

Proposals must be completed and routed seven (7) business days before the deadline for OSP to submit the proposal.

Creating Linked Proposals (Ex. Revisions, Continuations, Supplements)

Follow these instructions when creating a proposal that is associated with an existing record. Examples includes: Continuation-New, Continuation-Non-Competing (e.g. NIH RPPR), Supplements, Revisions (prior to receipt of an award) or New Proposals when a Notice/Letter of Intent or Pre-proposal was previously routed. These are referred to as Child Submissions throughout this document.

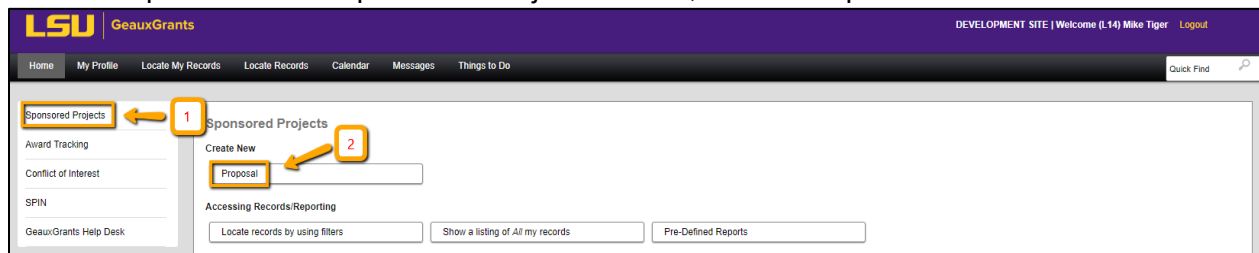
For a description of the different proposal types see the GeauxGrants Help Desk Sponsored Programs FAQ under Creating Proposals.

These instructions are not to be used for Resubmissions. Follow either the Creating Manual Proposals or Creating Grants.gov Proposals instructions, as applicable.

How to Create a Proposal Development (PD) Record

It is recommended that you use Chrome or Firefox for GeauxGrants. Login through myLSU.

- Step 1: From the home screen, select “Sponsored Projects” on the left hand navigation tabs.
- Step 2: From the Sponsored Projects screen, select “Proposal” under Create New



Helpful tips for Creating a Linked Proposal

- Know the proposal number for the record that you are requesting to link your proposal to.
- The New Proposal Questionnaire consists of several steps (Steps 0-7)
- To go back a step, click Back on top right.
- All search fields are progressive text.

- Hit Done button on top left to close out the proposal instead of closing browser using X on top right.

New Proposal Questionnaire – Creating Child Submission

- Step 0: Defaults to user. Change to the Principal Investigator (PI) by clicking Change. Type last name, first name of PI and click Select.
- Step 1: Click on “Copy From Existing Proposal” and click Continue.

New proposal Questionnaire Copy from Existing

New Proposal Questionnaire

Step 0: *Confirm you intend for the PI of this proposal to be* Tiger, (L17) Mike the [Change](#)

Step 1: *Create a "New" Proposal or "Copy From Existing"?*

[Continue](#)

Create a New Proposal
Copy From Existing Proposal

- Step 1 Continued: Enter Proposal number in box. Make sure to use the most recent submission (transaction) if more than one submission (e.g. AM250327-01). If you use the browse function, results appear at the bottom of the screen. Do not check “Include all Proposal Attachments.” Click Continue.

New Proposal Questionnaire [Back](#)

Step 0: *Confirm you intend for the PI of this proposal to be* Tiger, (L17) Mike the

Step 1: *"New" or "Copy From Existing"?* Copy from Existing Proposal

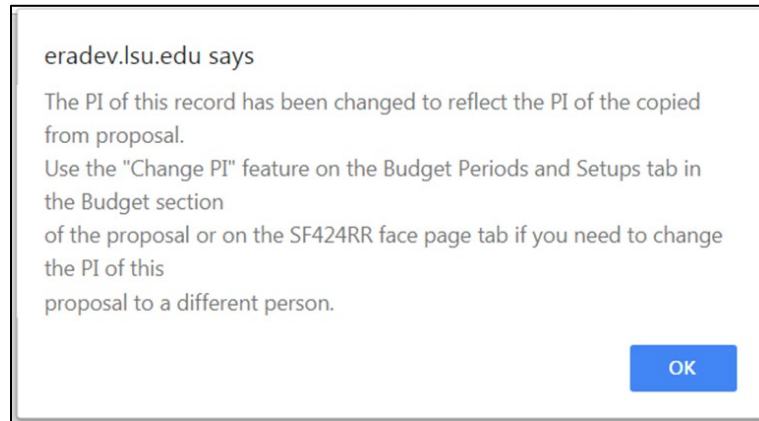
Step 1: *Continued*

AM250327 [Browse](#)

Include all Proposal Attachments ☐

[Continue](#)

- The PI in Step 1 will automatically change once you copy the proposal. If you had not updated the PI in Step 0, then you will get this warning message. Click OK.



