

Proposals must be completed and routed seven (7) business days before the deadline for OSP to submit the proposal

Creating Grants.gov Proposals

Proposals submitted via Grants.gov (except for NIH) will follow this training guide. Federal sponsors who use Grants.gov include: National Institutes of Health (NIH), National Science Foundation (NSF), National Oceanic and Atmospheric Administration (NOAA), Department of Energy (DOE), US Department of Agriculture (USDA), Department of Education (DOED), Department of Defense (DOD), Department of State (DOS), Department of Homeland Security (DHS), and US Geological Survey (USGS).

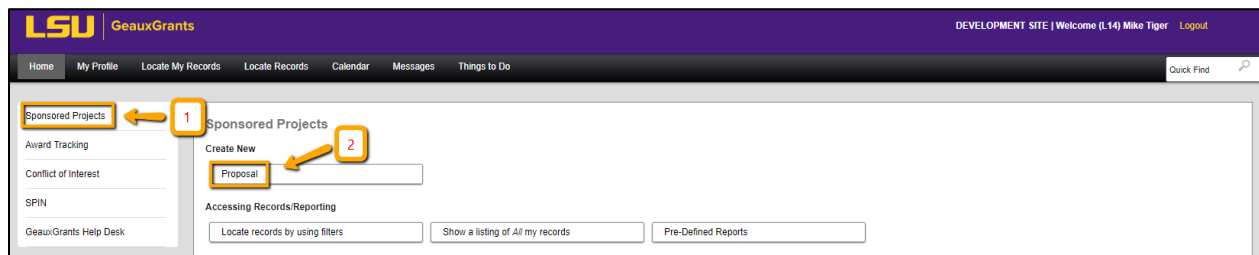
For NIH Proposals, follow the [Creating National Institutes of Health \(NIH\) Proposals](#) user guide.

NSF proposals that must be submitted via Research.gov (i.e. linked collaborative proposals, proposals will no PI effort, proposals with subawards) and NIH multi-component proposals will follow [Creating Manual Proposals](#) user guide. These proposals will need to separately be loaded in the respective sponsor system.

How to Create a Proposal Development (PD) Record

It is recommended that you use Chrome or Firefox for GeauxGrants. Login through myLSU.

- 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



New Proposal Questionnaire

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.

- **Step 0:** Defaults to user. You can change to another Principal Investigator (PI) by clicking Change. Type last name, first name of PI and click Select.

- **Step 1:** Click on “Create a New Proposal” and click Continue

- **Step 1 Continued:** Choose Select from Grants.Gov Opportunities and enter the opportunity number, partial number (i.e. OAA), or keyword and click Search. A list will populate with all possible opportunity numbers.

- Click Select next to the correct opportunity number

Opportunity Number	CFDA Number	Competition ID	Competition Title	PackageID	S2S	Opening Date	Agency	Title
PA-HO-R01 Select	93 855	FORMS-H		PKG00093166	✓	01-Aug-2022	National Institutes of Health	G g Training and NIH Ext-UAT FOA(R01-Clinical Trial Optional)

- **Step 2:** Choose Proposal Type and Click Continue.

New Proposal Questionnaire Back

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

Step 1: "New" or "Copy From Existing?" Create a New Proposal

Program Number	Program Name	CFDA	Competition ID	PackageID	Sponsor
PA-HO-R01	G.g. Training and NIH Ext-UAT FOA(R01-Clinical Trial Optional)	93.855	FORMS-H	PKG00093166	

Step 2: Please Select a Proposal Type

New

Continue

- **Step 3:** The Sponsor will populate based on the selected opportunity number.
- **Step 4:** Will be automatically numbered by the system
- **Step 5:** Enter Proposal's Title and click Continue

New Proposal Questionnaire Back

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

Step 1: "New" or "Copy From Existing?" Create a New Proposal

Program Number	Program Name	CFDA	Competition ID	PackageID	Sponsor
PA-HO-R01	G.g. Training and NIH Ext-UAT FOA(R01-Clinical Trial Optional)	93.855	FORMS-H	PKG00093166	National Institutes of Health (NIH)

Step 2: Proposal Type
New

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

Continue

- **Step 6:** Enter Project Start and End Dates and click Continue
 - We recommend the start date to be the first of the month and the end date to be the last day of the month for budget calculation purposes.

New Proposal Questionnaire Back

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

Step 1: "New" or "Copy From Existing?" Create a New Proposal

Program Number	Program Name	CFDA	Competition ID	PackageID	Sponsor
PA-HO-R01	G.g. Training and NIH Ext-UAT FOA(R01-Clinical Trial Optional)	93.855	FORMS-H	PKG00093166	National Institutes of Health (NIH)

Step 2: Proposal Type
New

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
Title for this Proposal

Step 6: What are the project start and end dates?

From

To

Continue

- **Step 7:** Confirm number of budget periods. If this changes, the dates will need to be changed on the Budget Setup section of the Budget. Click Continue.

New Proposal Questionnaire Back

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

Step 1: "New" or "Copy From Existing?" Create a New Proposal

Program Number	Program Name	CFDA	Competition ID	PackageID	Sponsor
PA-HO-R01	G.g. Training and NIH Ext-UAT FOA(R01-Clinical Trial Optional)	93.855	FORMS-H	PKG00093166	National Institutes of Health (NIH)

Step 2: Proposal Type
New

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
Title for this Proposal

Step 6: Project Start and End Dates
01-Nov-2024 to 31-Oct-2026

Step 7: How many years and/or budget periods would you like?
2

*NOTE: If you need additional years/periods beyond 7, you may add them as needed once inside the proposal.

Continue

- Click Back or Step back through responses button at any step to go back to the previous step to change information.
- Ensure all information is correct and click Create Proposal.

New Proposal Questionnaire Back

Step 0: Confirm you intend for the PI of this proposal to be Tiger. (L17) Mike the Change [Tiger. \(L17\) Mike the Change](#)

Step 1: "New" or "Copy From Existing?" [Create a New Proposal](#)

Program Number	Program Name	CFDA	Competition ID	PackageID	Sponsor
PA-HQ-R01	G.g. Training and NIH Ext-UAT FOA(R01-Clinical Trial Optional)	93.855	FORMS-H	PKG00093166	National Institutes of Health (NIH)

Step 2: Proposal Type: New

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: Title for this Proposal

Step 6: Project Start and End Dates: 01-Nov-2024 to 31-Oct-2026

Step 7: Number of Budget Periods: 2

Is all of the above information correct?

