



Award Review and Approval

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.

Notification from GeauxGrants

 An email will be sent to the PI from GeauxGrants. PI can access the record from the email by clicking the "Log In" hyperlink.



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

_		Record T	Record T		Assignment T	Record T		
~	Module Y	Number	Owner	Object T	Туре	Status	Subject	Assigned
•	Award Tracking	AWD-AM241277	Tiger, (L17) Mike the	Award Increment	Action Item	PI Award Review	AWD-AM241277 REQUIRES YOUR APPROVAL!	08-Nov-2024 1:09:12 PM
•	Proposal Tracking	AM241277-01	Tiger, (L17) Mike the	Initial Application	Dashboard	Routing	Review needed for Modification Request for Proposal AM241277-01; PI Test (L17) Mike the Tiger due	08-Nov-2024 1:15:35 PM
•	Proposal Tracking	AM250645	Tiger, (L17) Mike the	Initial Application	Dashboard	Routing	Review needed for Other Miscellaneous Agreement AM250645; PI Test (L17) Mike the Tiger due	12-Nov-2024 8:43:59 AM
•	Proposal Tracking	AM250650	Tiger, (L17) Mike the	Initial Application	Dashboard	Routing	Review needed for Proposal AM250650; PI Test (L17) Mike the Tiger due	15-Nov-2024 11:24:22 AM
•	Proposal Tracking	AM250646	Tiger, (L17) Mike the	Initial Application	Dashboard	Routing	Review needed for Proposal AM250646, PI Test (L17) Mike the Tiger due	18-Nov-2024 8:50:03 AM

Task/Assignment Page

• Step 1: Click the Record Number hyperlink to open Award Tracking and review the award document.

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• This will open up the Award Increment Detail.

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Summary	Award Increment	Detail - Last Up	lated on 1	7-Oct-2024 11:18:24 AM				
Award Increments (1) —	Award Date	Award N	umber		Award Type			
17 Oct 2024 / Initial Award —	17-Oct-2024	123654			Initial Award	·	*	
Version 1	01-Nov-2024	31-Oct-2	025		Initial award	umber		
Assignments	Award Versions							
	Date	Number - Na	me	Ву	Active	Status	Amount	Open
Related Proposals (1)	17-Oct-2024	1 - Initial		Josh Steven Boudreaux		Active	196,803.18	F
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• Step 2: Click on Attachments tab in left menu to see award document. Click File Name to open document.

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• Step 3: PI will click Done to exit Award Tracking Record.

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• Step 4: Go back to Assignments action item. On Assignment page the PI will add any comments for OSP regarding the award terms in the Comments Box at the bottom and then click "I am Done" in top right corner. Clicking "I am Done" also provides PI certification regarding award. Award document will be sent back to OSP for review.

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Award Review and Approval