- Step 2: Choose Proposal Type that applies to your proposal (i.e. Supplement, Revision, Continuation-New, Continuation-Non-Competing). Click Continue.

New Proposal Questionnaire Back

Step 0: Confirm you intend for the PI of this proposal to be Tiger, (L17) Mike the

Step 1: "New" or "Copy From Existing"? Copy from Existing Proposal

Step 1: Continued Copy from Proposal AM250632 - test for budget just

Step 2: Please Select a Proposal Type

Continue

New

Continuation-New

Continuation-Noncompeting

Revision

Renewal

Supplement

Resubmission

Notice/Letter of Intent

Pre-proposal

Modification/Prior Approval Request

Other Miscellaneous Agreements

- Step 3 and 4: Auto populates
- Step 5: Copy proposal title from Step 1: Continued. Click Continue.

New Proposal Questionnaire Back

Step 0: Confirm you intend for the PI of this proposal to be Tiger, (L17) Mike the

Step 1: "New" or "Copy From Existing"? Copy from Existing Proposal

Step 1: Continued Copy from Proposal AM250327 Title for this Proposal

Step 2: Proposal Type Continuation-New

Step 3: Selected Sponsor National Institutes of Health (NIH)

Step 4: "Tracking" Number or "Proposal" Number This proposal will be automatically numbered.

Step 5: Proposal's Title

Title for this Proposal

Continue

- Steps 6-7: Auto Populate
- Click Create Proposal.

New Proposal Questionnaire

Back

Step 0: Confirm you intend for the PI of this proposal to be Tiger, (L17) Mike the

Step 1: "New" or "Copy From Existing"? Copy from Existing Proposal

Step 1: Continued Copy from Proposal **AM250327 - Title for this Proposal**

Step 2: Proposal Type Continuation-New

Step 3: Selected Sponsor National Institutes of Health (NIH)

Step 4: "Tracking" Number or "Proposal" Number This proposal will be automatically numbered.

Step 5: Proposal's Title Title for this Proposal

Step 6: Project Start and End Dates 01-Nov-2024 to 31-Oct-2026

Step 7: Number of Budget Periods 2

Is all of the above information correct?

Step back through responses Create Proposal

***NOTE:** Clicking "Create Proposal" will create a new proposal with the properties you have indicated above. There is one final screen of questions to be completed before you can start entering your new proposal. Again, you will be able to change the properties of the proposal once it has been created if need be.

Setup Questions

- This tab gathers general information about your proposal. After you complete this section, additional proposal tabs will appear to the left of the screen.



Click Done on top left to close out the proposal. Do not close browser using X on top right.

Done Save

Title for this Proposal
Test (L17) Mike the Tiger - LSUAM | Sch of VETM | Pathobiological Sciences | CC00293 (National Institutes of Health (NIH))

Proposal AM250331

Setup Questions
LSU Questionnaire

Setup Questions

Show Reset Defaults Completed



Hover your mouse over ? icons to see instructions or definitions.

HELP INFORMATION

The sponsor selected on the New Proposal Questionnaire appears here. Click **Change** to update. Changing the sponsor may change the available Submission Mechanism/Screen Template for Grants.gov submissions.

Project?
Sponsored project?
ation
his Submission?

- For proposals associated with SPS converted records, GeauxGrants will automatically generate a Proposal/Record/Institution #. GeauxGrants numbering will be AMFYXXXXXX. For Fiscal Year (FY) 2026, all numbers begin with AM26.
- All tabs and information from the previous GeauxGrants proposal you copied will appear.
 - If you previously submitted via Grants.gov (S2S) and are now doing a manual proposal, you will need to switch the screen mechanism.
 - If you previously submitted a manual proposal, you can skip the changing screen mechanism section and proceed to Link Proposal to Master Submission (first submission).