[Step back through responses](#) [Create Proposal](#)

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

GeauxGrants will automatically generate a Proposal/Record/Institution #. GeauxGrants numbering will be AMFYXXXX. For Fiscal Year (FY) 2025, all numbers begin with AM25.

This tab gathers general information about your proposal. After you complete this section, additional proposal tabs will appear to the left of the screen.



Click Done on top left to close out the proposal. Do not close browser using X on top right.

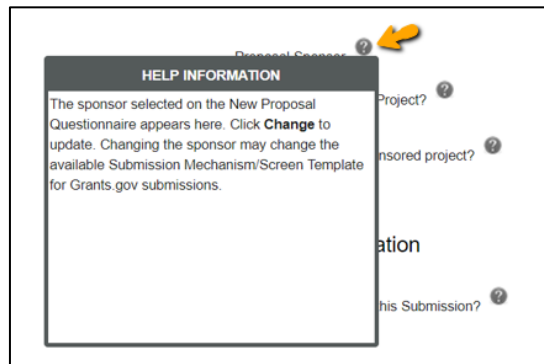
Done Save Title for this Proposal: Test (L17) Mike the Tiger - LSUAM | Sch of VETM | Pathobiological Sciences | CC00293 (National Institutes of Health (NIH))

Record/Institution Number Proposal AM250327

Setup Questions **Setup Questions** Show Reset Defaults



Hover your mouse over ? icons to see instructions or definitions.



- Read instructions at the top of the page, answer all questions. Click Save at any point to preserve all data entered. Clicking Save and Continue at the bottom right corner will validate form.
- Grants.Gov submission Information will populate based on the opportunity number including a forms section that will allow you to select optional forms.

Grants.Gov Submission Information	
Opportunity Number	24-568
Opportunity Title	Scientific Ocean Drilling Coordination Office (SODCO) for the Division of Ocean Sciences
Offering Agency	National Science Foundation
Open Date	01-May-2024
Close Date	30-Jul-2024 Close Date is 10 days later than the close date posted at Grants.Gov to ensure availability of opportunities within InfoEd/PD for appropriate late submissions.
CFDA Number	
CFDA Description	
Competition ID	
PackageID	PKG00286167
Agency Contact	

Form	Version	Included
SF424 (R & R)	RR_SF424_5_0-V5.0	<input checked="" type="checkbox"/>
NSF_CoverPage_2_3	NSF_CoverPage_2_3-V2.3	<input checked="" type="checkbox"/>
NSF Senior Key Person Profile (Expanded)	NSF_KeyPersonExpanded_3_3-V3.3	<input checked="" type="checkbox"/>
Research & Related Budget	RR_Budget_3_0-V3.0	<input checked="" type="checkbox"/>
Project/Performance Site Location(s)	PerformanceSite_4_0-V4.0	<input checked="" type="checkbox"/>
Other Project Info	RR_OtherProjectInfo_1_4-V1.4	<input checked="" type="checkbox"/>
NSF_DeviationAuthorization-V1.1	NSF_DeviationAuthorization-V1.1	<input type="checkbox"/>
NSF_SuggestedReviewers-V1.1	NSF_SuggestedReviewers-V1.1	<input type="checkbox"/>
RR_SubawardBudget_3_0-V3.0	RR_SubawardBudget_3_0-V3.0	<input type="checkbox"/>

- If there are forms that are in the opportunity package that are not updated in GeauxGrants to the current version, the form will be outlined in red, and you will need to email osp@lsu.edu to request the form to be updated.

AD_3030_2_0-V2.0	AD_3030_2_0-V2.0	<input type="checkbox"/>
HRSA_SDS_3_0-V3.0	HRSA_SDS_3_0-V3.0	<input type="checkbox"/>

- **Deadline:** Enter deadline date as the date you would like OSP to submit your proposal. If submission has a deadline then you must also enter deadline time. Use Central Time Zone. For sponsors with deadlines after work hours, enter 5:00 PM. All proposal must be submitted by OSP before 5:00 PM.
- **Associated Departments:** If the proposal includes investigators from multiple units, the Associated Department will need to be added in order for these investigators and their associated unit heads/administrators to view the proposal.
 - To add associated departments (i.e. CCT, CAMD, joint appointments, etc), click add under the auto populated associated department section for the PI.
 - If the PI has a joint appointment, click Add next to PI Departments.

Associated Departments ?	LSUAM Sch of VETM Pathobiological Sciences Add
PI Departments ?	LSUAM Sch of VETM Pathobiological Sciences Add

- This field is progressive text and you only need to enter part of name to populate. Click Select.

- You will then see a toggle by the PI Departments. The unit that is marked will be the Primary Department for the proposal and any resulting award. Select and then click Save in top Left.



The Primary Department will administer the award in Workday.

- Click Add to add the additional department. This field is progressive text and you only need to enter part of name to populate. Click Select.

LSU Questionnaire

This is where we capture compliance, budget and specific information about your proposal including Investigators for F&A & Project % Credits.

- To change the title, enter new title in the Proposal Title box.
- Answer all mandatory questions. Yes answers may include a prompt for additional information. Click Save at any point to preserve all data entered. Clicking Completed will validate form.



Make sure to answer correctly before routing as many of these questions trigger an approval step in the route.

This is a test proposal for creating Grants.gov proposals.
 Test (L17) Mike the Tiger - LSUAM | Sch of VETM | Pathobiological Sciences (National Science Foundation (NSF))

Proposal AM230026

LSU Questionnaire

Answer all questions and complete all required fields (*). When done, check Complete at top right of page.

Proposal #: AM230026

* Proposal Title:
This is a test proposal for creating Grants.gov proposals.

Compliance Information.

