

Proposal Overview

The Proposal Development (PD) Module is used to create and route proposals, modification requests and other miscellaneous (non-funded) agreements for institutional review and approval. The budget tool allows users to build budgets in system instead of utilizing separate excel file.

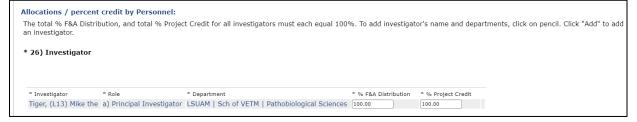
The Proposal Tracking (PT) Module is used to view submitted proposals, modification requests and other miscellaneous (non-funded) agreements including attachments, see the status of the record, and view compliance unit approvals. Subawards issued by LSU are also found on the Agreements tab. Information on awards can be found on the Awards tab.

Overview of Proposal Development Records

- All proposals will have the Setup Questions, LSU Questionnaire, Budget, Personnel, and Internal Uploads & Routing tabs.
- Proposals being submitted to Grants.gov will have additional sponsor specific tabs.

	est Other G.gov DA training 13) Mike the Tijger - LSUAM Sch of VETM Pathobiological Sciences (Office of Science/Department of Energy)				Proposal AM200171
Setup Questions	Setup Questions		0	Show	Completed 🕑
✓ LSU Questionnaire ✓ Budget ✓ Personnel	This proposal is broken down into several sections based upon what the sponsor and institution requires. Once each se The proposal is being handled as a Grants gov submission. If this is incorrect, please contact your departmental grants	administrator or the Office of Sponsored Programs at osp@tsu.edu to modify the submission template.			
✓ SF424 (R&R) ✓ Internal Uploads & Ro	If this is a Modification Request, please click' Show' at the top of the page and select the Modification Request If this is an Other Miscellaneous Agreement, please click' Show' at the top of the page and select the Other Mis				
 ✓ Other Project Info ✓ Performance Sites 	Submission Mechanism/Form Information				
Finalize	Proposal Sponsor 🚳	Office of Science/Department of Energy			
Tasks	Opportunity Number	DE-F0A-0002181			
Proposal Tracking (PT)	Grants.Gov Submission Information				
	Opportunity Number	DE-F0A-0002181			

- Setup Questions Collects general information about the proposal.
- **LSU Questionnaire** Information on compliance and budget deviations are found here. This is also where we will capture investigators for F&A & Project % Credits.



• **Budget** – Provides the yearly details of Personnel and Non-Personnel costs. The budget summary tab shows the yearly breakdown and cumulative.