Changing Screen Mechanism:

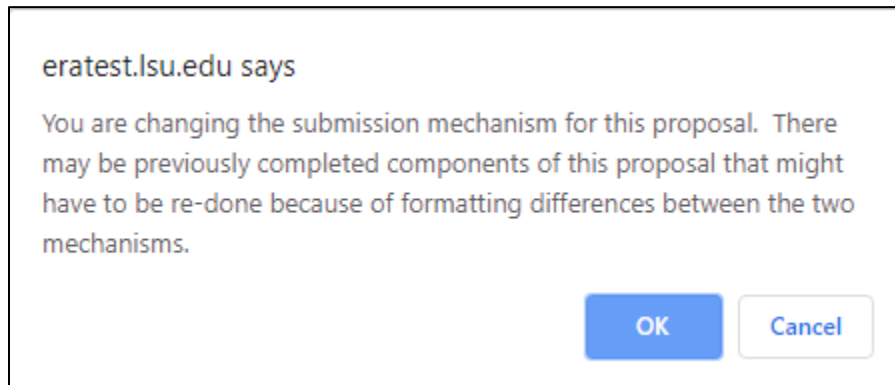
- Step 1 – Click Show in top right.

The screenshot shows the 'Setup Questions' section of the GeauxGrants interface. At the top right, there is a 'Show' button highlighted with a yellow box and an orange arrow. Other buttons include 'Done', 'Save', 'Reset Defaults', and a 'Completed' checkbox. The page title is 'Title for this Proposal' and the proposal number is 'AM250331'.

- Step 2 – Under Submission Mechanism/Form Information change Submission Mechanism/Screen Template to Generic Proposal Template.

The screenshot shows the 'Submission Mechanism/Form Information' section. On the right side, there is a dropdown menu with the following options: '424 R&R NSF Dynamic (electronic submission)', '424 R&R NSF Dynamic (electronic submission)', 'Generic Proposal Template', 'Modification Request', and 'Other Miscellaneous Agreement'. The first two options are highlighted with a blue box and an orange arrow. Below the dropdown menu, there is a text input field with the value '17-555' and two links: 'Get Opportunity Number' and 'Spin Opportunity Information'.

- Step 3 – You will get a warning message. Click OK.



Link Proposal to Master Submission (first submission)

- Step 1 – Under General Proposal Properties, next to Link to existing proposal, click Look Up.

General Proposal Properties

Will your proposal involve the use of Human Subjects? ☐ Yes ☐ No

Will your proposal involve the use of Laboratory Animals? ☐ Yes ☒ No

Will your proposal involve multiple principal investigators? ☐ Yes ☒ No

Will your proposal be a training grant? ☐ Yes ☒ No

Associated Departments [Add](#)

PI Departments [Add](#)

Associated Centers/Programs [Add](#)

Link to existing proposal [None Identified](#) [Look Up](#)

- Step 2 – This will bring up a list of all of the PI's proposals. Under Institution column, click on funnel to filter to the proposal number you have copied.

Select Master Proposal

Sponsor name	Institution #	Sponsor Award #	Title
National Science Foundation (NSF)	49900-1		NSF Grants.gov Proposal
LA Board of Regents (BOR)	AM200011		ance Approvals Test proposal
LA Board of Regents (BOR)	AM200012		Proposal with Cost Sharing
National Aeronautics & Space Administration (NASA)	AM200016		Danielle Cintron
LA Board of Regents (BOR)	AM200018		Manual Proposal
National Institutes of Health (NIH)	AM200024		NIH Grants.gov proposal
National Aeronautics & Space Administration (NASA)	AM200030		Proposal

20 items per page 1 - 7 of 7 items

- Step 3 – Click on record to populate Setup Questions tab with linked proposal.

AM230282 - Test proposal for Upgrade
Test (L17) Mike the Tiger - LSUAM | Sch of VETM | Pathobiological Sciences | CC00293 (LA Department of Health (LDH))

Proposal: AM230282-01

Completed ☒

Setup Questions

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 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.

If the 'Show' button is not available or changes are needed, please contact your departmental grant administrator or the Office of Sponsored Programs at osp@lsu.edu.

Submission Mechanism/Form Information

Proposal Sponsor: LA Department of Health (LDH)

- Step 4 - The proposal number now changes to the next child submission (previously transaction). For records created from SPS converted records, the numbering will not be correct. In the example below, the next transaction/submission should be 49318-2 instead of the auto numbering of 49318-1-01. Contact osp@lsu.edu to correct the institution number **BEFORE** you route the request. This institution number will appear on all routing emails.

AM230282 - Test proposal for Upgrade
Test (L17) Mike the Tiger - LSUAM | Sch of VETM | Pathobiological Sciences | CC00293 (LA Department of Health (LDH))

Proposal: 49318-1-01

Completed ☒

Setup Questions

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 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.

