

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

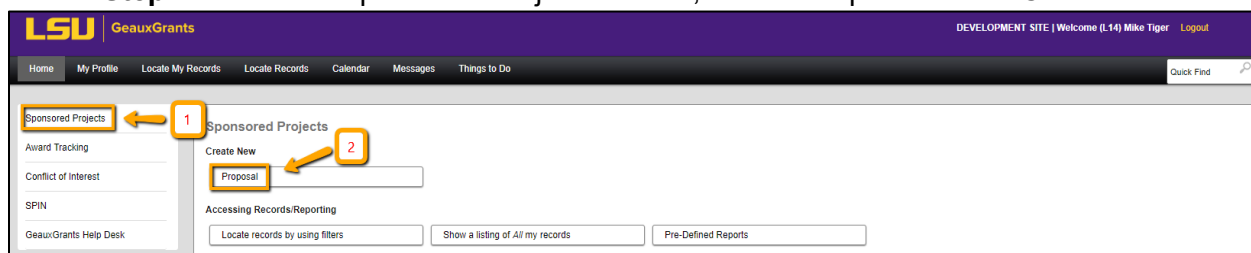
## Creating Post Award Modification/Prior Approval Requests for a Change in Senior/Key Personnel

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 Senior/Key Personnel (i.e. Principal Investigator, Co-Investigator, other Senior/Key Personnel). For all other modification/prior requests, see the Creating Post Award Modification/Prior Approval Requests Excluding Change in Senior/Key Personnel.

### 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



#### 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](mailto: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.

**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

Browse

Include all Proposal Attachments

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.

eradev.lsu.edu says

The PI of this record has been changed to reflect the PI of the copied from proposal.

Use the "Change PI" feature on the Budget Periods and Setups tab in the Budget section of the proposal or on the SF424RR face page tab if you need to change the PI of this proposal to a different person.

OK

- Step 2: Choose “Modification/Prior Approval Request” and 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 AM250275 - *Creating S2S Proposal - Danielle*

Step 2: *Please Select a Proposal Type* Modification/Prior Approval R ▼

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 AM250275 *Creating S2S Proposal - Danielle*

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*

Creating S2S Proposal

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 AM250275 - *Creating S2S Proposal - Danielle*

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* Creating S2S Proposal

Step 6: *Project Start and End Dates* 01-Jan-2025 to 31-Dec-2027

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.
- The screen template should default to the Modification Request template. If it does not, Click Show. (copied from Proposal)

Done Save Creating S2S Proposal  
 Test (L17) Mike the Tiger - LSUAM | Sch of VETM | Pathobiological Sciences | CC00293 (National Institutes of Healt... A

**Setup Questions** Show Reset Defaults 

This proposal is broken down into several sections based upon what the sponsor and institution requires. Once each section is complete, please indicate so by clicking the Completed checkbox in the upper right corner of the section.

The proposal is being handled as a Grants.gov submission. If this is incorrect, please contact your departmental grant administrator or the Office of Sponsored Programs at osp@lsu.edu to modify the submission template.

If this is a modification request, please click 'Show' at the top of the page and select the Modification Request Template.

If this is an Other Miscellaneous Agreement, please click 'Show' at the top of the page and select the Other Miscellaneous Agreement Template.

Submission Mechanism/Form Information

- From the Submission Mechanism/Screen Template select Modification Request.

**Setup Questions** Hide Reset Defaults

This proposal is broken down into several sections based upon what the sponsor and institution requires. Once each section is complete, please indicate so by clicking the **Completed** checkbox in the upper right corner of the section.

The proposal is being handled as a Grants.gov submission. If this is incorrect, please contact your departmental grant administrator or the Office of Sponsored Programs at osp@lsu.edu to modify the submission template.

If this is a modification request, please click 'Show' at the top of the page and select the Modification Request Template.

If this is an Other Miscellaneous Agreement, please click 'Show' at the top of the page and select the Other Miscellaneous Agreement Template.

**Submission Mechanism/Form Information**

Proposal Sponsor <sup>?</sup> National Institutes of Health (NIH) [Change](#)

Is this a Flow Through Project? <sup>?</sup>  Yes  No

Please select a Submission Mechanism/Screen Template <sup>?</sup> Modification Request

- You will receive the following warning. Click OK.

You are changing the submission mechanism for this proposal. There may be previously completed components of this proposal that might have to be re-done because of formatting differences between the two mechanisms.

OK Cancel

- This will change your screen to a Modification Request view. Under Link to existing proposal, click Look Up.

**Setup Questions** Show Reset Defaults

This is used for modification requests requiring sponsor prior approval or internal approval. Once each section is complete, please indicate so by clicking the **Completed** checkbox in the upper right corner of the section.

