

## Adding the Originating Sponsor

When LSU will be a subrecipient on a proposal, we need to capture both the Sponsor (institution who will issue a subaward to LSU if funded) and Originating Sponsor (original source of funding) to GeauxGrants. The Sponsor is added in GeauxGrants as part of the New Proposal Questionnaire.

### Setup Questions

- 1) In order to add the Originating Sponsor, you must first Uncomplete the Setup Questions Tab by unchecking the Completed box in the top right corner. This allows you to now edit the tab.

The screenshot shows the 'Setup Questions' tab in the GeauxGrants interface. The 'Completed' checkbox in the top right corner is checked, and a yellow pencil icon is visible next to it. The main content area displays 'Submission Mechanism/Form Information' with the following questions and answers:

- Proposal Sponsor: LA Board of Regents (BOR)
- Is this a Flow Through Project?: No
- Is this a US federal sponsored project?: Yes

- 2) Answer "Yes" to the question "Is this a Flow Through Project".

The screenshot shows the 'Setup Questions' tab with the 'Completed' checkbox unchecked. The question 'Is this a Flow Through Project?' is highlighted with a red box, and the 'Yes' radio button is selected. A yellow arrow points to the 'Yes' option. The other question, 'Is this a US federal sponsored project?', has the 'Yes' radio button selected.

- 3) A new window will open which allows you to add the Originating Sponsor name. Click the blue “Change” button next to Originating Sponsor.

Sponsor/Template Selection

Proposal Sponsor: LA Board of Regents (BOR) [Change](#)

Originating Sponsor: Not Set [Change](#)

Is this a Flow Through Project?  Yes  No

Proposal Type: New

Opportunity Number: Select from Grants.Gov Opportunities

S2S  Search

- 4) A sponsor selection window will open. This is a progressive text look-up. Begin typing sponsor name and then select the sponsor from the names that appear. If the sponsor is not listed choose “Other Sponsor (To Be Added)”. Once the new sponsor is chosen, click “Select.”

Sponsors

national science

- National Science Foundation (NSF)
- National Science Teachers Association (NSTA)
- US-Israel Binational Science Foundation (BSF)

College

Select Close

Progressive text look-up. Begin typing and then select from names that appear.

- 5) You will now see the Originating Sponsor name on the Sponsor/Template Selection window. If the Originating Sponsor is a federal sponsor and you would like to include the Funding Opportunity Number (FOA), then you can enter the FOA number and search for it under Opportunity Number. **Make sure to uncheck S2S. Click Search.**

Sponsor/Template Selection

Proposal Sponsor: LA Board of Regents (BOR) [Change](#)

Originating Sponsor: National Science Foundation (NSF) [Change](#)

Is this a Flow Through Project?  Yes  No

Proposal Type: New

Opportunity Number: 19-610

S2S  Search

Must uncheck S2S.

6) Do not check opportunity as this will change your proposal to an S2S proposal. Instead update the Opportunity Number in the text box if needed and then click Save.

**Sponsor/Template Selection** Save Close

Proposal Sponsor: LA Board of Regents (BOR) [Change](#)

Originating Sponsor: National Science Foundation (NSF) [Change](#)

Is this a Flow Through Project?  Yes  No

Proposal Type:

Opportunity Number:  S2S  Search

	Opportunity Number	CFDA Number	Competition ID	Competition Title	PackageID	S2S	Opening Date	Agency	Title
▶	19-610				PKG00255281	<input checked="" type="checkbox"/>	22-Sep-2019	National Science Foundation	Science and Technology Studies

7) A warning message will appear and let you know that updating the information may result in loss of data. Click OK.

**Sponsor/Template Selection** Save Close

Proposal Sponsor: National Academy of Sciences (NAS) [Change](#)

Originating Sponsor: Not Set [Change](#)

Is this a Flow Through Project?  Yes  No

Updating the opportunity on this proposal could result in the loss of data entered or attachments uploaded on screens other than the Face Page, Budget, or Personnel pages.

8) The Originating Sponsor should be updated on the Setup Questionnaire. If the Originating Sponsor is a US federal agency, make sure to answer Yes for that question.

**Setup Questions** Completed

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

If any changes are needed, please contact the Office of Sponsored Programs at osp@lsu.edu.

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: LA Board of Regents (BOR) [Change](#)

Is this a Flow Through Project?  Yes  No

Is this a US federal sponsored project?  Yes  No

*(National Science Foundation (NSF))* Originating Sponsor.

9) When done, check the Completed box in top right corner of Setup Questions.