Originating Sponsor Originating Sponsor Type OSP Specialist Proposal Type Sponsor Propram Sponsor Proposal Number ✓ Submitted Date 	Submitted Date Exact match > Greater than > Greater than or equal to < Less than <= Less than or equal to <> Not equal to	

Available fields to search by:	Search Output:
Current Project Status	Not used
Record Associated Departments	Department(s) of Record Personnel or investigator allocation.
Record Classification Codes	Not used
Record Creation Date	Date Proposal record was created.
Record Key Words	Not used. See Keywords.
Record Number	LSU Proposal Number
Record Owner	Principal Investigator (PI) of Proposal
Record Owner Primary Department	Principal Investigator's Primary Department listed on proposal
Record Personnel	Personnel listed on Personnel tab.
Record Personnel Department	Departments of the Personnel listed on the Personnel tab.
Record Primary Department	PI's Department that will administer award in Workday
Record Primary Sponsor	Sponsor to which proposal is submitted
Record Primary Sponsor Type	Type of Sponsor (i.e. Federal, For Profit, Non-Profit)
Record Status	Current Status of Proposal (I.e. Routing, Submitted, Approved to Submit)
Record Title	Title of Proposal
AT Award Increment Award Number	Sponsor Award Number
Awarded End Date	Current End Date of Award
Awarded Start Date	Start Date of Award
Deadline	Proposal Deadline
Grant Coordinator Information	Department Grant Coordinator listed on proposal
Grants.gov ID Number	Grants.gov Tracking Number
Keywords	Proposal Keywords from the LSU Questionnaire #19
Opportunity Number	Sponsor Funding Opportunity Announcement
Originating Sponsor	Original Sponsor when LSU is a subrecipient.
Originating Sponsor Type	Type of Original Sponsor (i.e. Federal, For Profit, Non-Profit)
OSP Specialist	OSP Specialist assigned to the record
Proposal Type	Proposal Type (i.e. New, Continuation-New, Modification/Prior Approval Request, etc.)
Sponsor Program	Search by agency wide programs (e.g. NSF CAREER, NIH R01, BOR RCS).
Sponsor Proposal Number	Sponsor Proposal Tracking Number
Submitted Date	Date Proposal was Submitted to sponsor or emailed to PI/Dept Admin to submit to the sponsor

• Below is a crosswalk of Sponsored Project Search Fields and Output.

Award Tracking (awards)

• Click Award Tracking in left menu and then click "Locate records by Using Filters.

LS	Ge	auxGrants				
Home	My Profile	Locate My Records	Locate Records	Calendar	Messages	Things to Do
Sponsored Award Trac	Projects cking	Awa	rd Tracking _{New}			
Human Pro	otocol	Acces	sing Records/Reportin	g		
Conflict of	Interest	Lo	cate records by using	filters		Show a listing of All my records
SPIN		_				
GeauxGra	nts Help Desk					

- You can search by one field or multiple fields to narrow your search.
- You can search by one field or multiple fields to narrow your search.
- You can also click on grey section of look-up to change criteria.

Award External Interest Sponsored Project	Human Protocol		
Available fields to search by		Selected fields	Search
Current Project Status Record Associated Departments Record Classification Codes Record Creation Date Record Key Words Record Key Words Record Number Record Owner Record Owner Primary Department Record Personnel Record Personnel Department	Record Primary Department Record Primary Sponsor Record Status Record Title Award Date Award Increment Status End Date ID # Start Date	Record Owner	

• Below is a crosswalk of Award Tracking Search Fields and Output.

Available fields to search by:	Search Output:
Current Project Status	Not used
Record Associated Departments	Department(s) of Record Personnel or investigator allocation.
Record Classification Codes	Not used
Record Creation Date	Date Award was created.
Record Key Words	Not used
Record Number	LSU Proposal Number
Record Owner	Principal Investigator (PI) of Proposal
Record Owner Primary Department	Principal Investigator's Primary Department listed in Workday
Record Personnel	PI and Co-Investigators on award
Record Personnel Department	Departments of the Record Personnel
Record Primary Department	PI's Department that will administer award in Workday
Record Primary Sponsor	Sponsor to which proposal is submitted
Record Primary Sponsor Type	Type of Sponsor (i.e. Federal, For Profit, Non-Profit)
Record Status	Overall Award Record Status (e.g. Awarded or Closed).
Record Title	Title of Proposal
Award Date	Initial Award Received Date
Award Increment Status	Status of Award Increment (See Overviews - Award on GeauxGrants Helpdesk for definitions of Award Increment Status)
End Date	Current End Date of Award
ID#	Sponsor Award Number
Start Date	Start Date of Award

Save Frequent Searches

• You can save frequently run searches by selecting the Available Fields to Search By and then clicking Save in top right.

Select 'Locate' Criteria		Save Get Help Close
Modules available for searching across:		
Sponsored Project	Human Protocol LIACUC	
Available fields to search by		Selected fields Search
Current Project Status Record Associated Departments Record Classification Codes Record Creation Date Record Key Words Record Key Words Record Owner Record Owner Record Owner Record Owner Primary Department Record Personnel Record Personnel Record Primary Department	AT A ward hcrement A ward Number Awarded End Date Awarded Start Date Deadline Grant Coordinator Information Grants.gov ID Number Keywords Opportunity Number Originating Sponsor Originating Sponsor Type OSP Specialist Emposed Type	Record Personnel Record Primary Sponsor
Record Primary Sponsor Type Record Status Record Title	Sponsor Program Sponsor Program Sponsor Proposal Number	
Record Title	Submitted Date	

• Name the Search and click Save

		^
Save Search Save	Cancel	
Enter a name for this saved search Personnel and Sponsor		
9 of 30 characters remaining		\checkmark
Conginating Sponsor		

- To access your Saved Searches, you can either:
 - 1) Click Get from Locate Records Using Filters:

Π	Select 'Locate' Criteria				Save Get Help Close
)Sł	Modules available for searching act	ross:			/
	Award	External Interest 🔲 Human Protoco			
ds	Sponsored Project		-		
e r	Available fields to search	Load Search		Close	Search
-	Current Project Status Record Associated Depart Record Classification Cod Record Creation Date Record Key Words Record Number Record Owner Record Owner Primary De Record Personnel Record Personnel Depart Record Primary Departme Record Primary Sponsor	Saved Browse Searches Personnel and Sponsor	Module Sponsored Project	Dei	
	Record Primary Sponsor T Record Status Record Title				

2) Add Saved Browse Template widget to Home Screen. See <u>Update Your Profile &</u> <u>Home Screen</u> for instructions on how to add Home Screen widgets.

Saved Browns Tamala	_
Saved Browse Templa	e
Saved Browse Templa Saved Browse Searches	Module