

## Award Overview

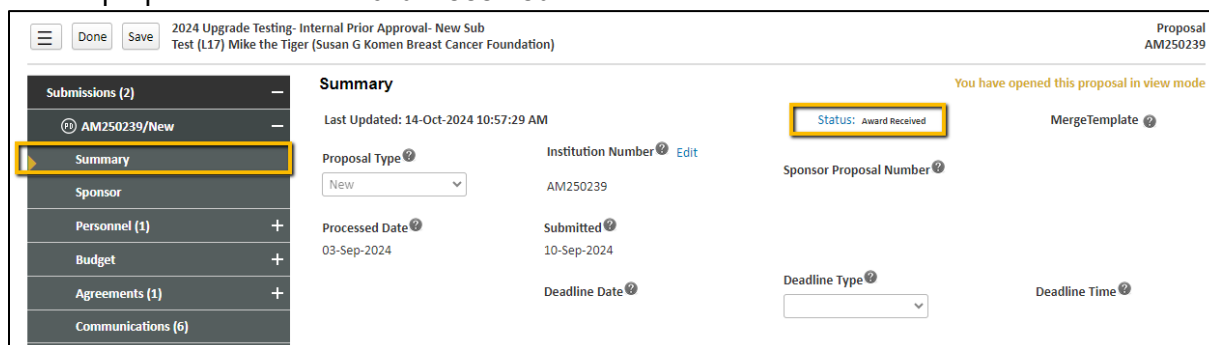
Workday is the official system of record for Sponsored Awards. GeauxGrants is used to capture additional award information, store award documents, and capture Principal Investigator (PI) approval of award terms and conditions.

In Proposal Tracking (PT) you can see the status of a proposal record as “Award Received.” The PT Award tab also provides details on the awarded amount to date.

In Award Tracking (AT) you can view details on each award increment including award documents. PIs will approve award document in AT. You can also see the status of each award increment.

## Proposal Tracking (PT) Submissions - Summary Tab

- Each submission (proposal, modification request, etc.) under the proposal record will appear in the left menu under Submissions. To expand a specific submission, click the plus sign next to the record. Information specific to that submission will appear.
- You can find the status of the proposal on the Summary tab. The status for Awarded proposals will be **Award Received**.



## Proposal Tracking (PT) Award Tab

- The award tab provides an overview of the award. You can see project period and amount awarded to date. The awarded budget will also appear on this page.

2024 Upgrade Testing- Internal Prior Approval- New Sub  
Test (L17) Mike the Tiger (Susan G Komen Breast Cancer Foundation)

Proposal AM250239

**Budget Summary** You have opened this proposal in view mode

Project Period: 01-Oct-2024 to 30-Sep-2025 Project Period authorized to date

Source View: Sponsor Rollup subprojects: Not Rollup

Buttons: Proposal Structure, Import/Export, New Period, New Modification

**Expand to see the increments**

Year/Period	Start	End	Total	Total	Directs	F&A	Total
1	01-Oct-2024	30-Sep-2025	\$ 22,278	-	\$ 15,852	\$ 6,426	\$ 22,278

**Total Authorized to date**

Element	Increment	Start	End	Awarded	Type	Status	Total	Total	Total
Prime	1	01-Oct-2024	30-Sep-2025	10-Sep-2024	Initial Award	Awarded	\$ 22,278	-	\$ 22,278
Prime	2	01-Oct-2024	30-Sep-2025	16-Sep-2024	Mod Request Approval	Awarded	-	-	-
Prime	3	01-Oct-2024	30-Sep-2025	16-Sep-2024	Mod Request Approval	Awarded	-	-	-
							\$ 22,278	\$ 0	\$ 22,278

**Awarded Budget Detail**

NAME	PERIOD 1	DIRECT COSTS
Tiger, (L17) Mike PD/PI	\$ 8,812	\$ 8,812
<b>Subtotal Personnel:</b>	<b>\$ 8,812</b>	<b>\$ 8,812</b>

CATEGORY	PERIOD 1	DIRECT COSTS
Equipment	\$ 3,000	\$ 3,000

- For SPS converted records, the budget will only show CONVERTED TOTAL COSTS.