If the 'Show' button is not available or changes are needed, please contact your departmental grant administrator or the Office of Sponsored Programs at osp@lsu.edu.

Submission Mechanism/Form Information

Proposal Sponsor: LA Department of Health (LDH)

- Read instructions at the top of the page, answer all questions. Click Save at any point to preserve all data entered. Clicking Completed will validate form and will prompt user to save changes by clicking OK.
- Deadline: Enter deadline date as the date you would like OSP to submit your proposal. If submission has a deadline then you must also enter deadline time. Use Central Time Zone. For sponsors with deadlines after work hours, enter 5:00 PM. **All proposal must be submitted by OSP before 5:00 PM.**
- Associated Departments: If the proposal includes investigators from multiple units, the Associated Department will need to be added in order for these investigators and their associated unit heads/administrators to view the proposal.
 - To add associated departments (i.e. CCT, CAMD, joint appointments, etc.), click add next to associated departments.
 - If the PI has a joint appointment, click Add next to PI Departments.

Associated Departments [Add](#)

PI Departments [Add](#)

- This field is progressive text and you only need to enter part of name to populate. Click Select.

Department

Filter by Institution

Louisiana State University and Agricultural and Mechanical College ▼

- You will then see a toggle by the PI Departments. The unit that is marked will be the Primary Department for the proposal and any resulting award. Select and then click Save in top Left.



The Primary Department will administer the award in Workday.

Associated Departments ?

LSUAM | Sch of VETM | Pathobiological Sciences

Add

PI Departments ?

☒ LSUAM | Sch of VETM | Pathobiological Sciences
 ☐ LSUAM | ORED | CCT Director's Office

Remove

Add

- Click Add to add the additional department. This field is progressive text and you only need to enter part of name to populate. Click Select.

General Proposal Properties

Will your proposal involve the use of Human Subjects? ?

☐ Yes
 ☒ No

Will your proposal involve the use of Laboratory Animals? ?

☐ Yes
 ☒ No

Will your proposal involve multiple principal investigators? ?

☐ Yes
 ☒ No

Will your proposal be a training grant? ?

☐ Yes
 ☒ No

Associated Departments ?

LSUAM | Sch of VETM | Pathobiological Sciences

Add

PI Departments ?

LSUAM | Sch of VETM | Pathobiological Sciences

Add

Department

Filter by Institution

Louisiana State University and Agricultural and Mechanical College ▼

LSU Questionnaire

This is where we capture compliance, budget and specific information about your proposal, including investigators for F&A & Project % Credits.

- The LSU questionnaire will populate with answers from the previous transaction. Double check each answer as it applies to the current transaction.
- To change the title, enter new title in the Proposal Title box.
- Answer all mandatory questions. Yes answers may include a prompt for additional information. Click Save at any point to preserve all data entered. Clicking Completed will validate form.



Make sure to answer correctly before routing as many of these questions trigger an approval step in the route.

This is a test manual proposal for Dept Admin.
(L14) Mike the Tiger - LSUAM | Sch of VETM | Pathobiological Sciences (Alfred P. Sloan Foundation)

Proposal AM200151

✓ Setup Questions
✓ **LSU Questionnaire**
Budget
✓ Personnel
Internal Uploads & Routing
Tasks
Proposal Tracking (PT)

Data Collection

LSU Questionnaire
Answer all questions and complete all required fields (*). When done, check Complete at top right of page.

Proposal #: AM200151

* Proposal Title:
This is a test manual proposal for Dept Admin.

Compliance Information.

* 1) Human Subjects records or samples? (Please go back to Setup Questions tab to change answer if needed)
Yes ☐ No ☒

* 2) Vertebrate animals? (Please go back to Setup Questions tab to change answer if needed)
Yes ☐ No ☒

* 3) Recombinant DNA, infectious agents, transgenic plants or animals, human or primate cells/tissues or biological toxins?
Yes ☐ No ☒

* 4) Radiation sources? This includes projects that involve sources of radiation, use of CAMD, or use of Class 3B or 4 lasers.
Yes ☐ No ☒

* 5.) Export Controls

* a.) LSU personnel to hand carry, deliver or ship equipment, components, materials, or software on media internationally?
Yes ☐ No ☒

* b.) Export-controlled, confidential or proprietary information to be received on campus?
Yes ☐ No ☒

* c.) Restrict foreign national participation or dissemination of results (e.g. publication restrictions)?
Yes ☐ No ☒

* d.) Development of encryption software?
Yes ☐ No ☒

* e.) A portion of the work to be conducted outside of the U.S?
Yes ☐ No ☒

* f.) Foreign sponsor or foreign researcher involvement (non-LSU employees)?
Yes ☐ No ☒

* 6) Special data security requirements (e.g. NIST 800)?
Yes ☐ No ☒

Validate Complete

- Investigators % F&A Distribution & % Project Credit (#26) of the LSU Questionnaire. You will enter the Investigator Name, Role, Department, and %. If an investigator has a joint appointment and required to split his/her credit between units, you will need to enter them twice. To add additional investigators or departments click the Add button.