* 1) Human Subjects records or samples? (Please go back to Setup Questions tab to change answer if needed)
Yes No

* 2) Vertebrate animals? (Please go back to Setup Questions tab to change answer if needed)
Yes No

* 3) Recombinant DNA, infectious agents, transgenic plants or animals, human or primate cells/tissues or biological toxins?
Yes No

* 4) Radiation sources? This includes projects that involve sources of radiation, use of CAMD, or use of Class 3B or 4 lasers.
Yes No

* 5.) Export Controls

* a.) LSU personnel to hand carry, deliver or ship equipment, components, materials, or software on media internationally?
Yes No

* b.) Will this project receive export controlled, confidential, or proprietary information?
Yes No

- Investigators % F&A Distribution & % Project Credit (#26) of the LSU Questionnaire. You will enter the Investigator Name, Role, Department, and %. If an investigator has a joint appointment and required to split his/her credit between units, you will need to enter them twice. To add additional investigators or departments click the Add button.

* 26) Investigator

* Investigator	* Role	* Department	* % F&A Distribution	* % Project Credit	
Tiger, (L14) Mike the	a) Principal Investigator	LSUAM ORED CCT Director's Office	50.00	0.00	X
Tiger, (L14) Mike the	a) Principal Investigator	LSUAM Sch of VETM Pathobiological Sciences	50.00	100.00	X

Add

To enter the Investigator Name or Department, click the pencil icon. For Department, begin typing the cost center name in Find Department. Once it appears, click on unit name and then click Select.

Departments

path

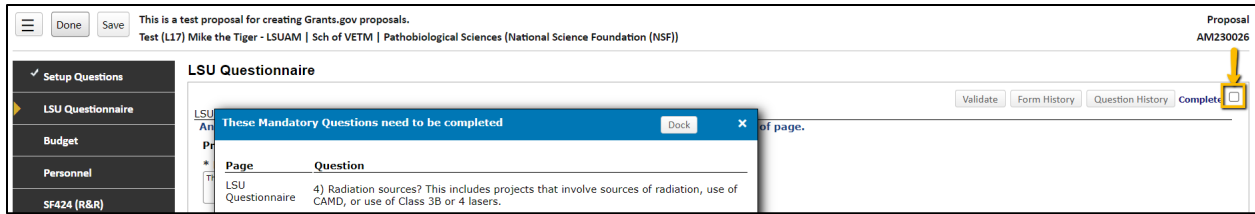
LSUAM | Col of AGR | Plant Pathology and Crop Physiology | CC00110
 LSUAM | Sch of VETM | Pathobiological Sciences | CC00293

Pick from the tree view

- Louisiana State University
 - Board of Supervisors
 - Conversion Organizational Unit
 - LSUAM | Athletics
 - LSUAM | Centralized Expenditures
 - LSUAM | EVP Finance and Administration/CAO
 - LSUAM | Executive VP and Provost
 - LSUAM | External Members
 - LSUAM | Office of the President
 - LSUAM | Property Management - Asset Disposal or Surplus | CC01105
 - LSUAM | VP and Chief Data Officer
 - LSUAM | VP Engagement, Civil Rights, and Title IX
 - LSUAM | VP External Affairs
 - LSUAM | VP Strategic Communications
 - LSUAM | VP Strategy

Select Close

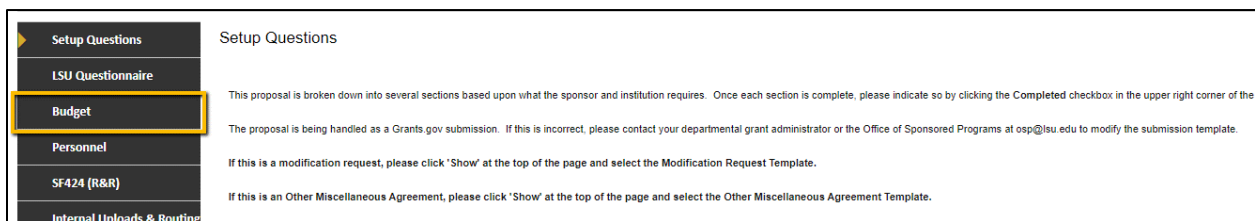
- After you answer all mandatory questions, click Complete. Checking the Complete box will perform Validations. Click Ok on pop-up box to show errors.



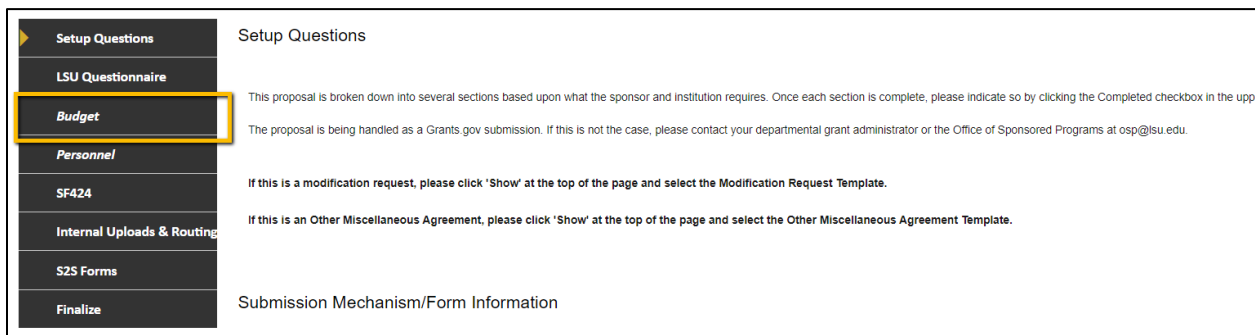
Budget

To determine which budget user guide to follow, you need to see if the Budget tab in GeauxGrants is italicized.

- If the budget tab is not italicized then it is included in the Grants.gov application. Follow the instructions for [Creating a Detailed Budget](#).



- If the budget tab is italicized then it is not included in the Grants.gov application. The sponsor required budget form can be found on the S2S Forms tab or is attached to the proposal per instructions in the Funding Opportunity Announcement. Follow the instructions for [Creating a Simplified Budget](#).



Personnel

All personnel listed on the budget will populate on this tab. If you enter individuals on the Personnel tab, that person will automatically populate on the Budget tab and vice versa.



You must add all investigators that are in #26 of the LSU Questionnaire to the Personnel tab. This helps ensure that all necessary routing approvals are received.