13-00011234 - Test BOR proposal for SPS Conversion  
(L13) Mike the Tiger (LA Board of Regents (BOR))

Proposal 49575-1

**Budget Summary [Hide]**

Project Period: 01-Jun-2019 to 30-Jun-2022 Update Profiles

Source View: Sponsor Rollup subprojects: Not Rollup

Buttons: Proposal Structure, Import/Export, New Period, New Modification

YEAR/PERIOD	INCREMENT	START	END	TYPE	STATUS	Sponsor [show] TOTAL	Cost Sharing [show] TOTAL	Project [hide] DIRECTS	F&A	TOTAL
1	1	01-Jun-2019	30-Jun-2022	New	Awarded	\$ 300,000	-	\$ 300,000	-	\$ 300,000
<b>Total:</b>						<b>\$ 300,000</b>	<b>\$ 0</b>	<b>\$ 300,000</b>	<b>\$ 0</b>	<b>\$ 300,000</b>

**Subproject Summary [Show]**

**Personnel [Hide]**

NAME	PERIOD 1	DIRECT COSTS
Tiger, (L13) Mike PD/PI	-	\$ 0
<b>Subtotal Personnel:</b>	<b>\$ 0</b>	<b>\$ 0</b>

**Non-Personnel [Hide]**

CATEGORY	PERIOD 1	DIRECT COSTS
CONVERTED TOTAL COSTS	\$ 300,000	\$ 300,000
<b>Subtotal Non-Personnel:</b>	<b>\$ 300,000</b>	<b>\$ 300,000</b>

- Scroll to the bottom of the Award tab to see the assigned Sponsored Program Accounting (SPA) Analyst and the Workday award and grant line information.

**User-Defined Fields**

RCR Training Required  Yes  No

Workday =====

SPA Analyst

Current Workday Project Data

Workday Award Number	Award Amount	Begin Date	End Date	Sponsor Award Number	Workday Grant ID
Total					

### Navigating between PT Awards to Award Tracking (AT)

- Under Awards tab, click Award AWD-XXXXXXXX

2024 Upgrade Testing - Internal Prior Approval- New Sub: Test (L17) Mike the Tiger (Susan G Komen Breast Cancer Foundation) Proposal AM250239

**Budget Summary**

Project Period: 01-Oct-2024 to 30-Sep-2025 Source View: Sponsor Rollup subprojects: Not Rollup

Year/Period	Start	End	Sponsor [show]		Cost Sharing [show]		Project [hide]		
			Total	Total	Directs	F&A	Total		
1	01-Oct-2024	30-Sep-2025	\$ 22,278	-	\$ 15,852	\$ 6,426	\$ 22,278		
			\$ 22,278	\$ 0	\$ 15,852	\$ 6,426	\$ 22,278		

**Personnel [Hide]**

NAME	PERIOD 1	DIRECT COSTS
Tiger, (L17) Mike PD/PI	\$ 8,812	\$ 8,812
<b>Subtotal Personnel:</b>	<b>\$ 8,812</b>	<b>\$ 8,812</b>

**Award AWD-AM250239** Non-Personnel [Hide]

## Award Tracking (AT) - Summary

- Provides a high-level summary of award attributes.
- Shows each Award Increment summary and the current status of each.
- Under Proposal Information click Open to go back to PT record.

Project Period authorized to date.

Start Date: 01-Sep-2020, End Date: 31-Aug-2023

Award Date	Number	Type	Status	Versions	Amount	View
16-Jul-2020	DEB-2012345	Initial Award	Fully Executed Sent to SPA	1	153,916.00	View
17-Jul-2020	DEB-2012345	Incremental Funding	PI Award Review	1	141,816.00	View

Click Open to go back to PT record.

## Award Tracking (AT) – Award Increments

- Shows initial award, each amendment, and modification request approval that LSU receives.
- To see details of award increment, click on View or click on the date/type of the increment in the left tab.

Award Date	Number	Type	Status	Versions	Amount	View
01-Jul-2020	R01CA123456	Initial Award	Awarded	1	74,000.00	View
03-Aug-2021	R01CA123456	Incremental Funding	PI Award Review	1	74,000.00	View

- For converted records, increment 1 will include the amount awarded in Workday at the time of conversion (12/06/2019). The award Type will show as Converted.

Award Date	Number	Type	Status	Versions	Amount	Published	PT	FT	Edit	Delete
25-Jun-2014		Converted	Fully Executed Sent to SPA	1	378,596.00	Pub	Pub	Pub		

Workday Award amount at time of conversion.

- Award Increment Detail shows you the sponsor award number, award type, amount of award increment, status of increment.