*** 26) Investigator**

* Investigator	* Role	* Department	* % F&A Distribution	* % Project Credit	
Tiger, (L14) Mike the	a) Principal Investigator	LSUAM ORED CCT Director's Office	50.00	0.00	X
Tiger, (L14) Mike the	a) Principal Investigator	LSUAM Sch of VETM Pathobiological Sciences	50.00	100.00	X

Add

- To enter the Investigator Name or Department, click the pencil icon. For Department, begin typing the cost center name/Investigator name in the search box. The box should be progressive text. Once it appears, click on unit name and then click Select.

Departments

path:

LSUAM | Col of AGRI | Plant Pathology and Crop Physiology | CC00110
 LSUAM | Sch of VETM | Pathobiological Sciences | CC00293

Pick from the tree view

- Louisiana State University
 - Board of Supervisors
 - Conversion Organizational Unit
 - LSUAM | Athletics
 - LSUAM | Centralized Expenditures
 - LSUAM | EVP Finance and Administration/CAO
 - LSUAM | Executive VP and Provost
 - LSUAM | External Members
 - LSUAM | Office of the President
 - LSUAM | Property Management - Asset Disposal or Surplus | CC01105
 - LSUAM | VP and Chief Data Officer
 - LSUAM | VP Engagement, Civil Rights, and Title IX
 - LSUAM | VP External Affairs
 - LSUAM | VP Strategic Communications
 - LSUAM | VP Strategy

Select **Close**

- After you answer all mandatory questions, click Complete. Checking the Complete box will perform Validations. Click Ok on pop-up box to show errors.

Done Save This is a test manual proposal for Dept Admin.
 (L14) Mike the Tiger - LSUAM | Sch of VETM | Pathobiological Sciences (Alfred P. Sloan Foundation)

Proposal AM200151

Setup Questions
 LSU Questionnaire
 Budget
 Personnel
 Internal Uploads & Routing

Data Collection

These Mandatory Questions need to be completed

Page Question

3) Recombinant DNA, infectious agents, transgenic plants or animals, human or primate cells/tissues or biological toxins?

Validate Complete

Budget

See separate user guide for [Creating a Detailed Budget](#).

Note: If a sponsor requires the use of the sponsor's budget template, then a simplified budget may be entered in GeauxGrants. Follow the instructions for [Creating a Simplified Budget](#).

Since this transaction is copied from a previous transaction, previous budget information will populate. It may be necessary to update the budget period, salary, fringe benefit, tuition remission and F&A rates. Each transaction may have its own stipulations on F&A, Budget Period, and budget limits. Review your RFP/ Previous Award Guidelines for compliance.

- To update the budget period dates, follow our help guide for [Updating the Period of Performance](#).
- To refresh an individual's salary to reflect their current salary:
 1. On the Budget Detail screen for the PI - Click the Appointments tab

Budget Detail for: Tiger, (L17) Mike

Detail **Appointments** Justifications Cost Sharing Effort Periods Save and Close Save Close

Costs by Budget Period Show Calculation Details

PERIOD	ROLE	BASE SALARY	CALENDAR	ACADEMIC	SUMMER	SALARY		FRINGE BENEFITS	TOTAL	MANUAL*
1	PD/PI	75,000	0.00	0.00	0.00	0	Employee	0	\$ 0	<input type="checkbox"/>
2	PD/PI	75,000	0.00	0.00	0.00	0	Employee	0	0	<input type="checkbox"/>
3	PD/PI	75,000	0.00	0.00	0.00	0	Employee	0	0	<input type="checkbox"/>
Total						\$ 0		\$ 0	\$ 0	