Done Save	Test Other G.gov DA training (L13) Mike the Tiger (Office of Science/Departm	nent of Energy)											Propo AM2001
udget Period 1 Period 2	- Project Period: + 01-Jun-2020 to 31-May-2023	Source View: Sponsor	▼ <u>1</u> 0		Rollup subproject	z	Proposal Structure	Import/Export	Build R	POF Ø		Un-Comp	View Me lete Budget
	+ Budget Summary [Hide]		Periods (his	(e)			Sponsor [show]	Cost Sharing [show]			Project [hide	-]	
Period 3	+ YEAR/PERIOD	INCREMENT	START	END	TYPE	STATUS	тот		OTAL	DIRECTS		F&A	τοτ
bAwards (1)	+ 1	1	01-Jun-2020	31-May-2021	New*	Proposed	\$ 108,5	28 \$	5,328	\$ 81,600	\$ 32	,256	\$ 113
annoros (x)	2	2	01-Jun-2021	31-May-2022	New*	Proposed	108,6	55	5,434	81,764	32	,335	114
	3	3	01-Jun-2022	31-May-2023	New*	Proposed	108,8	33	5,543	81,931	32	,415	114
						1	iotal: \$ 325,9	96 \$1	16,305	\$ 245,295	\$ 97	,006	\$ 342
Sharing	Subproject Summary [Show]												
tifications	Personnel (Hide)												
sions	NAME Key Personnel									PERIOD 1	PERIOD 2	PERIOD 3	DIRECT CO
up										0.0.000	0.0 (70)	0.0.746	
	Detail Tiger, (L13) Mike	PD/PI								\$ 3,600	\$ 3,672	\$ 3,746	\$ 11
	Non-Key Personnel												
	Detail TBH, Graduate St	udent								40,000	40,000	40,000	120,
	Detail TBH, Undergradu	ate Student								8,000	8,000	8,000	24,
								s	ubtotal Personnel:	\$ 51,600	\$ 51,672	\$ 51,746	\$ 155/
													DIRECT CO
	Non-Personnel [hide]								PERIOD 1	PERIO	02	PERIOD 3	
	CATEGORY								PERIOD 1 \$ 1,000	PERIO \$ 1,0		\$ 1,000	
	CATEGORY									PERIO \$ 1,0 10,0	000		\$3
	Detail Materials and Supplies								\$ 1,000	\$ 1,0	000	\$ 1,000	\$ 3 30
	OATEGORY Detail Materials and Supplies Detail Other Direct Costs								\$ 1,000 10,000	\$ 1,0 10,0	000	\$ 1,000 10,000	\$ 3, 30, 3
	CATEGORY Detail Materials and Supplies Detail Other Direct Costs Detail Travel-Domestic							Subtotal Non-Personnel:	\$ 1,000 10,000 1,000	\$ 1,0 10,0 1,0	000 000 020 400	\$ 1,000 10,000 1,040	\$ 3, 30, 3, 43,
	CATEGORY Detail Materials and Supplies Detail Other Direct Costs Detail Travel-Domestic Detail Tuitbon Remission SubAwards [Hide]								\$ 1,000 10,000 1,000 14,400	\$ 1,0 10,0 1,0 14,4	000 000 020 400	\$ 1,000 10,000 1,040 14,400	\$ 3, 30, 3, 43,
	CATCORY Detail Materials and Supplies Detail Other Direct Costs Detail Travel-Domestic Detail Travel-Domestic SubAwards (Hide) INST/CONTRACTOR MA							SHORT FORM	\$ 1,000 10,000 1,000 14,400	\$ 1,0 10,0 1,0 14,4	000 000 020 400 420	\$ 1,000 10,000 1,040 14,400 \$ 26,440	\$ 3, 30, 3, 43, \$ 79, DIRECT CO
	CATEGORY Detail Materials and Supplies Detail Other Direct Costs Detail Travel-Domestic Detail Tuitbon Remission SubAwards [Hide]							SHORT FORM	\$ 1,000 10,000 1,000 14,400 \$ 26,400 PERIOD 1	\$ 1,0 10,0 1,0 14,4 \$ 26,4 PERIO	000 000 020 400 420	\$ 1,000 10,000 1,040 14,400 \$ 26,440 PERIOD B	\$ 3, 30, 3, 43, \$79, DIRECT CC
	CATEGORY Email And Supplies Detail Other Direct Costs Detail Travel-Dorneatic Detail Travel-Dorneatic Detail SubAwards (Hide) Next/CONTRACTOR MA							SHORT FORM	\$ 1,000 10,000 1,000 14,400 \$ 26,400	\$ 1,0 10,0 1,0 14,4 \$ 26,4 PERIO	000 000 020 400 420	\$ 1,000 10,000 1,040 14,400 \$ 26,440	\$3 30 33 43 \$79 DIRECT CO
	CATCORY Detail Materials and Supplies Detail Other Direct Costs Detail Travel-Domestic Detail Travel-Domestic SubAwards (Hide) INST/CONTRACTOR MA							SHORT FORM	\$ 1,000 10,000 1,000 14,400 \$ 26,400 PERIOD 1 - \$ 0	\$ 1,0 10,0 1,0 14,4 \$ 26,4 PERIO	000 000 020 400 420 • • •	\$ 1,000 10,000 1,040 14,400 \$ 26,440 PERIOD 3 - \$ 0	\$ 3 30 33 43 \$ 79 DIRECT CO
	CATEGORY Email And Supplies Detail Other Direct Costs Detail Travel-Dorneatic Detail Travel-Dorneatic Detail SubAwards (Hide) Next/CONTRACTOR MA							SHORT FORM	\$ 1,000 10,000 1,000 14,400 \$ 26,400 PERIOD 1 \$ 0 PERIOD 1	\$ 1,0 10,0 1,0 14,4 \$ 26,4 PERIO	000 000 020 400 420 • • •	\$ 1,000 10,000 1,040 14,400 \$ 26,440 PERIOD B	\$3 30 8 43 \$79 DIRECT CO
	CATEGORY Email And Supplies Detail Other Direct Costs Detail Travel-Dorneatic Detail Travel-Dorneatic Detail SubAwards (Hide) Next/CONTRACTOR MA							SHORT FORM @	\$ 1,000 10,000 1,000 14,400 \$ 26,400 PERIOD 1 \$ 0 \$ 0 ets: \$ 78,00	\$ 1.(10,0 1,1 14,4 \$ 26,4 PERION 1 PERION 20 \$ 7	000 000 400 420 - \$ 0	\$ 1,000 10,000 1,040 14,400 \$ 26,440 PERIOD 3 - \$ 0 PERIOD 3	\$ 3, 30, 3, 43, \$ 79, DIRECT CO