- To add investigators, type in their name, choose role using the dropdown, begin typing name, and click Save.

This is a test Grants.gov for other federal sponsors for Dept Admin trainings.
(L14) Mike the Tiger - LSUAM | Sch of VETM | Pathobiological Sciences (Office of Science/Department of Energy)

Personnel

Add Personnel (hide)

Prime: [dropdown] Proposal Structure: [dropdown] Institution: Louisiana State University and [dropdown]

Personnel Type: [dropdown]

Create Profile: Name (Last, First) [text input: Begin typing to select Personnel Name...] Role: Co-PD/PI [dropdown]

Save

- To remove a person from the budget:
 - Click on person's name after you add them to the Personnel tab.

PI	NAME/ROLE	MAIL	ALERT	COI	RESPONSIBLE	ORGANIZATION / DEPARTMENT
(L13) Mike the Tiger PD/PI *	Certifications and Training					Louisiana State University and A&M College LSUAM Sch of VETM Pathobiological Sciences
(L14) Mike the Tiger	Co-Investigator Certifications and Training					Louisiana State University and A&M College LSUAM Col of SCI Chemistry

- Click Budget roles, and check the budget periods that you wish to remove them from the budget.

Contact Information for - (L14) Mike the Tiger

Salutation: [dropdown] First: (L14) Mike Middle: the Last: Tiger Suffix: [text input]

Title: [text input]

Address: 202 Himms Hall Degree: [text input] Degree Year: [text input] Stored Degree/Degree Year Data will not be included in submission. Please follow NSF instructions below. To update the Degree Type And Degree Year information please login as a PI at www.Research.gov; and update it in the 'View My Roles' page.

City: Baton Rouge State: Louisiana Zip: 70803-0001

County: [text input] Country: U.S.A.

Phone: 225780663 Fax: [text input] Email: itsbatesting@lsu.edu

Sponsor Credential: Other (Specify) [text input]

Proposal Element: Prime: AM200014 Department: LSUAM | Col of SCI | Chemistry Personnel Type: Key Role: Co-Investigator Budget Roles: [dropdown]

Update Role for checked Period/Increment(s)

- New* Period 1 - Co-Investigator
- New* Period 2 - Co-Investigator
- New* Period 3 - Co-Investigator
- Personnel

- To update a person's address for this proposal only, click on the person's name. Enter address on pop-up and click Save.



To update address on all records, the investigator must edit their address under the My Profile tab at the top of the GeauxGrants Home page.

Senior/Key							
PI	NAME/ROLE	MAIL	ALERT	COI	RESPONSIBLE	ORGANIZATION / DEPARTMENT	
<input type="radio"/>	(L13) Mike the Tiger PD/PI * Certifications and Training				<input checked="" type="checkbox"/>	Louisiana State University and A&M College LSUAM Sch of VETM Pathobiological Sciences	
<input type="radio"/>	(L14) Mike the Tiger Co-Investigator Certifications and Training				<input checked="" type="checkbox"/>	Louisiana State University and A&M College LSUAM Col of SCI Chemistry	

- The Responsible column indicates who is an Investigator per PS-98 for Financial Conflict of Interest. PD/PI and Co-Investigators are automatically checked. All LSU PI and Co-Investigators should be checked. Indicate other responsible investigators by clicking the checkbox by their name.
- COI column will either have a green check, yellow sign, or red question mark.
 - If green check mark appears, a Significant Financial Interest (SFI) disclosure has been "Received in GeauxGrants."
 - If red question mark appears, a SFI disclosure has either been "Created; No Disclosure" or "No Disclosure on record for the person". SFI needs to be submitted.

- The Legend describes who is on the Prime and who is on the Subaward.

Senior/Key		MAIL	ALERT	COI	RESPONSIBLE	ORGANIZATION / DEPARTMENT	PERSON MONTHS			CV/BIOSKETCH	CURRENT/PENDING SUPPORT	REMOVE
PI	NAME/ROLE						CALENDAR	ACADEMIC	SUMMER			
(L14) Mike the Tiger PD/PI * Certifications and Training					<input checked="" type="checkbox"/>	Louisiana State University and A&M College LSUAM Sch of VETM Pathobiological Sciences	0	2	0			
Bob Nicholls SubAward PI Certifications and Training					<input type="checkbox"/>	Nicholls State University Nicholls State University	0	0	0			

Legend:

- Prime
- SubAward - AM200151-subk-01 (Bob Nicholls)

- Biosketches, Current/Pending support, and other sponsor specific investigator forms are uploaded on this tab. Refer to the FOA for required documents.

Senior/Key		MAIL	ALERT	COI	RESPONSIBLE	ORGANIZATION / DEPARTMENT	PERSON MONTHS			CV/BIOSKETCH	CURRENT/PENDING SUPPORT	REMOVE
PI	NAME/ROLE						CALENDAR	ACADEMIC	SUMMER			
(L14) Mike the Tiger PD/PI * Certifications and Training					<input checked="" type="checkbox"/>	Louisiana State University and A&M College LSUAM Sch of VETM Pathobiological Sciences	0	2	0			

- Click Choose File, locate file, and click Upload.

Attachments for [Principal Investigator] (L17) Mike Tiger

CV/Biographical Sketch: Choose File NSF Biosket...2-1_flat.pdf Cancel Upload No File Uploaded. Document already uploaded.

Current/Pending Support: cps_Oct2021_flat.pdf Original Transformed Document needs to be uploaded.

Collaborators & Other Affiliations: coa_template 7232018.xlsx Original Transformed

Close

- Click close and file is converted to a PDF.

Senior/Key		MAIL	ALERT	COI	RESPONSIBLE	ORGANIZATION / DEPARTMENT	PERSON MONTHS			CV/BIOSKETCH	CURRENT/PENDING SUPPORT	REMOVE
PI	NAME/ROLE						CALENDAR	ACADEMIC	SUMMER			
(L14) Mike the Tiger PD/PI * Certifications and Training					<input checked="" type="checkbox"/>	Louisiana State University and A&M College LSUAM Sch of VETM Pathobiological Sciences	0	2	0			

- The Alert column will show a yellow yield sign if information is missing that is required by Grants.gov. Click the sign and message will appear. The error below means the PI is missing the NSF sponsor credential. To add, click on the PI's name and add the sponsor credential to their profile. **NOTE:** We recommend having the investigators add their NIH eRA Commons ID and NSF Sponsor ID to their profile. Adding these credentials on the Personnel tab will not save for future proposals and will need to be entered for every proposal record.

