

Modification/Prior Approval Review and Approval

All Proposal Development records will need to capture institutional approvals. The Principal Investigators (PI) and their respective department chairs/head and dean/director will also need to approve the proposal development records. Answers on the Questionnaire also may trigger the need for additional approvals from institutional officials.

Notification from GeauxGrants

- An email will be sent to the reviewer from GeauxGrants. Reviewer can access the record from the email by clicking the Reviewer Dashboard.

Review needed for Modification Request for Proposal AM250288-01; PI Test (L17) Mike the Tiger due

ITS BA Test Account
To: ITS BA Test Account
Expires: 11/16/2024

Retention Policy: 1 Month Delete (30 days)
This item will expire in 30 days. To keep this item longer apply a different Retention Policy.

Thu 10/17/2024 11:03 AM

The above referenced modification request needs your review and decision as the Principal Investigator or their respective department chair.

Click the Reviewer Dashboard link to access the modification request. On the [Reviewer Dashboard](#), review each Form/Document and then select your decision. By approving, you are agreeing to all certifications on the Modification Request form.

The Proposal Development Record opens the request. The Modification Request form includes specific details on the modification request, any changes to the Investigator % Credit Allocation table, and the full text of the certifications for the Principal Investigator and Department/Units Heads.

If you feel changes are needed before you can approve, add comments on left of Reviewer Dashboard and click "Approve with changes". Clicking "Disapproved (Terminates Route)" will stop the routing process.

The Modification Request cannot move to the next level review step until you approve.

If you need assistance, please contact osp@lsu.edu.

Sincerely,
LSU GeauxGrants

Please do not reply to this message. This email is an automated notification, which is unable to receive replies.

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

Assignments								Open	Your action items
Module	Record Number	Record Owner	Object	Assignment Type	Record Status	Subject	Assigned		
Proposal Tracking	AM250303	Tiger, (L17) Mike the	Initial Application	Dashboard	Routing	Review needed for Proposal AM250303; PI Test (L17) Mike the Tiger due 11-Oct-2024	11-Oct-2024 8:38:25 AM		
Proposal Tracking	AM250239	Tiger, (L17) Mike the	Agreement	Action Item	PI Review	AM250239: New subaward or subaward amendment needs your approval	15-Oct-2024 11:35:43 AM		
Proposal Tracking	AM250288-01	Tiger, (L17) Mike the	Initial Application	Dashboard	Routing	Review needed for Modification Request for Proposal AM250288-01; PI Test (L17) Mike the Tiger due	17-Oct-2024 11:02:38 AM		
Proposal Tracking	AM250241	Tiger, (L17) Mike the	Agreement	Action Item	PI Review	AM250241: New subaward or subaward amendment needs your approval	17-Oct-2024 11:42:15 AM		
Proposal Tracking	AM250320	Tiger, (L17) Mike the	Initial Application	Dashboard	Routing	Review needed for Proposal AM250320; PI Test (L17) Mike the Tiger due	06-Nov-2024 10:54:00 AM		

Reviewer Dashboard

- From the Reviewer Dashboard, you can click the Proposal Development Record to access the Modification/Prior Approval Request.
- The Modification Request provides specific prior approval request action and the certifications that reviewers are agreeing to by Approving.

The screenshot shows the Reviewer Dashboard interface. On the left, there are three tabs: REVIEW (green), HELP (red), and ROUTE (blue). The main content area displays a proposal record for 'AM250275-01' titled 'Creating S2S Proposal'. A yellow arrow points to the 'Proposal Development Record' link in the 'Form/Document' section. Below the record, there is a 'Select a decision:' section with four buttons: 'Approve as is', 'Approve with changes', 'Disapproved (Terminates Route)', and 'OSP Use Only'. On the right, a 'Comments I can see...' section shows three comments posted by Josh Steven Boudreaux, all with the note 'Action Item suppressed by configuration'.

- Step 1: If you would like to see who else has approved the proposal, click blue Route tab on left side.

