



Subaward Review and Approval

Notification from GeauxGrants

• An email will be sent to the PI from GeauxGrants. PI can access the record from the email by clicking the "Log In" hyperlink.

o: Dr. Test, Test - LSUAM Sch of VETM Rathobiological Sciences
subject: Proposal Number: AM210182 - DEV New subaward or subaward amendment needs your approval
Dear Test.
The Office of Sponsored Programs (OSP) has drafted the above referenced subaward or amendment.
To access the subaward document:
 Log in to GeaucGrants via myLSU and disk the blue award number in Assignments. Review the subward documents on the Attachment blue nder Subward Attachments. After reviewing the subward, indicate your approval by dicking "1 am Done" in your Assignments. If changes are needed, please provide Comments before clicking done. After reviewing the subward, indicate your approval by dicking "1 am Done" in your Assignments.
Once you have approved, OSP will obtain the needed signatures from the Subrecipient and LSU (# applicable) and then create a Requisition or Change Order in Workday, in order to initiate the Purchase Order. Once the subaward is fully-executed and approved through Workday, OSP will forward a copy of the fully-executed subaward to you, the Subrecipient, and Sponsored Program Accounting.
Please contact subsoftsu.edu if you have any questions or need more detailed information.
Sincerely, LSU GeauxGrants
Please do not really to this message. This email is an automated notification, which is unable to receive replies. Log In

 Alternatively, the PI can log in to GeauxGrants using their myLSU Credentials at <u>https://www.lsu.edu/geauxgrants/</u>. Under Assignments, click on the corresponding Record Number to open your Assignment.

LSU GeauxGrants													Welcome Test (L17) Mi	ke Tiger Logout	
Home My Profile Locate My Re	ecords	Locate Reco	ords	Calendar Me	ess	ages Things to I	Do							Quick Find	P
Sponsored Projects	Assiç	jnments											Open ~	Your action items	~
Award Tracking Human Protocol	Drag a column header and drop It here to group by that column														
JUDAI		Module Proposal	T	Record Number	T	Record Owner	T	Object	T	Assignment Type	T	Record Status	Subject Proposal Number: AM220084 - New subaward or subaward amendment needs your	Assigned 30-Jul-2021 2:14:41	T
Conflict of Interest	- -	Tracking Proposal	7	49801-1	۲	Tiger, (L17) Mike the		Agreement	۲	Action Item		PIReview	approval Proposal Number: 49801-1 - New subaward or subaward amendment needs your	PM 30-Jul-2021 2:18:17	
GeauxGrants Help Desk	•	Trackie Proposal Tracking		AM210993		Tiger, (L17) Mike the	1	Agreement		Action Item		PI Review	approval Proposal Number: AM210993 - New subaward or subaward amendment needs your approval	PM 30-Jul-2021 2:38:32 PM	5

Assignment Page

• Step 1: Click the Record Number hyperlink to open Proposal Tracking (PT) – Agreements and review the Agreement information.

ssigr	ment									I am di	ine Close
Drag a colum header and drop I here to group by that colum											
۲	Module T	Record Number	Record Owner	Object	Assignment Type	Ŧ	Record Status	Subject	Assigned	Ŧ	
4	Proposal Tracking	AM220084	Tiger, (L17) Mike the	Agreement			PI Review	Proposal Number: AM220084 - New subaward or subaward amendment needs your approval	30-Jul-2021 2:14:41 PM		
	Record Title	<u>_</u>	test for upgrade								
	Record Primary Spo	insor	LA Board of Regen	ts (BOR)							
	Deadline										
	OSP Specialist										
	Originating Sponsor										
	Proposal Type		New								

• This will open up the PT Agreement Detail for the Subaward or Subaward Amendment that needs your review.

Done Save test for upgrade Test (L17) Mike the Tige	r (University of Calgary)				Proposal AM210993
Submissions (2) —					View Mode
@ AM210993/New —	Edit Agreements/Contracts				Current Status: PI Review
Summary	Agreement Type 🎯	Agreement From	Agreement To 🚱	Date Signed 🎯	
	Subaward 🗸	01-Jul-2021	30-Jun-2022		
Sponsor	Institution Name			Subaward Number 🎯	
Personnel (2) +	University of Louisiana at Lafayette (ULL)			GR-9999	
Budget +	Agreement Comments @				
Agreements (3) —	Agreement comments				
Subaward Amendment/PO-					
0000123456-A1 +					
Subaward/GR-7928 +					
Subsurred/CD 0000	Agreement Status History		0		
Subaward/Gk-9999 —	Agreement Status		Agreement Status History Date 🤎		
Assignments	PI Review V		27-Aug-2021		

• Step 2: Under Document Summary, click on eyeglasses icon under View Latest column next to Subaward Draft document to review subaward draft.