Senior/Key		MAIL	ALERT	COI	RESPONSIBLE	ORGANIZATION / DEPARTMENT	PERSON MONTHS			CV/BIOSKETCH	CURRENT/PENDING SUPPORT	REMOVE
PI	NAME/ROLE						CALENDAR	ACADEMIC	SUMMER			
(L14) Mike the Tiger PD/PI * Certifications and Training					<input checked="" type="checkbox"/>	Louisiana State University and A&M College LSUAM Sch of VETM Pathobiological Sciences	0	2	0			

Message from webpage: Missing: Credentials

Missing: Credentials

OK

Contact Information for - (L14) Mike the Tiger Save Close

Salutation: First: (L14) Mike Middle: the Last: Tiger Suffix:

Title:

Address: 202 Himes Hall Degree: Degree Year:

City: Baton Rouge State: Louisiana Zip: 708030001

County: Country: U.S.A.

Phone: 2255780663 Fax: Email: itsbatesting@lsu.edu

Sponsor Credential: Other (Specify) Test

Proposal Element	Department	Personnel Type	Role	Specified Role
Prime: AM200171	LSUAM Sch of VETM Pathobiological Sciences	Key	PD/PI	Grants.gov

- Check Complete when done. Complete must be unchecked before editing the information.

SF424 (R&R) of SF424

- This is the Grants.gov cover page and varies based on sponsor requirements. Most information will pre-populate.
- Enter missing information highlighted in light yellow.



DO NOT UPDATE PI INFORMATION ON THIS TAB. Enter this information on the Personnel tab.

Done Save This is a test Grants.gov NSF submission for Dept Admin training. (L14) Mike the Tiger - LSUAM | Sch of VETM | Pathobiological Sciences (National Science Foundation (NSF)) Proposal AM200178 Completed

SF424 (R&R)

1. Type of Submission: Pre-application Application Change/Corrected Application

2. Date Submitted: Applicant Identifier: AM200178

3. Date Received by State: State Application Identifier:

4. Federal Identifier: 5. Agency Routing Identifier:

6. Previous Grants.gov Tracking ID:

5. Applicant Information

Legal Name: Louisiana State University and A&M College Organizational OUN: 01-005-0761

Department: LSUAM | Sch of VETM | Pathobiological Sciences Division: None

Address (Street, city, state, zip/postal code): 202 Himes Hall, Baton Rouge LA 70803-0001, U.S.A.

Province:

Person to be contacted on matters involving this application

Prefix: First Name: Middle Name: Last Name: Suffix:

Position Title: Street: City: County/Parish:

Executive Director: LSU State: Louisiana Country: U.S.A. Zip/Postal Code: 70803-0001

Phone Number: 225578-2700 Fax Number: Email: mlm1000@lsu.edu

10. Is this application being submitted to other agencies? Yes No

What other Agencies:

11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT:

12. PROPOSED PROJECT

Start Date: 01-Jan-2020 Ending Date: 31-Dec-2023

13. CONGRESSIONAL DISTRICTS OF: A. Applicant: LA-009

14. PROJECT DIRECTOR/PRINCIPAL INVESTIGATOR CONTACT INFORMATION

Prefix: (L14) Mike First Name: Middle Name: the Last Name: Tiger Suffix:

Position Title: Organization Name: Louisiana State University and A&M College Department: LSUAM | Sch of VETM | Pathobiological Sciences Division: None

Address (Street, city, county, state, zip/postal code): 202 Himes Hall, Baton Rouge LA 708030001, U.S.A.

Province:

Phone Number: 2255780663 Fax Number: Email: itsbatesting@lsu.edu

15. ESTIMATED FUNDING:

	3	4
a. Total Federal Funds Requested	1,452,302.00	
b. Total Non-Federal Funds	0.00	
c. Total Federal & Non-Federal Funds	1,452,302.00	
d. Estimated Program Income		

16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?

a. Yes This PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE Executive Order 12372 process for review on DATE:

b. No Program is not covered by E. O. 12372

Or program has not been selected by state for review

- For Section 19 Authorized Representative, click on First Name box and then choose Darya Courville from dropdown and click Set. Click Back.

19. Authorized Representative [?]

Prefix: First Name: Middle Name: Last Name: Suffix:

Title: Organization Name: Louisiana State University and A&M College

Department: Division:

LSUAM | ORED | Vice President Research and Economic Development None

Address (Street, city, county, state, zip/postal code, province, country)

Phone Number Fax Number Email: *Signature of Authorized Representative *Date Signed

Completed on submission to Grants.gov Completed on submission to Grants.gov

SF424 (R&R) [?]

Select Darya Courville

Official Signing for Applicant Organization

Select Person Courville, Darya Set

Salut

First Name Darya

Last Name Courville

Middle Name Delaune

Suffix

- Once all data is entered, click Completed.

Internal Uploads & Routing

All documents for OSP review **that are not being submitted as part of the application** are uploaded here. Follow instructions at the top of the page. These attachments will not be part of the Grants.gov submission.

- **Step 1:** Click Add Institution Forms/Supporting Documentation to upload documents.
- **Step 2:** After completing all previous tabs (checkmarks on left navigation), user must open both LSU Questionnaire and the Review Summary to Complete/Lock these forms.

Current Proposal Status: Pending

Components for Initial Application Pre-Review Route: Route Proposal Submit

FORM/DOCUMENT NAME	VIEW	STATUS	UPLOAD	REMOVE
LSU Questionnaire (Read Only) (Proposal Documentation)		Incomplete		Mandatory
Review Summary (Proposal Documentation)		Incomplete		Mandatory

LSU

Lock Form Validate Save

REVIEWER SUMMARY PAGE REVIEWER SUMMARY PAGE

- **Step 3:** To route proposal for review and approvals, click the Submit button. This step must be completed seven (7) business days before the deadline for OSP to submit the proposal.

