

Updating Attachments for Modification/Prior Approval Requests

As part of the review of Modification/Prior Approval Requests, Sponsored Program Accounting (SPA) or Office of Sponsored Programs (OSP) staff may contact you to update your request letter or internal prior approval justification. The updated document must be entered in GeauxGrants.

1) Type the Proposal Number in the Quick Find in top right and hit Enter. You can type the base proposal number from SPS and GeauxGrants



2) All records associated with base proposal number will appear. Hover over Modification Request transaction and select Proposal Development > Edit to open request.

Results found: 3				Export to Excel		
Drag a column header and drop it here to group by that column						
Record Numb	er Record Type	Record Owner			Record Primary Sponsor	Record Status
AWD-AM2000	02 Award	Tiger, (L13) Mike the		the	National Institutes of Health (NIH)	Awarded
AM200002-01	Proposal Developm	nent	Edit	the	National Institutes of Health (NIH)	Routing
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3) Click Internal Uploads & Routing tab to view the Modification Request. If Completed is checked in top right, then uncheck to edit.

Done Save Test Prop	osal e the Tiger - LSUAM ORED Office of Sponsored Programs (National Institutes of Health (NIH))				4	Proposal M200002-01
✓ Setup Questions	Internal Uploads & Routing				Co	mpleted 🕑
Internal Uploads & Routing	75tep 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 doc	uments being submitted to the sponsor. For in	ternal prior approvals, upload the internal justifica	ation. Once you have completed the form	click Lock
Tasks Proposal Tracking (PT)	ram is upper rym come. 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 reque	ist by clicking the 'Thumbs Up' ic	on.			
	Step 3. Click Accepted and then Submit to route the proposal.					
	Current Proposal Status. Routing					
	Components for Initial Application					5
		c.	arrent Submission			
	FORM/DOCUMENT NAME	EDIT	STATUS	UPLOAD	REMOVE	
	Modification Request (Proposal Documentation)	<u>N</u>	Completed	75	Mandatory	
	Active Routing Progress				Oper	n Full
	AM200000 04	(1.4.7) Added the Theory Test P	ven erel"			

4) Click edit next to Modification Request to open request form.

Done Save Test Proj (L13) Mi	roposal I Nike the Tiger - LSUAM ORED Office of Sponsored Programs (National Institutes of Health (NIH)) AM20 AM20	Proposal 30002-01
✓ Setup Questions	Internal Uploads & Routing Comple	eted 📄
 Internal Uploads & Routing Tasks 	Tables 1. Open the Modification Request form. Complete all sections included to your modification request. For sponsor prior approval requests, upload the request letter and supporting documents being submitted to the sponsor. For internal prior approval, upload the internal justification. Once you have completed the form, cick form in upper right come.	: Lock
Proposal Tracking (PT)	Step 2: Please indicate the modification request is ready for routing by clicking the Completed decision in the upper right conner and then Route the request by clicking the Thumbia Up icon. Step 3: Cick Accepted and then Submit to route the proposal.	
	Current Proposal Status: Routing	
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	FORM/DOCUMENT NAME EXT STATUS UP CAD REMOVE National Reset (Proceed Boosting Status) Image: Completed Status) Image: Comp	
	Active Routing Progress	
	AM20002-01 - (L13) Mike the Tiger "Test Proposal"	

5) In top right corner, uncheck Lock Form to edit.

LSU	View PDF Lock Form Z Validate
REQUEST TO MODIFY AN EXISTING AWARD ALL PAGES	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: AM241352-01 ** Is this a request for a Change in Senior/Key Personnel? Yes No SPONSOR PRIOR APPROVAL NEEDED: (CHECK ALL THAT APPLY) ✓ No-Cost Extension * Requested New End Date: 01-Dec-2024 Revised budget (attach revised budget with request below) Change in Scope Reduction/Disengagement in PI, Co-Investigator, or Key/Senior Personnel Transfer of an Award Termination of an Award

6) Go down to Upload request letter to sponsor or internal justification section and click the upload icon to add revised document. Click choose file and then upload.

REQUEST LETTER & JUSTIFICATION			
Upload request letter to sponsor or internal justification. For notifications/requests submitted via sponsor systems (e.g. NSF Research.gov, NOAA Grants Online, DOE PAMS), PI should initiate request in sponsor system and attach:			
Upload mandatory request letter. The uploaded file name must be less than 50 characters.			
▲× <u>Test Upload 1.docx</u> 16-Oct-2024 02:07:20 PM			
Outpload additional documentation (optional). The uploaded file name must be less than 50 characters.			
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ALLOCATION			

Upload

Upload Close

Would you like to upload a new

O document

version of an existing document

Upload new version of an existing document

Name	Test Upload 1.docx		
Location	Choose File No file chosen		
Document Version Number			
Document Version Date			

7) In top right corner, check Lock Form to save.

LSU	Lock Form Validate Save
REQUEST TO MODIFY AN EXISTING AWARD ALL PAGES	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: AM241352-01
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	Change in Scope Reduction/Disensagement in PL Co-Investigator, or Key/Senior Personnel

- 8) Click Done in top left to exit record.
- 9) Notify SPA or OSP staff who requested the change that the revised document is in GeauxGrants for their review.