☐ Leave the base salary field blank in submission PDFs/XML

****Click Save to calculate salary and fringe benefits. This is required because appointment data is being used.**

***Increments marked manual will ignore defined appointments for purposes of calculations.**

2. Click the refresh from profile button to pull the new salary information.

Budget Detail for: Tiger, (L17) Mike

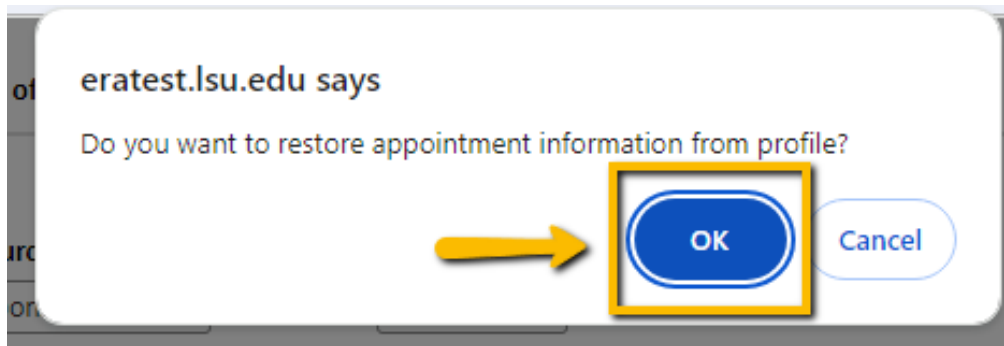
Detail **Appointments** Justifications Cost Sharing Effort Periods Save and Close Save Close

Salary/Payroll Information Refresh From Profile Add Appointment

APPOINTMENT	APPOINTMENT START/END	BASE SALARY	FRINGE BENEFITS	NET SALARY	DELETE
Type: Calendar Months: 12 Continue <input checked="" type="radio"/> Recycle <input type="radio"/> Annual Inflation <input type="text"/>	S: 01-Jan-2019 E: 31-Dec-2019	75,000 Per Appt	Employee Amount: 33,000	108,000 Total: 108,000	

☐ Apply inflation on the Primary Appointment Anniversary Date

- On the dialog box that pops up click OK.



- The profile is now refreshed to show the current salary.

Budget Detail for: Tiger, (L17) Mike

Detail **Appointments** Justifications Cost Sharing Effort Periods

Save and Close Save Close

Salary/Payroll Information Refresh From Profile Add Appointment

APPOINTMENT	APPOINTMENT START/END	BASE SALARY	FRINGE BENEFITS	NET SALARY	DELETE
Type: Calendar Months: 12 Continue <input checked="" type="radio"/> Recycle <input type="radio"/> Annual Inflation <input type="text"/>	S: 01-Jan-2019 E: 31-Dec-2019	75,000 Per Appt	Employee Amount: 33,000	108,000	
Total:				108,000	

☐ Apply inflation on the Primary Appointment Anniversary Date

Personnel

All personnel listed on the detailed budget will populate on this tab. If you enter individuals on the Personnel tab, that person will automatically populate on the Budget tab and vice versa.



You must add all investigators that are in #26 of the LSU Questionnaire to the Personnel tab. This will ensure that all necessary routing approvals are received.

- To add investigators, type in their name, choose role using the dropdown, begin typing name, and click Save.

- If you created a detailed budget, effort from the budget will automatically populate on the Personnel tab. If you created a Simplified budget, you will enter senior personnel effort on the Personnel tab. Click the lock button next to Person Months to edit.

- Type in the annual effort (requested + cost shared). If the effort varies each year, type in the average. Click Save.
- The Responsible column indicates who is an Investigator per PS-98 for Financial Conflict of Interest. PD/PI and Co-PD/PI are automatically checked. All LSU PI and Co-Investigators should be checked. Indicate other responsible investigators by clicking the checkbox by their name.
- COI column will either have a green check, yellow sign, or red question mark.
 - If green check mark appears, a Significant Financial Interest (SFI) disclosure has been “Received in GeauxGrants.”
 - If red question mark appears, a SFI disclosure has either been “Created; No Disclosure” or there is “No Current Disclosure”. SFI needs to be submitted.

- The Legend describes who is on the Prime and who is on the Subaward.

The screenshot shows a table with two sections: 'Senior/Key' and 'Non-Key'. The 'Senior/Key' section has a row for '(L14) Mike the Tiger' and a row for 'Bob Nicholls'. The 'Non-Key' section has a row for 'TBH Graduate Student'. Annotations include an arrow pointing to the 'RESPONSIBLE' column header, a box around the 'Bob Nicholls' row with a note 'Need to uncheck for Subaward senior/key personnel', and a box around the legend at the bottom left.

