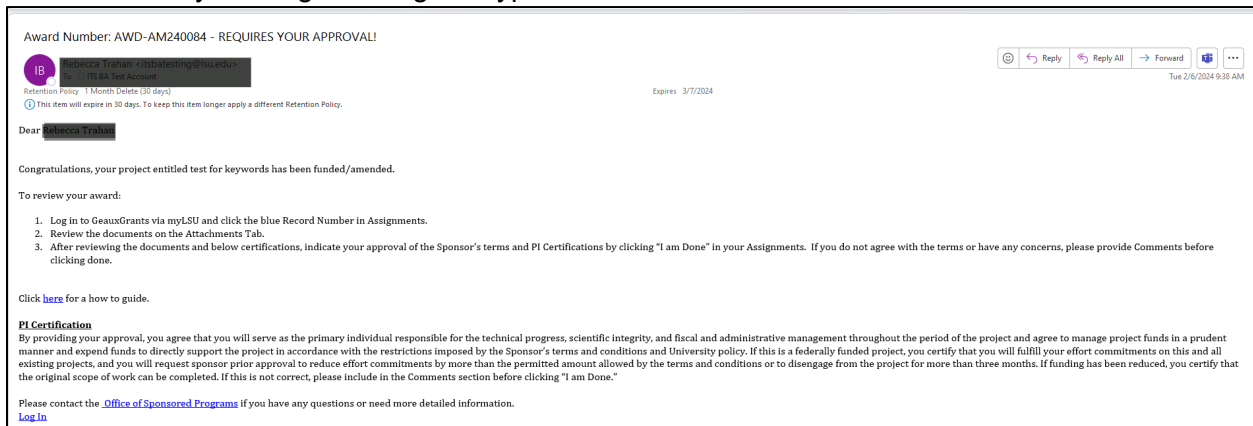


Award Review and Approval

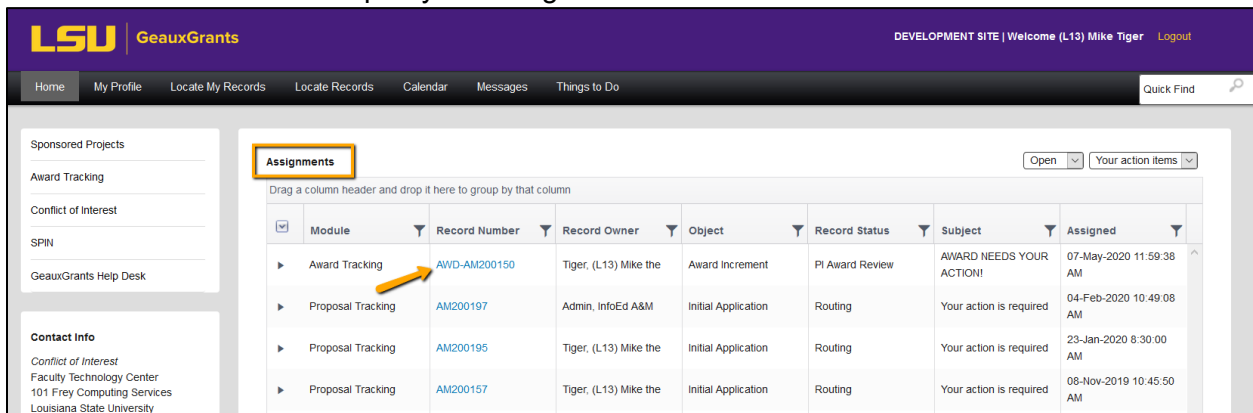
Workday is the official system of record for Sponsored Awards. GeauxGrants is used to capture additional award information, store award documents, and capture Principal Investigator (PI) approval of award terms and conditions.

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 <https://www.lsu.edu/geauxgrants/>. Under Assignments, click on the corresponding Record Number to open your Assignment.



Task/Assignment Page

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

Assignment I am done Forward Close

Drag a column header and drop it here to group by that column

Module	Record Number	Record Owner	Object	Assignment Type	Record Status	Subject	Assigned
Award Tracking	AWD-AM240054	Trahan, Rebecca	Award Increment	Action Item	PI Award Review	Award Number: AWD-AM240054 - REQUIRES YOUR APPROVAL!	06-Feb-2024 9:38:22 AM
Record Title		test for keywords					

Dear Rebecca Trahan
Congratulations, your project entitled test for keywords has been funded/amended. To review your award:

- Log in to GeauxGrants via myLSU and click the blue Record Number in Assignments.
- Review the documents on the Attachments Tab.
- After reviewing the documents and below certifications, indicate your approval of the Sponsor's terms and PI Certifications by clicking "I am Done" in your Assignments. If you do not agree with the terms or have any concerns, please provide Comments before clicking done.

