## 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.



- **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.



- **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.



- **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.



- 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.



## 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.

- o **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.

- o **Routing Approvals Received** – All institutional approvals have been received (except OSP).

- o **Approved to Submit** – OSP proposal approval. No changed can be made.

- o **Submitted** – Proposal has been submitted to sponsor.

- o **Tentative Grant Request** – Department requested tentative grant, but no award has been received.

- o **Award Received** – Proposal has been funded and award documents received by OSP.

- o **Declined** – Sponsor did not fund proposal.

- o **Withdrawn by PI** – PI decided not to submit proposal to sponsor.

- o **Withdrawn** – Proposal was submitted to sponsor and then withdrawn by university.

- o **Awarded to PI** – Proposal required submission by university, but award was made directly to PI (e.g. LA Board of Regents TGEF)

- o **Disapproved** – Proposal was routed for institutional approvals but was not approved for submission.

- o **Mod Request Approved** – Modification/Prior Approval request has been approved.

- o **Other Agreement Awarded** – Other Miscellaneous Agreement is fully-executed.

- o **Returned Without Review** – Record was routed incorrectly, and OSP returned without reviewing.

- o **Converted Award Received** – This status is associated with converted records from SPS. Proposal has been funded and award documents received by OSP.

- o **Revised** – Indicates a Revision was submitted to sponsor.

- o **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 |
| --- | --- |

## Sponsor tab

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



## 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.

## 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.



## 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.



- 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.



- 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.