Senior/Key							PERSON MONTHS			CV/BIOSKETCH	CURRENT/PENDING SUPPORT	REMOVE
PI	NAME/ROLE	MAIL	ALERT	COI	RESPONSIBLE	ORGANIZATION / DEPARTMENT	CALENDAR	ACADEMIC	SUMMER			
(L14) Mike the Tiger PD/PI *	Certifications and Training				<input checked="" type="checkbox"/>	Louisiana State University and A&M College LSUAM Sch of VETM Pathobiological Sciences	0	2	0			
Bob Nicholls SubAward PI	Certifications and Training				<input type="checkbox"/>	Nicholls State University Nicholls State University	0	0	0			

Non-Key							PERSON MONTHS			CV/BIOSKETCH	CURRENT/PENDING SUPPORT	REMOVE
PI	NAME/ROLE	MAIL	ALERT	COI	RESPONSIBLE	ORGANIZATION / DEPARTMENT	CALENDAR	ACADEMIC	SUMMER			
TBH	Graduate Student Certifications and Training				<input type="checkbox"/>	Louisiana State University and A&M College Louisiana State University and A&M College	6	0	0			

Legend:

- Prime
- SubAward - AM200151-subk-01 (Bob Nicholls)

- Check Complete when done. Complete must be unchecked before editing the information.

Internal Uploads & Routing

All documents for OSP review are uploaded here. Follow instructions at the top of the page.

- **Step 1:** Click Add Institution Forms/Supporting Documentation to upload documents.
- **Step 2:** After completing all previous tabs (checkmarks on left navigation), user must open both LSU Questionnaire and the Review Summary to Complete/Lock these forms.

The screenshot shows a table with columns: FORM/DOCUMENT NAME, VIEW, STATUS, UPLOAD, and REMOVE. The table has two rows: 'LSU Questionnaire (Read Only) (Proposal Documentation)' and 'Review Summary (Proposal Documentation)'. Both rows have a status of 'Incomplete' and a 'Mandatory' remove button. Annotations include arrows pointing to the 'VIEW' column and the 'STATUS' column.

FORM/DOCUMENT NAME	VIEW	STATUS	UPLOAD	REMOVE
LSU Questionnaire (Read Only) (Proposal Documentation)		Incomplete		Mandatory
Review Summary (Proposal Documentation)		Incomplete		Mandatory

The screenshot shows the 'REVIEWER SUMMARY PAGE' with a navigation bar at the top. The navigation bar includes a menu icon, a 'Lock Form' button, a 'Validate' button, and a 'Save' button. An arrow points to the 'Lock Form' button.

- **Step 3:** To route proposal for review and approvals, click the Submit button. This step must be completed seven (7) business days before the deadline for OSP to submit the proposal.

ke the Tiger - LSUAM | Sch of VETM | Pathobiological Sciences | CC00293 (Australian Catholic University) Proposal AM250324

Internal Uploads & Routing Completed ☐

Step 1: Upload proposal documents required by the sponsor in this section (i.e. budget and budget justification) and any internal documents for OSP review under "Add Institution Forms/Supporting Documents."

Step 2: Open the Review Summary page, review and confirm all entered project information is correct. When done, please indicate so by clicking the 'Lock Form' checkbox within the Reviewer Summary. This step is required to move the proposal into route.

Step 3: Please indicate the proposal is ready for routing by clicking the "Completed" checkbox and then Route Proposal by clicking the Submit Button.

Step 4: Click Accept and then Submit to route the proposal.

Current Proposal Status: **Pending**

Components for Initial Application

Pre-Review Route: Route Proposal **Submit**

Current Submission

FORM/DOCUMENT NAME	VIEW	STATUS	UPLOAD	REMOVE
LSU Questionnaire (Read Only) (Proposal Documentation)		Incomplete		Mandatory
Review Summary (Proposal Documentation)		Incomplete		Mandatory

[Add Institution Forms/Supporting Documents](#)

- **Step 4:** Click Accept and then Continue.

Certification Close

I have read and agree to the applicable certifications on the Review Summary.

☒ **Accept** ☐ Decline

Continue

- **Step 5:** If units receiving Investigator Credit are not included in the Route, follow the steps below:
 - **Step 5a:** Insert route after Step 16



Make sure to click on insert icon after Step 16. Do not click on Add new Person to Review Path. This button inserts the person at the beginning instead of the end of the route and prevents OSP from being notified of proposal.