**Submission Mechanism/Form Information**

Proposal Sponsor <sup>?</sup> National Institutes of Health (NIH) [Change](#)

**Deadline Information**

Is there a Deadline for this Submission? <sup>?</sup>  Yes  No

**General Proposal Properties**

Associated Departments <sup>?</sup> LSUAM | Sch of VETM | Pathobiological Sciences | CC00293   
 LSUAM | Col of SCI | Chemistry | CC00145  [Remove](#)  
[Add](#)

PI Departments <sup>?</sup> LSUAM | Sch of VETM | Pathobiological Sciences | CC00293  
[Add](#)

Link to existing proposal None Identified 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.

Select Master Proposal Close

Sponsor name	Institution #	Sponsor Awar...	Title
National Institute of General Medical Sciences (NIGMS)	AM241277	980	
Foundation for East Baton Rouge School System (EBRSS)	AM241289	980	
National Science Foundation (NSF)	AM241352	1189-1190	
National Cancer Institute (NCI)	AM241495	952 pt 2	
National Science Foundation (NSF)	AM250231	a TEST for the 2024 GG upgrade - Linked proposal and Award	Ant Amendment
National Science Foundation (NSF)	AM250238	ppgrade- Test for Creating a new award	
Susan G Komen Breast Cancer Foundation	AM250239	ppgrade- Testing- Internal Prior Approval- New Sub	
American Psychological Association (APA)	AM250241	2024 Upgrade Testing- Sponsor Prior Approval Mod	
Bernice Barbour Foundation, Inc.	AM250270	Test for PRE-2204-020	
University of Rhode Island	AM250271	Testing Test Test Test	
Susan G Komen Breast Cancer Foundation	AM250272	2024 Upgrade Testing- Internal Prior Approval- New Sub	
National Institutes of Health (NIH)	AM250275	Creating S2S Proposal - Danielle	
Shell	AM250276	Other Miscellaneous Agreement	
Shell	AM250277	Shell Master Agreement	
Susan G Komen Breast Cancer Foundation	AM250278	InfoEd Test - Award Increment Creation Post-Upgrade - Please Disregard	
National Institute of General Medical Sciences (NIGMS)	AM250281	AM241277- Test for 980- 2	
National Institute of General Medical Sciences (NIGMS)	AM250282	AM241277	
National Cancer Institute (NCI)	AM250283	test	
National Institute of General Medical Sciences (NIGMS)	AM250287	test misc	
Giant Leap Technologies, LLC	AM250288	Test	

1 - 20 of 50 items

- 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](mailto:osp@lsu.edu) to correct the institution number BEFORE you route the request. This institution number will appear on all routing emails.

Test SPS Converted Record  
(L13) Mike the Tiger - LSUAM | Sch of VETM | Pathobiological Sciences (National Science Foundation (NSF))

Proposal  
49318-1-01

Setup Questions  Internal Uploads & Routing  Completed

Internal Uploads & Routing

Tasks

Proposal Tracking (PT)

Step 1: Open the Modification Request form. Complete all sections related to your modification request. For sponsor prior approval requests, upload the request letter and supporting documents being submitted to the sponsor. For internal prior approvals, upload the internal justification. Once you have completed the form, click Lock Form in upper right corner.

Step 2: Please indicate the modification request is ready for routing by clicking the **Completed** checkbox in the upper right corner and then Route the request by clicking the 'Thumbs Up' icon.

Step 3: Click Accepted and then Submit to route the proposal. ?

- 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.

Creating S2S Proposal  
Test (L17) Mike the Tiger - LSUAM | Sch of VETM | Pathobiological Sciences | CC00293 (National Institutes of Health [...])

Proposal ID: AM250275-01

Completed

**Internal Uploads & Routing**

Step 1: Open the Modification Request form. Complete all sections related to your modification request. For sponsor prior approval requests, upload the request letter and supporting documents being submitted to the sponsor. For internal prior approvals, upload the internal justification. Once you have completed the form, click Lock Form in upper right corner.

Step 2: Please indicate the modification request is ready for routing by clicking the Completed checkbox in the upper right corner and then Route the request by clicking the Submit Button.

Step 3: Click Accept and then Submit to route the proposal.

Current Proposal Status: Pending

Components for Initial Application

FORM/DOCUMENT NAME	VIEW	STATUS	UPLOAD	REMOVE
Modification Request (Proposal Documentation)		Incomplete		Mandatory

[Add Institution Forms/Supporting Documents](#)

- Complete all fields related to your modification request. Answering “Is this a Change in Senior/Key Personnel” exposes additional questions and certifications depending on the type of Modification/Prior Approval Request. Answer “Yes”.