	Subaward Amendmer	nt v	01-May-2019	30-Apr-2021		
Sponsor	Institution Name				Subaward Number	
Personnel (1)	+ Louisiana Tech Univer	sity (LA Tech)			PO-000002131-A17	
Budget	+	0				
Agreements (1)	Agreement Comments	, w				
Subaward Amendment/PO- 0000002131-A17						
LaTeh (INBRE) Arnd 17 Unilater OSP-4.odf	al Agreement Status Hist	tory				
LaTech Subaward Amdt 1 Draft	Agreement Status @			Agreement Status History Date 🔍		
	PI Review	~		19-Aug-2021		
Assignments	Agreement Status Hist	ory Comments 🦉				
Communications (3)						
Attachments (2)	+					
Approvals (0)	You have 1000 charac	ters left. 🞯	23			
Status History (3)						
itatus History (3) 49801-2/Modification/Pri	DATE +	STATUS	RECORDED DATE	RECORDED BY	COMMENTS	DELETE
status History (3) 49801-2/Modification/Pri	+ 19-Aug-2021	STATUS PI Review	RECORDED DATE 19-Aug-2021 10:07:42 AM	RECORDED BY	COMMENTS GG testing action needed	DELETE
Status History (3) 49801-2/Modification/Pri ments (1) -	DATE + + 19-Aug-2021 + 18-Aug-2021 18-Aug-2021	STATUS PI Review Drafting	RECORDED DATE 19-Aug-2021 10:07:42 AM 18-Aug-2021 05:15:55 PM	RECORDED BY Lacy Inmon Ryan Russell Green	COMMENTS GG testing action needed Assigned to Lacy	DELETE
Status History (3) 49801-2/Modification/Pri ments (1) Is (2)	DATE + + 19-Aug-2021 + 18-Aug-2021 18-Aug-2021 18-Aug-2021	STATUS PI Review Drafting OSP Assignment Bernivet: Becaling	RECORDED DATE 19-Aug-2021 10:07:42 AM 18-Aug-2021 05:15:55 PM 18-Aug-2021 05:15:55 PM 18-Aug-2021 05:12:3 AM	RECORDED BY Lacy Inmon Ryan Russell Greer Gabrielle Sessum Gabrielle Sessum	COMMENTS GG testing action needed Assigned to Lacy Purple Team New Argenment	DELETE
Status History (3) 49801-2/Modification/Pri ments (1) 4s (2) vals (0)	DATE + 19-Aug-2021 18-Aug-2021 18-Aug-2021 18-Aug-2021 18-Aug-2021	STATUS PI Review Drafting OSP Assignment Request Received	RECORDED DATE 19-Aug-2021 10:07:42 AM 18-Aug-2021 07:15:55 PM 18-Aug-2021 07:04-28 AM 18-Aug-2021 07:04:28 AM	RECORDED BY Lacy Inmon Ryan Russell Greer Gabrielle Sessum Gabrielle Sessum	COMMENTS GG testing action needed Assigned to Lacy Purple Team New Agreement	DELETE 1 1 1 1 1 1 1 1 1 1 1 1 1
Status History (3) 49801-2/Modification/Pri ments (1) ds (2) vals (0) es	DATE + 19-Aug-2021 18-Aug-2021 18-Aug-2021 18-Aug-2021 Document Summary	STATUS PI Review Drafting OSP Assignment Request Received	RECORDED DATE 19-Aug-2021 10:07-82 AM 18-Aug-2021 00:04:55 PM 18-Aug-2021 09:04:28 AM 18-Aug-2021 09:04:28 AM	RECORDED BY Lacy Inmon Ryan Russell Greer Gabrielle Sessum Gabrielle Sessum	COMMENTS GG testing action needed Assigned to Lary Purple Team New Agreement Ver Stockes Ver Stockes	DELETE
Status History (3) 49801-2/Modification/PrL sments (1) 5 (2) vals (0) Es color	DATE 19-Aug-2021 19-Aug-2021 18-Aug-2021 18-Aug-2021 18-Aug-2021 Document Summary NAME LaTech Subaward Amd	STATUS PReview Drating OSP Assignment Request Received L1 Draft	RECORDED DATE 19 Aug 2021 10:07:42 AM 18 Aug 2021 05:15:55 PM 18 Aug 2021 05:04:23 AM 18 Aug 2021 05:01:53 AM CATEGORY Subaward Amendment	RECORDED BY Lacy Immon Ryan Russell Green Gabrielle Sessum Gabrielle Sessum	COMMENTS GG testing action needed Assigned to Lacy Purple Team New Agreement Y VERSIONS LAST UPDATED 1 19-Auro-2021	DELETE