- **Personnel** The Principal Investigator must ensure that the Responsible column is checked for all LSU personnel who meet the PS-98 definition of Investigator. Per LSU's PS-98, an "Investigator" means the project director, principal Investigator, co-investigator, and any other individual, regardless of title or position, who is responsible for the design, conduct, or reporting of externally funded research, or proposals for such funding.
- Completed button must be unchecked before editing the information.

	Other G.gov DA training Mike the Tiger - LSUAM Sch of VETM	Pathobi	iological	Science	es (Office of Sci	nce/Department of Energy)								Proposal AM200171
✓ Setup Questions	Personnel												@ @Comp	oleted 🖉
✓ LSU Questionnaire						2								View Mode
 ✓ Budget ✓ Personnel 	Senior/Key PI NAME/ROLE	MAIL	ALERT	соі	RESPONSIBLE	ORGANIZATION / DEPARTMENT		PERSON I		5 SUMMER	0	CV/BIOSKETCH	CURRENT/PENDING SUPPORT	REMOVE
 F424 (R&R) Internal Uploads & Routin 	(L13) Mike the Tiger PD/PI * Certifications and Training	Ø		?	8	Louisiana State University and A&M College LSUAM Sch of VETM Pathobiological Sciences	1	0		0	â			¢
 ✓ Other Project Info ✓ Performance Sites 	ULL PI SubAward PI Certifications and Training	M		?		University of Louisiana at Lafayette University of Louisiana at Lafayette	0			0	â			¢
Finalize	Non-Key													
Finalize	PI NAME/ROLE	MAIL	ALERT	соі	RESPONSIBLE	ORGANIZATION / DEPARTMENT		PERSON I R ACAE		S SUMMER		CV/BIOSKETCH	CURRENT/PENDING SUPPORT	REMOVE
Tasks Proposal Tracking (PT)	BH Graduate Student Certifications and Training	M		?		Louisiana State University and A&M College Louisiana State University and A&M College	12	0	_	0	â			đ

- Internal Uploads and Routing PDF of LSU Questionnaire and Review Summary are also found here along with other documents for review.
 - 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 and any reviewer comments.