LSU

Lock Form  Validate Save

**REQUEST TO MODIFY AN EXISTING AWARD**

ANSWER ALL QUESTIONS AND COMPLETE ALL REQUIRED FIELDS (\*). WHEN DONE, CHECK LOCK FORM AT TOP RIGHT OF PAGE.

Record Number: AM241277-02

\* **Is this a request for a Change in Senior/Key Personnel?**  
Yes  No

**REQUEST TO MODIFY PROJECT PERSONNEL**

\* **Is this request a change in Principal Investigator (PI)?**  
Yes  No

\* **Is this request a change in Co-Investigator (Co-PI)?**  
Yes  No

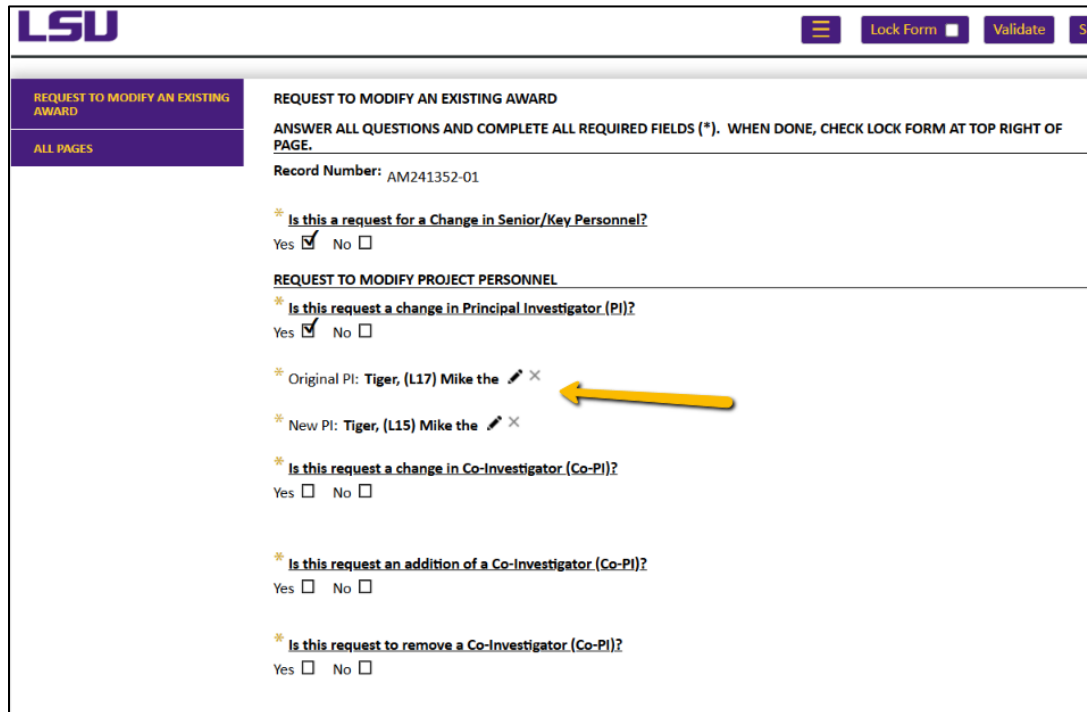
\* **Is this request an addition of a Co-Investigator (Co-PI)?**  
Yes  No

\* **Is this request to remove a Co-Investigator (Co-PI)?**  
Yes  No

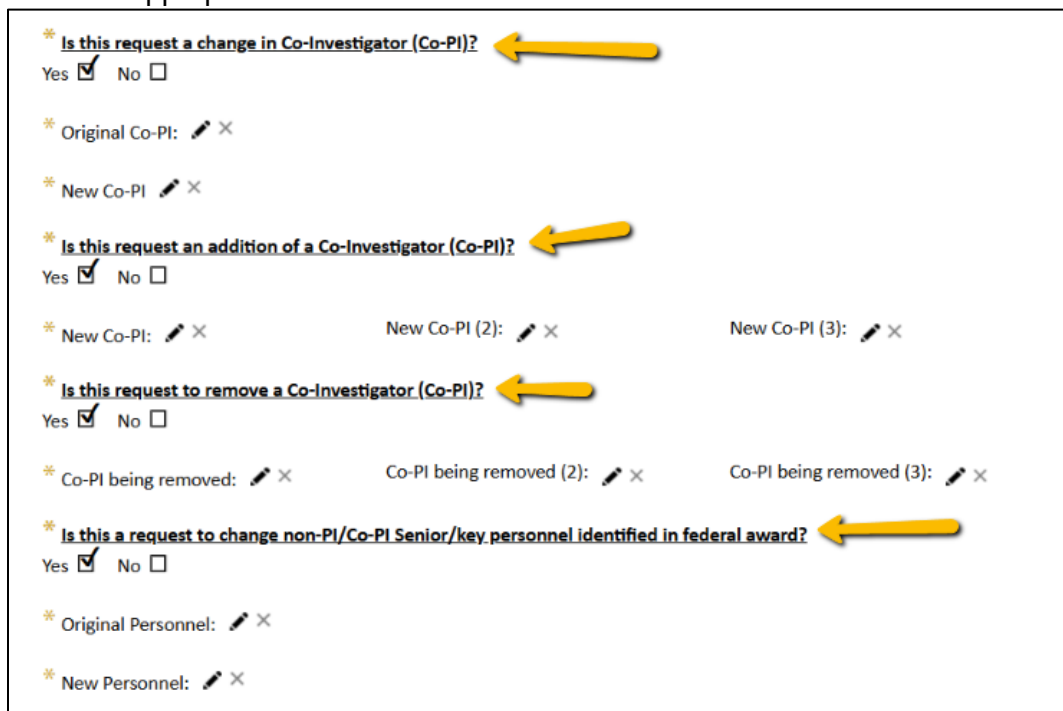
\* **Is this a request to change non-PI/Co-PI Senior/key personnel identified in federal award?**  
Yes  No