Proposal **AM250363 - Test (L17) Mike the Tiger** "Test for Route" (Pending)

[Refresh Route](#) [Route Path - Route Proposal](#) [Add New Person to Review Path](#) [Submit](#)

Step 1	Gold/Purple Assignment	Tracy Wang	Information Only	Insert After
	Gold/Purple Assignment	Dana Tuminello	Information Only	Insert After
	Gold/Purple Assignment	Darya Delaune Courville	Information Only	Insert After
	Gold/Purple Assignment	Ryan Russell Greer	Information Only	Insert After
	Gold/Purple Assignment	Rebecca Trahan	Information Only	Insert After
Step 16	Investigators/Dept Heads/Deans	Test (L4) Mike the Tiger	Approval Required	Insert After
	Investigators/Dept Heads/Deans	Unit Dept Head	Approval Required	Insert After
	Investigators/Dept Heads/Deans	Test (L17) Mike the Tiger	Approval Required	Insert After
	Investigators/Dept Heads/Deans	Dean's Level Dept Head	Approval Required	Insert After
	Investigators/Dept Heads/Deans	Test (L5) Mike the Tiger	Approval Required	Insert After

- **Step 5b:** Type Name of Investigator, choose Approval Required and click Add. Newly added Investigator will be added to the Route and a notification will be sent for his/her review and approval.

Add step [Begin typing name here](#) [Add](#) [Cancel](#)

☐ Informational Only
☒ Approval Required

- **Step 5c:** Inserted Investigator will appear after Step 16. Click Submit in top right to route the proposal.

Proposal **AM250363 - Test (L17) Mike the Tiger** "Test for Route" (Pending)

[Refresh Route](#) [Route Path - Route Proposal](#) [Add New Person to Review Path](#) [Submit](#)

Step 1	Gold/Purple Assignment	Tracy Wang	Information Only	Insert After
	Gold/Purple Assignment	Dana Tuminello	Information Only	Insert After
	Gold/Purple Assignment	Darya Delaune Courville	Information Only	Insert After
	Gold/Purple Assignment	Ryan Russell Greer	Information Only	Insert After
	Gold/Purple Assignment	Rebecca Trahan	Information Only	Insert After
Step 16	Investigators/Dept Heads/Deans	Test (L4) Mike the Tiger	Approval Required	Insert After
	Investigators/Dept Heads/Deans	Unit Dept Head	Approval Required	Insert After
	Investigators/Dept Heads/Deans	Test (L17) Mike the Tiger	Approval Required	Insert After
	Investigators/Dept Heads/Deans	Dean's Level Dept Head	Approval Required	Insert After
	Investigators/Dept Heads/Deans	Test (L5) Mike the Tiger	Approval Required	Insert After
Inserted Step	Inserted Step	Test (L10) Mike the Tiger	Approval Required	Insert After Remove

No comments have been recorded yet

- After proposal is routed, 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.

Current Proposal Status: Routing

Components for Initial Application

Current Submission

FORM/DOCUMENT NAME	VIEW	STATUS	UPLOAD	REMOVE
LSU Questionnaire (Read Only) (Proposal Documentation)		Completed		Mandatory
Review Summary (Proposal Documentation)		Completed		Mandatory

[Add Institution Forms/Supporting Documents](#)

Active Routing Progress Open Full

AM250363 - Test (L17) Mike the Tiger "Test for Route"

Submitted by Josh Steven Boudreaux on behalf of Test (L17) Mike the Tiger

Route Name	Route Type	Step Number/Name	Who	Notified	Notification Type	Decision	Insert	Remove
Route Proposal	Pre-Review	Step 1 - Gold/Purple Assignment	Tracy Wang	02-Dec-2024 11:34:51 AM	Information Only	Informed -		
Route Proposal	Pre-Review		Dana Tuminello	02-Dec-2024 11:34:52 AM	Information Only	Informed -		
Route Proposal	Pre-Review		Darya Delaune Courville	02-Dec-2024 11:34:52 AM	Information Only	Informed -		
Route Proposal	Pre-Review		Ryan Russell Greer	02-Dec-2024 11:34:52 AM	Information Only	Informed -		
Route Proposal	Pre-Review		Rebecca Trahan	02-Dec-2024 11:34:53 AM	Information Only	Informed -		
Route Proposal	Pre-Review	Step 16 - Investigators/Dept Heads/Deans	Test (L17) Mike the Tiger	02-Dec-2024 11:34:54 AM	Approval Required		Insert After	

- Click Done in the top left corner.

this is a test for Manual
 Test (L17) Mike the Tiger - LSUAM | Sch of VETM | Pathobiological Sciences | CC00293 (Alfred P. Sloan Foundation)

Setup Questions