Ke the Tiger - LSUAM | Sch of VETM | Pathobiological Sciences | CC00293 (Australian Catholic University) Proposal AM250324

Internal Uploads & Routing Completed

Step 1: Upload proposal documents required by the sponsor in this section (i.e. budget and budget justification) and any internal documents for OSP review under "Add Institution Forms/Supporting Documents."

Step 2: Open the Review Summary page, review and confirm all entered project information is correct. When done, please indicate so by clicking the 'Lock Form' checkbox within the Reviewer Summary. This step is required to move the proposal into route.

Step 3: Please indicate the proposal is ready for routing by clicking the "Completed" checkbox and then Route Proposal by clicking the Submit Button.

Step 4: Click Accept and then Submit to route the proposal.

Current Proposal Status: Pending

Components for Initial Application Pre-Review Route: Route Proposal

FORM/DOCUMENT NAME	VIEW	STATUS	UPLOAD	REMOVE
LSU Questionnaire (Read Only) (Proposal Documentation)		Incomplete		Mandatory
Review Summary (Proposal Documentation)		Incomplete		Mandatory

Add Institution Forms/Supporting Documents

- **Step 4:** Click Accepted and then Continue.

Certification Close

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

Accept Decline

- **Step 5:** If units receiving Investigator Credit are not included in the Route, follow the steps below:
 - **Step 5a:** Insert route after Step 16



Make sure to click on insert icon after Step 16. Do not click on Add new Person to Review Path. This button inserts the person at the beginning instead of the end of the route and prevents OSP from being notified of proposal.

Proposal **AM250363 - Test (L17) Mike the Tiger** "Test for Route" (Pending)

Refresh Route Route Path - **Route Proposal** Add New Person to Review Path Submit

Step 1	Gold/Purple Assignment	Tracy Wang	Information Only	Insert After
	Gold/Purple Assignment	Dana Tuminello	Information Only	Insert After
	Gold/Purple Assignment	Darya Delaune Courville	Information Only	Insert After
	Gold/Purple Assignment	Ryan Russell Greer	Information Only	Insert After
	Gold/Purple Assignment	Rebecca Trahan	Information Only	Insert After
Step 16	Investigators/Dept Heads/Deans	Test (L4) Mike the Tiger	Approval Required	Insert After
	Investigators/Dept Heads/Deans	Unit Dept Head	Approval Required	Insert After
	Investigators/Dept Heads/Deans	Test (L17) Mike the Tiger	Approval Required	Insert After
	Investigators/Dept Heads/Deans	Dean's Level Dept Head	Approval Required	Insert After
	Investigators/Dept Heads/Deans	Test (L5) Mike the Tiger	Approval Required	Insert After

- **Step 5b:** Type Name of Investigator, choose Approval Required and click Add. Newly added Investigator will be added to the Route and a notification will be sent for his/her review and approval.

Add step Begin typing name here Add Cancel

Informational Only
 Approval Required

- **Step 5c:** Inserted Investigator will appear after Step 16. Click Submit in top right to route the proposal.

Proposal **AM250363 - Test (L17) Mike the Tiger** "Test for Route" (Pending)

Refresh Route Submit

Step	Assignment	Name	Status	Action
Step 1	Gold/Purple Assignment	Tracy Wang	Information Only	Insert After
	Gold/Purple Assignment	Dana Tuminello	Information Only	Insert After
	Gold/Purple Assignment	Darya Delaune Courville	Information Only	Insert After
	Gold/Purple Assignment	Ryan Russell Greer	Information Only	Insert After
	Gold/Purple Assignment	Rebecca Trahan	Information Only	Insert After
Step 16	Investigators/Dept Heads/Deans	Test (L4) Mike the Tiger	Approval Required	Insert After
	Investigators/Dept Heads/Deans	Unit Dept Head	Approval Required	Insert After
	Investigators/Dept Heads/Deans	Test (L17) Mike the Tiger	Approval Required	Insert After
	Investigators/Dept Heads/Deans	Dean's Level Dept Head	Approval Required	Insert After
	Investigators/Dept Heads/Deans	Test (L5) Mike the Tiger	Approval Required	Insert After
Inserted Step	Inserted Step	Test (L10) Mike the Tiger	Approval Required	Insert After Remove

No comments have been recorded yet

- After proposal 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

FORM/DOCUMENT NAME	VIEW	STATUS	UPLOAD	REMOVE
LSU Questionnaire (Read Only) (Proposal Documentation)		Completed		Mandatory
Review Summary (Proposal Documentation)		Completed		Mandatory

Add Institution Forms/Supporting Documents

Active Routing Progress Open Full

AM250363 - Test (L17) Mike the Tiger "Test for Route"

Submitted by Josh Steven Boudreaux on behalf of Test (L17) Mike the Tiger

Route Name	Route Type	Step Number/Name	Who	Notified	Notification Type	Decision	Insert	Remove
Route Proposal	Pre-Review	Step 1 - Gold/Purple Assignment	Tracy Wang	02-Dec-2024 11:24:51 AM	Information Only	Informed -		
Route Proposal	Pre-Review		Dana Tuminello	02-Dec-2024 11:24:52 AM	Information Only	Informed -		
Route Proposal	Pre-Review		Darya Delaune Courville	02-Dec-2024 11:24:52 AM	Information Only	Informed -		
Route Proposal	Pre-Review		Ryan Russell Greer	02-Dec-2024 11:24:52 AM	Information Only	Informed -		
Route Proposal	Pre-Review		Rebecca Trahan	02-Dec-2024 11:24:53 AM	Information Only	Informed -		
Route Proposal	Pre-Review	Step 16 - Investigators/Dept Heads/Deans	Test (L17) Mike the Tiger	02-Dec-2024 11:24:54 AM	Approval Required		Insert After	

- You can continue to work on the remainder of the proposal record while it routes for a streamlined review.

Performance Sites (Required by some sponsors)

- LSU's site information is pre-populated.
- You can enter Subaward and Collaborator site information on this form.