- 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 or non-PI/Co-PI senior/key personnel, 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.

**LSU** ☰ Lock Form Validate Save

**REQUEST TO MODIFY AN EXISTING AWARD**

ANSWER ALL QUESTIONS AND COMPLETE ALL REQUIRED FIELDS (\*). WHEN DONE, CHECK LOCK FORM AT TOP RIGHT OF PAGE.

Record Number: AM241277-02

\* Is this a request for a Change in Senior/Key Personnel?  
Yes  No

**REQUEST TO MODIFY PROJECT PERSONNEL**

\* Is this request a change in Principal Investigator (PI)?  
Yes  No

\* Original PI: Tiger, (L17) Mike the ✎ ✕

\* New PI: Tiger, (L15) Mike the ✎ ✕

\* Is this request a change in Co-Investigator (Co-PI)?  
Yes  No

\* Is this request an addition of a Co-Investigator (Co-PI)?  
Yes  No

\* Is this request to remove a Co-Investigator (Co-PI)?  
Yes  No

\* Is this a request to change non-PI/Co-PI Senior/key personnel identified in federal award?  
Yes  No

\* A. Review the terms of the award for the specific guidelines of Sponsor for changes to project investigators and attach your request letter addressed to the sponsor and all Sponsor-required documents.

**Upload mandatory request letter.**  
The uploaded file name must be less than 50 characters.

Upload additional documentation (optional).  
The uploaded file name must be less than 50 characters.

Upload additional documentation (optional).  
The uploaded file name must be less than 50 characters.

Upload additional documentation (optional).  
The uploaded file name must be less than 50 characters.

\* B. Review the committed effort to the project. In the request letter to Sponsor, explain whether/how the change in key

- Routing the Modification Request for review and approvals by clicking the Submit button next to Pre-Review Route.

**Internal Uploads & Routing** Completed

Step 1: Open the Modification Request form. Complete all sections related to your modification request. For sponsor prior approval requests, upload the request letter and supporting documents being submitted to the sponsor. For internal prior approvals, upload the internal justification. Once you have completed the form, click Lock Form in upper right corner.

Step 2: Please indicate the modification request is ready for routing by clicking the Completed checkbox in the upper right corner and then Route the request by clicking the Submit Button.

Step 3: Click Accept and then Submit to route the proposal.

Current Proposal Status: Pending

Components for Initial Application

Pre-Review Route Mod Request Submit

FORM/DOCUMENT NAME	VIEW	STATUS	UPLOAD	REMOVE
Modification Request (Proposal Documentation)		Completed		Mandatory
Add Institution Forms/Supporting Documents				

- Click Accept and then Continue.

**Certification** Close

I have read and agree to the applicable certifications on the Modification Request Form.

Accept     Decline

- 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 **AM241352-01 - Test (L17) Mike the Tiger** "AM241352 - Test for Mod" (Pending)

[Refresh Route](#)    [Route Path - Mod Request Personnel](#)    [Add New Person to Review Path](#)   

Step	OSP Receipt	Personnel	Approval Required	Insert After
Step 1	OSP Receipt	Christina Smith	Approval Required	<a href="#">Insert After</a>
	OSP Receipt	Michelle Sharp Pennington	Approval Required	<a href="#">Insert After</a>
	OSP Receipt	Samantha Burton Rodosta	Approval Required	<a href="#">Insert After</a>

*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**

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 Made Burton	02-Sep-2022 3:46:29 PM		
Mod Request Personnel	Pre-Review		Michelle Sharp Pennington	02-Sep-2022 3:46:30 PM		