Current Proposal Status: Routing									
Components for Initial Application							_	<u> </u>	e
			Current	Submission					
FORM/DOCUMENT NAME			EDIT	STATUS	UPLOAD	REMOVE			
LSU Questionnaire (Read Only) (Proposal Documentation)			8	Completed	14 <u>8</u>	Mandatory			_
Review Summary (Proposal Documentation)			8	Completed	**	Mandatory			
Add Institution Forms/Supporting Documents									
Active Routing Progress							Or	en Full	
	AM200145 - (L13) M	ike the Tiger"This is a test pro	oposal for M	anual Proposal Training."					
Route Name Route Type Step Number/Name	Who			Notified	Decision		Insert	Remove	
Route Proposal Pre-Review Step 1 - Gold/Purple Assignment	Rebecca Trahan			27-Sep-2019 4:24:23 PM	Informed				
Route Proposal Pre-Review	Ryan Russell Greer			27-Sep-2019 4:24:24 PM	Informed				
Route Proposal Pre-Review	Dana Rene' Tuminello			27-Sep-2019 4:24:25 PM	Informed				
Route Proposal Pre-Review	Tracy Wang			27-Sep-2019 4:24:26 PM	Informed				
Route Proposal Pre-Review	Darya Delaune Courville			27-Sep-2019 4:24:26 PM	Informed				
Route Proposal Pre-Review Step 12 - Investigators/Dept Heads/	Deans Dr. Test the Department Head 1			27-Sep-2019 4:24:29 PM					
Route Proposal Pre-Review	(L13) Mike the Tiger		4	27-Sep-2019 4:24:28 PM	Approved Approve A	a Is			
Route Proposal Pre-Review	Dr. Test the Department Head 2			27-Sep-2019 4:24:27 PM					~
Route Proposal Pre-Review Step 13 - Inserted Step	(L15) Mike the Tiger						•	2	~

• Grants.gov tabs are specific to each Funding Opportunity Announcement. The Finalize tab is used to build the Grants.gov package. You can then view the full package with attachments prior to submission.

Overview of Proposal Tracking Records

PT Submissions

• Each separate submission (proposal, modification request, etc.) under the proposal record will appear in the left menu under Submissions. To expand a specific submission, click the plus sign next to the record. Information specific to that submission will appear.

Done Save Demo of (L13) Mike	manual proposal for ASP æ the Tiger (LA Department of Wildlife & Fisheries (LDWF))		Proposal AM200132
Submissions (1) —				View Mode
@ AM200132/New -	Updated: 17-Sep-2019 8:50:38 AM		Status: Routing	MergeTemplate 🖗
Summary	Proposal Type	Institution Number 🕲 Edit	Sponsor Proposal Number 🖗	
Sponsor	New	AM200132		
Personnel (2) +	Processed Date	Submitted @		
Budget +	17-Sep-2019			
Agreements (0)		Deadline Date @	Deadline Type 🐵	Deadline Time 🖗
Communications (2)			<u></u>	
Attachments (5) +				
Approvals (0)				
Status History (2)	campus ☑ On □ Off			
Agreements (0)	Proposal Attributes			
Awards (0)	🗌 PHS/NIH 🤎 🗌 Human Subjects 🖤 🗌 Lab Anima	Is @Multi PI @Training Grant @Stem Cells @Clinical Trial @NIH	I Phase III Clinical Trial 🤎	
Approvals (0)				
Linkages +	Project Title			
Deliverables (0)	Demo of manual proposal for ASP			
Communications (2)				
Attachments (5) +				
Tasks (1)				

Summary tab

- Provides the current status of the record. Proposal Statuses are listed below:
 - **Pending** Proposal initiated, but not routed.
 - **Routing** Proposal routing for OSP Review and institutional approvals.

- Returned for Revision Proposal was routed for institutional approvals, and a reviewer sent back for edits before approving. The route process will have to start over.
- Routing Approvals Received All institutional approvals have been received (except OSP).
- **Approved to Submit** OSP proposal approval. No changed can be made.
- **Submitted** Proposal has been submitted to sponsor.
- **Tentative Grant Request** Department requested tentative grant, but no award has been received.
- Award Received Proposal has been funded and award documents received by OSP.
- **Declined** Sponsor did not fund proposal.
- Withdrawn by PI PI decided not to submit proposal to sponsor.
- Withdrawn Proposal was submitted to sponsor and then withdrawn by university.
- Awarded to PI Proposal required submission by university, but award was made directly to PI (e.g. LA Board of Regents TGEF)
- Disapproved Proposal was routed for institutional approvals but was not approved for submission.
- **Mod Request Approved** Modification/Prior Approval request has been approved.
- Other Agreement Awarded Other Miscellaneous Agreement is fully-executed.
- Returned Without Review Record was routed incorrectly, and OSP returned without reviewing.
- Converted Award Received This status is associated with converted records from SPS. Proposal has been funded and award documents received by OSP.
- **Revised** Indicates a Revision was submitted to sponsor.
- **Historical** This status is associated with converted records from SPS that were marked as Historical in SPS.
- Additional proposal attributes and all information collected on the proposal LSU Questionnaire will appear on the Summary tab.
- Once proposal has been routed to OSP for review, you can find the OSP Specialist assigned on the Summary tab under Additional Information OSP Specialist.