Performance Sites Completed

OMB Number: 4940-0010
Expiration Date: 12/31/2026
[Add From Master List](#)

Sequence	Organization Name	Address
1	Louisiana State University UEI: EC0EYCHRNK4 Congressional District: LA-006	Address: 202 Himes Hall City: Baton Rouge State: Louisiana Non-US State/Province (4 Characters only): Province: Zip/Postal Code: 70803-0001 County: Country: U.S.A.
Add Subaward Site information here		

S2S Forms (Required by some sponsors)

- This where you complete Agency specific forms.
- Click Edit by each form to complete.
- Enter the mandatory information. Click Save, Completed, and then Done.

Done Save This is a test Grants.gov for other federal sponsors for Dept Admin trainings. Proposal AM200099

(14) Mike the Tiger - LSUAM | Sch of VETM | Pathobiological Sciences (Office of Science/Department of Energy)

DE-FOA-0002181 Completed

Complete the form(s) below and attach the mandatory documents required from the sponsor in the form.

Form	Version	Completed
SFLLL_1,2	SFLLL_1,2-V1.2	<input type="checkbox"/> Edit

- Complete must be unchecked before editing the information.

Other Project Info (Required by some sponsors)

- Complete the required questions
- The Human Subjects and Vertebrate Animals Assurance Numbers are pre-populated.

Other Project Info Completed

OMB Number: 4040-0001
Expiration Date: 10/31/2019

Attachments in this section must follow these minimum requirements:

Project Summary/Abstract: Limited to 30 lines of text

Project Narrative: Limited to 3 sentences

Other Attachments: Do not include any attachments unless required by the FOA.

Please review your FOA for additional information and requirements.

Once this section is complete, please indicate so by clicking the **Completed** checkbox in the upper right corner.

1. Are Human Subjects Involved? Yes No (set on Setup Questions tab) ?

1.a. If YES to Human Subjects

Is the Project Exempt From federal regulations? Yes No ?

If no, is the IRB review Pending? Yes No

Human Subject Assurance Number: 00003892 ?

2. Are Vertebrate Animals Used? Yes No (set on Setup Questions tab) ?

2.a. If YES to Vertebrate Animals

Is the IACUC review Pending? Yes No ?

Animal Welfare Assurance Number: D16-00372 ?

3. Is proprietary/privileged information included in the application? Yes No ?

4.a. Does this Project Have an Actual or Potential Impact - positive or negative - on the environment? Yes No ?

5. Is the research performance site designated, or eligible to be designated, as a historic place? Yes No ?

6. Does this project involve activities outside of the United States or partnerships with international collaborators? Yes No ?

- Attached the mandatory sections required by the FOA and the sponsor's application guidelines.

7. Project Summary/Abstract Project Summary.docx Delete Attachment ?

8. Project Narrative Test Upload 1.docx Delete Attachment ?

9. Bibliography & References Cited Add Attachment ?

10. Facilities & Other Resources Add Attachment ?

11. Equipment Add Attachment ?

12. Other Attachments Add Attachment ?

Documents already uploaded.

Document needs to be uploaded.

7. Project Summary/Abstract Choose File No file chosen Upload ?

8. Project Narrative Add Attachment ?

9. Bibliography & References Cited Add Attachment ?

- Once all information has been entered/uploaded, click Completed.

Preview Application

User can build the whole Grants.gov package to preview.

- Click on the Preview Application tab and Click Draft Document.

This is a test proposal for creating Grants.gov proposals.
 Test (L17) Mike the Tiger - LSUAM | Sch of VETM | Pathobiological Sciences (National Science Foundation (NSF))

Proposal AM230026

Preview Application

Build Draft Document

Form Page	Last Built	Built By
Budget		
Personnel		
SF424 (R&R)		
Performance Sites		
Other Project Info		
NSF_CoverPage_2_0		

FORM/DOCUMENT NAME	OPEN	CREATED DATE
Assembled Document		

- Click View to see each form separately or click on the glasses icon next to the full Assembled Document to preview. This will include all the Grants.gov forms and uploads.

Preview Application

Build Draft Document

Form Page		Last Built	Built By
Budget	View	09-Sep-2022 3:24:05 PM	Billiot, Gina
Personnel	View	09-Sep-2022 3:23:59 PM	Billiot, Gina
SF424 (R&R)	View	09-Sep-2022 3:24:09 PM	Billiot, Gina
Performance Sites	View	09-Sep-2022 3:23:54 PM	Billiot, Gina
Other Project Info	View	09-Sep-2022 3:24:03 PM	Billiot, Gina
NSF_CoverPage_2_0	View	09-Sep-2022 3:23:57 PM	Billiot, Gina

FORM/DOCUMENT NAME	OPEN	CREATED DATE
Assembled Document	View	09-Sep-2022 3:24:12 PM

Finalize

- Once all tabs are completed, you will build and validate the proposal to run Grants.gov error checks.
- Follow these steps to finalize the proposal:
 - Step 1a:** Build the forms by clicking Build.

Finalize

Build PDF / Form Pages

Build

Form Page	Last Built	Built By
Budget		
Personnel		
SF424 (R&R)		
Performance Sites		
Other Project Info		
Personal Data		
NSF_CoverPage_1_9		

- Step 1b:** After the Build is complete, you can view each form as a PDF by clicking View.

Setup Questions	Finalize			
LSU Questionnaire	Build PDF / Form Pages			
Budget	Form Page	Build		Last Built
Personnel	Budget	View	12-Nov-2019 8:49:38 AM	Built By
SF424 (R&R)	Personnel	View	12-Nov-2019 8:49:18 AM	Tiger, (L14) Mike
Internal Uploads & Routing	SF424 (R&R)	View	12-Nov-2019 8:49:44 AM	Tiger, (L14) Mike
Performance Sites	Performance Sites	View	12-Nov-2019 8:49:39 AM	Tiger, (L14) Mike
S2S Forms	Other Project Info	View	12-Nov-2019 8:49:28 AM	Tiger, (L14) Mike
	Personal Data	View	12-Nov-2019 8:49:30 AM	Tiger, (L14) Mike
	NSF_CoverPage_1_9	View	12-Nov-2019 8:49:25 AM	Tiger, (L14) Mike

- **Step 2:** The next step is to Assemble Application. **NOTE:** All mandatory sections/tabs must be marked Completed. Click Assemble Application and then click Build Grants.gov Application.