**Award Increment Detail** - Last Updated on 13-Aug-2021 12:34:33 PM

**Award Information:**  
 Award Date: 03 Aug 2021  
 Award Number: RO1CA123456  
 Award Type: Initial Award  
 Start Date: 01 Jul 2021  
 End Date: 30 Jun 2022  
 Document Number: [Empty]

**Award Versions:**

Date	Number - Name	By	Active	Status	Amount	Open
03-Aug-2021	1 - Initial	Michelle Sharp Pennington	<input checked="" type="checkbox"/>	Active	74,000.00	

**Facilities and Administration Costs:**  
 Institution Base/Target Scheme: [Dropdown]  
 Scheme: [Dropdown]  
 Sponsor Calculation Method: Auto (predefined scheme)

**Award Increment Status History:**

Effective Date	Status	Updated	Comments
11-Aug-2021	Accepted	11-Aug-2021 06:19:17 PM	New award increment created
04-Aug-2021	SP Award Review	04-Aug-2021 04:23:38 PM	Assigned to Larry
04-Aug-2021	SP Assignment Needed	04-Aug-2021 04:14:30 PM	Purple Team- please assign
04-Aug-2021	PI Review Completed	04-Aug-2021 04:06:43 PM	(L17) Mike Tiger
03-Aug-2021	PI Award Review	03-Aug-2021 06:24:46 PM	Michelle Pennington

### Award Increment Statuses

- **Awarded** – Award Received by OSP
- **PI Award Review** – Award sent in GeauxGrants for PI review. Text of email includes OSP-1 certifications.
- **PI Review Complete** – PI approves award terms. PI has ability to also provide comments on any issues. This replaces OSP-1 form.
- **SP Assignment Needed** – Award with OSP team lead for assignment to a specialist.
- **SP Award Review** – Award is being reviewed/negotiated by OSP specialist.
- **Awaiting Compliance Approvals** – OSP review complete, but cannot accept award until all compliance approvals are received.
- **Accepted by Institution** – OSP specialist approval of award. Awaiting signature and processing by OSP. Sponsor counter-signature is required.
- **Awaiting Sponsor Signature** – OSP has signed award and sent award document to sponsor or returned to PI to send to sponsor. LSU is waiting on sponsor countersignature.
- **Accepted** - OSP specialist approval of award. Awaiting signature (when applicable) and processing by OSP. Sponsor counter-signature is not required.

- **Fully Executed Sent to SPA** – Fully-executed award increment has been sent to SPA. This is final status for most awards.
- **Awarded: Declined by Institution/Sponsor** – Award was received but parties could not come to terms.

### Award Increment Version 1

- This shows you another version of the budget breakdown for this award increment. Breaks out costs between sponsor and cost sharing sources.

AWARD

Object Code	Budget Category	Project Cost	Sponsor	Institution	Above the Cap
Item - Test (L17) Mike the Tiger	Personal Salary	0.00	0.00	0.00	0.00
Item - Fringe benefits - Test (L17) Mike the Tiger	Fringe benefits	0.00	0.00	0.00	0.00
Item - CONVERTED TOTAL COSTS	CONVERTED TOTAL COSTS	0.00	0.00	0.00	0.00
Item - Other Direct Costs	Other Direct Costs	50,000.00	50,000.00	0.00	0.00
Item - F&A	F&A	24,000.00	24,000.00	0.00	0.00
<b>Total</b>		<b>74,000.00</b>	<b>74,000.00</b>	<b>0.00</b>	<b>0.00</b>

### Award Increment Assignments

- Shows you who is currently reviewing the award, how long they have had it, and the text of the email message they received. In the scenario below, the status is PI Approval Needed, so it is assigned to our PI, Mike the Tiger.

Assigned Date	Assigned To	Due	Instructions	Open
17-Nov-2019 8:59:13 PM	(L13) Mike the Tiger		AWARD NEEDS YOUR ACTION!	

## Award Tracking (AT) - Communications

- Shows copies of emails sent from the system.

Summary

- Award Increments (1) +
- Related Proposals (1)
- Terms & Conditions
- SubProjects (0)
- Status History
- Assignments
- Communications (1)**
- Attachments (1) +
- Personnel (1) +
- Tasks (0)

Communications

Function

Show All Send Email Record Notes Record Letter Phone Message Add Followup Search/Filter

Communication History (1 records)

When	Type	To	From	Subject	Attachments	Record	Detail
17-Nov-2019 8:39:15 PM	Email	To: Tiper, (113) Mike	From: Trahan, Rebecca	Award Number: AWD-AM200125 - AWARD NEEDS YOUR ACTION!			

## Award Tracking (AT) - Attachments

- OSP will attach the award document, plus any amendments or modification request approvals here. Click the file name to open.

Summary

- Award Increments (2) +
- Related Proposals (1)
- Status History
- Assignments
- Communications (8)
- Attachments (2)**
- Amendment 1
- Initial Award.docx

Attachments - Last Updated on 29-Nov-2022 10:27:07 AM

Add Document Combine Email Print All Folder Maintenance

Drag a column header and drop it here to group by that column

Name	Category	Folder	Versions	Last Updated	Select
Amendment 1	Amendment	ROOT	1	29-Nov-2022 10:27:08 AM	<input type="checkbox"/>
<a href="#">Initial Award.docx</a>	Notice of Grant Award	ROOT	1	21-Sep-2022 1:44:26 PM	<input type="checkbox"/>