Click here for a how to guide [PI Certification](#). By providing your approval, you agree that you will serve as the primary individual responsible for the technical progress, scientific integrity, and fiscal and administrative management throughout the period of the project and agree to manage project funds in a prudent manner and expend funds to directly support the project in accordance with the restrictions imposed by the Sponsor's terms and conditions and University policy. If this is a federally funded project, you certify that you will fulfill your effort commitments on this and all existing projects, and you will request sponsor prior approval to reduce effort commitments by more than the permitted amount allowed by the terms and conditions or to disengage from the project for more than three months. If funding has been reduced, you certify that the original scope of work can be completed. If this is not correct, please include in the Comments section before clicking "I am Done." Please contact the Office of Sponsored Programs if you have any questions or need more detailed information.

Finalize Assignment

Supporting Attachments (Optional) [Add](#)

No Attached Documents

Comments:

Next Step/Decision: PI Review Completed

Assign to: Automatic as per configurations

- This will open up the Award Increment Detail.

AWD-49801-1 Test Proposal Award AWD-49801-1

Test (L17) Mike the Tiger - LSUAM | Sch of VETM | Pathobiological Sciences

Award Increment Detail - Last Updated on 13-Aug-2021 10:03:33 AM

Summary	Award Date		Award Number	Award Type			
Award Increments (2)	03-Aug-2021		R01CA123456	Incremental Funding			
01-Jul-2020 / Initial Award	Start Date		End Date	Document Number			
03-Aug-2021 / Incremental Funding	01-Jul-2021		30-Jun-2022				
Version 1	Award Versions						
Deliverables	Date	Number - Name	By	Active	Status	Amount	Open
Assignments	03-Aug-2021	1 -	Michelle Sharp Pennington	<input checked="" type="checkbox"/>	Active	74,000.00	
Related Proposals (1)	Facilities and Administration Costs						
Terms & Conditions	Institution Base/Target Scheme <input type="text"/> Show						
SubProjects (0)	Base		Manual <input type="text"/> Show Rate	Manual (use adjacent box) <input type="text"/>	0.000		
	Sponsor Calculation Method		Auto (pre-defined bases/rates) <input type="text"/>				

- Step 2: Click on Attachments tab in left menu to see award document. Click File Name to open document.

Attachments - Last Updated on 29-Nov-2022 10:27:07 AM

Name	Category	Folder	Versions	Last Updated	Select
Amendment 1	Amendment	ROOT	1	29-Nov-2022 10:27:08 AM	<input type="checkbox"/>
Initial Award.docx	Notice of Grant Award	ROOT	1	21-Sep-2022 1:44:26 PM	<input type="checkbox"/>

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

Done Save AWD-AM230282 Test proposal for Upgrade
Test (L17) Mike the Tiger - LSUAM | Sch of VETM | Pathobiological Sciences | CC00293

- 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.

Assignment

I am done Forward Close

Click "I am Done" to approve award

Module	Record Number	Record Owner	Object	Assignment Type	Record Status	Subject	Assigned
Award Tracking	AWD-AM240084	Trahan, Rebecca	Award Increment	Action Item	PI Award Review	Award Number: AWD-AM240084 - REQUIRES YOUR APPROVAL!	08-Feb-2024 9:38:22 AM

Record Title: test for keywords

Dear Rebecca Trahan
Congratulations, your project entitled test for keywords has been funded/amended. To review your award:

1. Log in to GeauGrants via myLSU and click the blue Record Number in Assignments.
2. Review the documents on the Attachments Tab
3. After reviewing the documents and below certifications, indicate your approval of the Sponsor's terms and PI Certifications by clicking "I am Done" in your Assignments. If you do not agree with the terms or have any concerns, please provide Comments before clicking done.

Click here for a how to guide [PI Certification](#) By providing your approval, you agree that you will serve as the primary individual responsible for the technical progress, scientific integrity, and fiscal and administrative management throughout the period of the project and agree to manage project funds in a prudent manner and expend funds to directly support the project in accordance with the restrictions imposed by the Sponsor's terms and conditions and University policy. If this is a federally funded project, you certify that you will fulfill your effort commitments on this and all existing projects, and you will request sponsor prior approval to reduce effort commitments by more than the permitted amount allowed by the terms and conditions or to disengage from the project for more than three months. If funding has been reduced, you certify that the original scope of work can be completed. If this is not correct, please include in the Comments section before clicking "I am Done." Please contact the [Office of Sponsored Programs](#) if you have any questions or need more detailed information.

Finalize Assignment

Supporting Attachments (Optional) Add
No Attached Documents

Comments:

Next Step/Decision: PI Review Completed
Assign to: Automatic as per configurations

Add any comments for OSP review before clicking "I am Done"