Setup Questions	Finalize			
LSU Questionnaire	Build PDF / Form Pages			
Budget	Form Page	Build		Last Built
Personnel	Budget	View	12-Nov-2019 4:52:28 PM	Built By
SF424 (R&R)	Personnel	View	12-Nov-2019 4:52:25 PM	Tiger, (L14) Mike
Internal Uploads & Routing	SF424 (R&R)	View	12-Nov-2019 4:52:31 PM	Tiger, (L14) Mike
Performance Sites	Performance Sites	View	12-Nov-2019 4:52:26 PM	Tiger, (L14) Mike
S2S Forms	Other Project Info	View	12-Nov-2019 4:52:34 PM	Tiger, (L14) Mike
Other Project Info	Personal Data	View	12-Nov-2019 4:52:30 PM	Tiger, (L14) Mike
Finalize	NSF_CoverPage_1_9	View	12-Nov-2019 4:52:30 PM	Tiger, (L14) Mike
	NSF Deviation Auth	View	12-Nov-2019 4:52:36 PM	Tiger, (L14) Mike
	NSF Suggested Reviewers	View	12-Nov-2019 4:52:37 PM	Tiger, (L14) Mike
Tasks	XML Validation Attachment Filenames			
Proposal Tracking (PT)	You can build the Form Pages/PDF at any stage of proposal development. A final build will be necessary once all sections are marked Completed. Uncompleting any of the sections will require a re-build of those pages.			
	Assemble Application			
	Submit for Internal Review			
	Submit to Grants.gov			

Setup Questions	Finalize			
LSU Questionnaire	Build PDF / Form Pages			
Budget	Assemble Application			
Personnel	Build Grants.gov Application			To assemble the application, all sections must be marked Completed, all Pages/PDFs must be built.
SF424 (R&R)	Submit for Internal Review			
Internal Uploads & Routing	Submit to Grants.gov			

- **Step 3:** Click XML Validation to check for Grants.gov Errors and Warnings.

Setup Questions	Finalize						
LSU Questionnaire	Build PDF / Form Pages						
Budget	Assemble Application						
Personnel	Submit for Internal Review						
SF424 (R&R)	Once your proposal has been completed, it can be electronically routed internally for necessary approvals. This page will display in two modes: Un-submitted and Submitted.						
Internal Uploads & Routing	The screen is in Un-submitted mode when your proposal has not yet been routed. You can determine this by visually identifying a "thumbs up" on the screen. If it is there, then the proposal has not yet been submitted.						
Performance Sites	The screen is in Submitted mode when your proposal has been submitted and you can see the approval path it is on. Your Administrators have configured the approval path that they feel is appropriate for your proposal. If you have any questions regarding this process, please contact them.						
S2S Forms	Current Proposal Status: Routing						
Other Project Info	Components for Initial Application						
Finalize							
Tasks							
Proposal Tracking (PT)							
	Active Routing Progress						
	AM200178 - (L14) Mike the Tiger "This is a test Grants.gov NSF submission for Dept Admin training."						
	Route Name	Route Type	Step Number/Name	Who	Notified	Decision	Insert Remove
	Route Proposal Pre-Review		Step 1 - OIG/Purple Assignment	Ryan Russell Greer	12-Nov-2019 9:00:23 AM	Informed	
	Route Proposal Pre-Review			Dana Turnello	12-Nov-2019 9:00:24 AM	Informed	
	Route Proposal Pre-Review			Darya Delaine Courville	12-Nov-2019 9:00:23 AM	Informed	
	Route Proposal Pre-Review			Rafaela Trifan	12-Nov-2019 9:00:27 AM	Informed	
	Route Proposal Pre-Review			Tracy Wang	12-Nov-2019 9:00:28 AM	Informed	
	Route Proposal Pre-Review		Step 3 - IACUC (Vertebrate Animals)	Krista Adams	12-Nov-2019 9:00:29 AM	Informed	
	Route Proposal Pre-Review			Rhett Whitman Stout	12-Nov-2019 9:00:28 AM	Informed	
	Route Proposal Pre-Review		Step 12 - Investigators/Dept Heads/Deans	(L14) Mike the Tiger	12-Nov-2019 9:00:31 AM	Informed	
	Route Proposal Pre-Review			Dr. Text the Department Head 2	12-Nov-2019 9:00:32 AM		
	Route Proposed Pre-Review			Dr. Text the Department Head 2	12-Nov-2019 9:00:32 AM		
	Submit to Grants.gov						
	Submitted Date	Grants Gov ID	Receipt Date	Receipt Status	XML Validation	Authorized institutional officials can submit/resubmit the application to Grants.gov at left. Any user can see the history of prior Grants.gov submissions of this proposal, or run the XML validation.	

- Click Attachment Filenames at any time to check for errors in the filenames.

Validating XML..... Close

Validation for Package Components		
Form	Included	Passed Validation
RR_SF424_2_0	✓	✓
RR_Budget_1_4	✓	✓
PerformanceSite_2_0-V2.0	✓	✓
Other Project Info	✓	✓
RR_SubawardBudget_1_4-V1.4	<input type="checkbox"/>	<input type="checkbox"/>
SFLLL_1_2	<input checked="" type="checkbox"/>	✓

Validation for RR_SF424_2_0:RR_SF424_2_0	XML <RR_SF424_2_0:RR_SF424_2_0>
✓ PASSED	
Validation for RR_Budget_1_4:RR_Budget_1_4	XML <RR_Budget_1_4:RR_Budgi>
✓ PASSED	
Validation for PerformanceSite_2_0:PerformanceSite_2_0	XML <PerformanceSite_2_0:Perfi>
✓ PASSED	
Validation for RR_OtherProjectInfo_1_4:RR_OtherProjectInfo_1_4	XML <RR_OtherProjectInfo_1_4>
✓ PASSED	
Validation for SFLLL_1_2-V1.2:LobbyingActivitiesDisclosure_1_2	XML <LobbyingActivitiesDiscosui>
✓ PASSED	

- Once you correct all errors, you will need to repeat Steps 1-3 above until you have an error free proposal.