The screenshot shows the 'Active Routing Progress' section of the Reviewer Dashboard. The left sidebar has the 'ROUTE' tab selected. The main content area displays a table of routing progress for the proposal 'AM250275-01 - Test (L17) Mike the Tiger"Creating S2S Proposal"'. The table has columns for Route Name, Route Type, Step Number/Name, Who, Notified, Notification Type, Decision, Insert, and Remove. A yellow box highlights the 'Insert' column, with a yellow arrow pointing to it and a callout box that says 'Approvals will appear here'.

Route Name	Route Type	Step Number/Name	Who	Notified	Notification Type	Decision	Insert	Remove
Mod Request	Pre-Review	Step 1 - OSP Receipt	Christina Smith	11-Oct-2024 8:17:11 AM	Information Only	Informed -		
Mod Request	Pre-Review		Samantha Burton Rodosta	11-Oct-2024 8:17:11 AM	Information Only	Informed -		
Mod Request	Pre-Review		Michelle Sharp Pennington	11-Oct-2024 8:17:12 AM	Information Only	Informed -		
Mod Request	Pre-Review	Step 2 - PIs/Dept Heads	Test (L17) Mike the Tiger	11-Oct-2024 8:17:13 AM	Approval Required	Approval Required	Insert After	
Mod Request	Pre-Review		Test (L4) Mike the Tiger	11-Oct-2024 8:17:13 AM	Approval Required	Approval Required		
Mod Request	Pre-Review			11-Oct-2024 8:17:13 AM	Approval Required	Approval Required		

- Step 2: On green Review tab, add Comments if needed. Use the comment box appropriate for your audience.
 - To be shared with everyone** – Anyone with view access to proposal can see.
 - Comments to be shared with PI(s)** – Only PI will see. OSP and other Reviewers will not see. **Not recommended.**
 - Comments to be shared with Reviewers** – OSP and all Reviewers will see.

- **Comments to be shared with Administrators** – Only OSP will see.

Step 3: Select Decision.

- **Approve as is** – Approve proposal and agree to certifications on Review Summary
- **Approve with changes** – Add comments first. Approval is contingent on these changes. Reviewers also agrees to certifications on Review Summary
- **Disapproved (Terminates Route)** – Add comments first. This will kick the proposal out of route and send back to the PI. This requires the routing process to start over if the proposal is to move forward.
- **OSP Use Only** – should only be used by OSP staff.

The screenshot shows a web interface for reviewing a proposal. On the left, there is a vertical navigation bar with 'REVIEW', 'HELP', and 'ROUTE' buttons. The main content area displays proposal details: 'Proposal - Initial Application', 'Number: AM250275-01', 'Title: Creating S2S Proposal', 'PI: Tiger, (L17) Mike the', and 'Sponsor/Scheme: National Institutes of Health (NIH)'. Below this is a table with columns 'Form/Document', 'Document Type', and 'Added'. The table contains two rows: 'Proposal Development Record' (added 10-Oct-2024 3:37:36 PM) and 'Modification Request' (added 11-Oct-2024 8:17:00 AM). Below the table is an 'Add Comments' section with a text area and a rich text editor toolbar. To the right of the comments is a 'Select a decision' section with four buttons: 'Approve as is', 'Approve with changes', 'Disapproved (Terminates Route)', and 'OSP Use Only'. On the far right, there is a 'Comments I can see...' section showing three entries, all posted by Josh Steven Boudreaux on 11-Oct-2024 at 8:17 AM, with the note 'Action Item suppressed by configuration'.

- Step 4: Click Accept to agree to the certifications on the Review Summary.

The screenshot shows a 'Certification' form. At the top, it says 'Certification' and has a 'Close' button. Below that is a text box containing the text: 'I have read and agree to the applicable certifications on the Modification Request Form.' Below the text box are two radio buttons: 'Accept' (which is selected) and 'Decline'. Below the radio buttons is a 'Continue' button. Two yellow arrows point to the 'Accept' radio button and the 'Continue' button.

- Step 4: Wait for the Blue Screen to close to save your Decision.



- Click Close to exit.
- Proposal will then move to next step in route.
- Once all routing approvals are received, the proposal status will automatically change to Routing Approvals Received.