OSP Specialist Billiot, Gina	
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Sponsor tab

• Includes sponsor and originating sponsor, sponsor type, funding opportunity number if Grants.gov submission, program type, and sponsor program.

Submissions (1) —	Sponsor			
③ AM230568/New —	National Institutes of Health (NIH) Change		Sponsor Type - Federal Agency	
Summary	Originating Sponsor			
Sponsor	Opportunity Number 🖗		Sponsor/Agency Code 🎱 F93015	CFDA @
Personnel (1) +	Program			
Budget +				
Agreements (0)		li.		
Communications (0)	Program Type Research, Basic			
Attachments (2) +				
Approvals (0)				
Status History (2)				
Agreements (0)				
Awards (0)				
Approvals (0)	Sponsor			
Linkages +	Sponsor Program	[NIH Research Project Grant (R01)]		0
Deliverables (0)				
Communications (0)				

Personnel tab

- Includes all personnel from proposal, and their effort.
- % Alloc. and Alloc. Amt fields are not in use. This does not reflect the investigator project credit and F&A credit.

Submissions (1) —											View Mode
② AM200163/New —	Personnel @										
Summary										Person Mon	nths 🗸 🖉
Sponsor	Senior/Key										
Personnel (1) —		MAIL	. соі	RESPONSIBLE	ORGANIZATION / DEPARTMENT		RSON MONTHS	0	% ALLOC.	ALLOC. AMT.	REMOVE
Tiger, (L14) Mike 🕂	 (L14) Mike the Tiger PD/PI * 		?		Louisiana State University and A&M College LSUAM Sch of VETM Pathobiological Sciences	0	0				£
Budget +	Certifications and Training				Contra Letter A from the state of the state						
Agreements (0)	Legend:										
Communications (0)	9 Prime										
Attachments (2) +											

Budget tab

- This is a copy of the submitted budget.
- For converted records, the entire proposal amount will appear in Period 1 in the category of Converted Total Costs.

Done Save													Proposi
Submissions (1)	-												Edit Mod
🛞 49081-1/New	-	Project Period: 01-Jun-2020 to 01-Jun-2024	Source View			Rollup subproj	_	Proposi	al Structure	Import/Export	New Period		New Modification
Summary			Sponsor	1 0		Not Rollup ~							
Sponsor		Budget Summary [Hide]											
Personnel (1)	+	YEAR/PERIOD	INCREMENT	Periods [hide]	END	TYPE	STATUS		Sponsor [show] TOTAL	Cost Sharing [show] TOTAL	DIRECTS	Project [hide] F&A	TOTAL
Budget		1	1	01-Jun-2020	01-Jun-2024	New*	Proposed		\$ 412,990.00	\$ 296,371.00	\$ 709,361.00	F&A -	\$ 709,361.00
							Т	otal:	\$ 412,990.00	\$ 296,371.00	\$ 709,361.00	\$ 0.00	\$ 709,361.00
Period 1	+	Subproject Summary [Show]											
F&A		Personnel [Hide]											
Cost Sharing		NAME									PE	RIOD 1 DIRE	CT COSTS
Justifications		Detail	PD/PI									-	\$ 0.00
Setup										\$	ubtotal Personnel:	\$ 0.00	\$ 0.00
Agreements (0)		Louisiana State Unive 🗸 🛛 Ado	d New Profile Begin typi	ng to select Personne	l Name	elect Type	∨ ∽ Sele	ct Role	→ Add Person				
Communications (0))												Add Bulk Entry
Attachments (4)	+	Non-Personnel [hide] CATEGORY									PEI	RIOD 1 DIF	ECT COSTS
Approvals (2)	+	Detail CONVERTED TOTA	AL COSTS								\$ 412,	990.00 \$	412,990.00 Delete
Status History (1)										Subtotal Non-	Personnel: \$412,	990.00 \$	412,990.00
Alerts/Reminders (0	n)	Select Budget Category	•	Add Item									
Snapshot	-	SubAwards [show]											
		Subprojects [show] Import as	Subproject@										
Assignments												PERI	
Distribution Groups	•									١	otal Sponsor Direct Cos		
Access											Sponsor F& Total Sponsor Cos		0.00 0.00
Add New PT											rotar sponsor cos	.s. 0 412,5	412,550.00