• Step 3: PI will click Done to exist Proposal Tracking Record. Go back to Assignment.

						-		
Done Save Test NIH prop Dr. Test Test (posal - Forms F (National Institutes of Health (NIH))						Pr AM2	oposa 21018:
Submissions (1) —							View	Mode
@	Document Detail							_
@ AM210182/New —	Document Name	Test Subaward Draft.pdf		Document Category	Subeward Amendment			
Summary	Folder	Subaward Attachments		Public				Docu
Sponsor								
Personnel (2) +								1d
Budget +	File Name		Date Uploaded		Owner	View	Delete	
Agreements (6) —	Test Subaward Draft.pdf		31-May-2021 11:06:31		Trahan, Rebecca	View	Delete	< >

• Step 4: On Assignment page the PI will add any comments for OSP regarding the subaward draft in the Comments Box at the bottom and then click "I am done" in top right corner. Subaward document will be sent back to OSP for processing.

Assig	nmer	nt												Click to a subawar	approve d draft.		I am done
Drag	a colum	nn header and drop it	here to group	by that column													
	Mod	ule 🔻	Record Nu	mber T	Record	Owner Y	Object	т	Assignment Type	Ŧ	Record Status	T	Subject	T	Assigned	1	r
	Prop	osal Tracking	AM220084		Tiger, (L	L17) Mike the	Agreem	ent			PI Review		Proposal Number: AM220084 - New subaward or subaward amendment needs your approval		30-Jul-200	21 2:14:41 PM	
	Re	cord Title				test for upgrade											
	Re	cord Primary Sponsor				LA Board of Regent	ts (BOR)										
	De	adline															
	05	SP Specialist															
	Or	iginating Sponsor															
	Pn	oposal Type				New											
Dear	L17) Mi	ite the Tiger,															
The C	flice of	Sponsored Programs	(OSP) has dra	fted the above refe	renced sub	award or amendment.											
То во	cess the	subaward document:															
1. Log	in to G	ReauxGrants via myLS	U and olick th	e blue record numb	er in Assign	nments.											
2. Re	iew the	subaward documents	on the Atten	ments tab under Si	uhaward At	Techments											
3.45	er revieu	eing the subaward line	licate your an	oroval by dicking "	am Done"	in your Assignments II	t changes a	re needer	d please provide Comme	ots before	diding done						
000	unu her	a according to OSP will	obtain the m	eried signatures fro	um the Sub	veninient end I SI I /if e	(addenilos	and then	meate a Requisition or Cl	hanne Ord	ler in Workday, in order h	n initiat	the Purchase Order Onne the scheward is full-executed and enrowed through Wooldov OSP will forward a nor	ov of the fully-even	derl schewert	to you the Subracinia	et
and S	ponsore	ed Program Accounting	9.				,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,							,,,		,,	
Pleas	e conta:	d subs@lsu.edu if you	have any qu	estions or need mor	e detailed	information.											
Since	rely,																
LSU	leauxGr	rants															
Pleas	e do no	t reply to this message	. This email i	s an automated not	ification, w	which is unable to recei	ive replies										
Finalia	e As	signment															
Sunn	ortina	Attachments (Onti	nnal) Add														
No At	lached I	Documenta															
									_				Add any commonte (as OSD				
Comr	rents:												behore clicking "I am Done"				
		-lalara								Review C	omolete						