Agreements tab

Used for subawards issued by LSU. See Subaward Overview guide.

Communications tab

• Copies of all emails sent from GeauxGrants related to the specific submission will appear on this grey tab under the submission.

Attachments tab

• All attachments related to the specific submission will appear on this grey tab under the submission. You can also add Attachments here by clicking Add Document in top right.

missions (2)	Attachments							You	u have opened this pro	posal in view
) AM250231/New	-						Add		en Print All Folder	
Summary	Drag a column header and drop it here to group by th	nat column								
Sponsor		_		-		T			_	
Personnel (1)	+ Name	т	Category	Ť	Folder	т	Versions	Last Updated	т	Select
Budget	+ LSU Questionnaire (Read Only)		Proposal Documentation		ROOT		1	10-Sep-2024 9:58:20 AM		
Agreements (0)	Review Summary		Proposal Documentation		ROOT		1	10-Sep-2024 9:43:48 AM		

• You can see all attachments for the entire proposal record on the black Attachments tab.

Approvals tab

• Compliance approvals for Human Subjects (IRB), Vertebrate Animals (IACUC), Recombinant DNA (IBRDS), Export Controls, and Radiation Safety will appear on this grey tab for the specific submission.

INSTITUTION NUMBER •	түре @	PROTOCOL NUMBER	DETERMINATION	DETERMINATION DATE	DETERMINATION DATE FROM @	DETERMINATION DATE TO	REVIEW CATEGORY	OPEN @	REMOVE @
AM250275	Export Controls		Approved						£
AM250275	Human Subjects	IRBAM-24-0773	In Development						虚
AM250275	Vertebrate Animals	IACUCAM-24-048	Approved	03-Oct-2024	03-Oct-2024	03-Oct-2027	New		±.
M250275	Export Controls		Approved	03-Oct-2024					d.
M250275	Biological and Recombinant DNA Safety	1	Approved						đ
M250275	Biological and Recombinant DNA Safety	1	Approved						<u>et</u>
M250275	Biological and Recombinant DNA Safety	1	Approved						虚
M250275	Export Controls		Received for Review						d.
M250275	Export Controls		Approved						虚
M250275	Radiation Safety		Approved						d.
M250275	Human Subjects	IRBAM-24-0763	In Development						虚
M250275	Vertebrate Animals	IACUCAM-24-048	Approved	04-Oct-2024	04-Oct-2024	03-Oct-2027	New		盘
M250275	Vertebrate Animals		Approved						<i>.</i>
AM250275	Export Controls								<u>e</u>
Approvals General Human Subjects = = = = = = = = = =						Ø			
luman Subjects Comments						0			
Vertebrate Animals = = = = = = = = = = = = = = = = = = =	-					0			
ertebrate Comments						0			
Recombinant DNA = = = = = = = = = =						0			
						0			

• You can see all compliance approvals for the entire proposal record on the black Approvals tab.

Awards tab

• Will be used if project has been awarded. See <u>Award Overview</u> guide.