

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

Creating Grants.gov Proposals

Proposals submitted via Grants.gov (except for NIH) will follow this training guide. Federal sponsors who use Grants.gov include: National Institutes of Health (NIH), National Science Foundation (NSF), National Oceanic and Atmospheric Administration (NOAA), Department of Energy (DOE), US Department of Agriculture (USDA), Department of Education (DOED), Department of Defense (DOD), Department of State (DOS), Department of Homeland Security (DHS), and US Geological Survey (USGS).

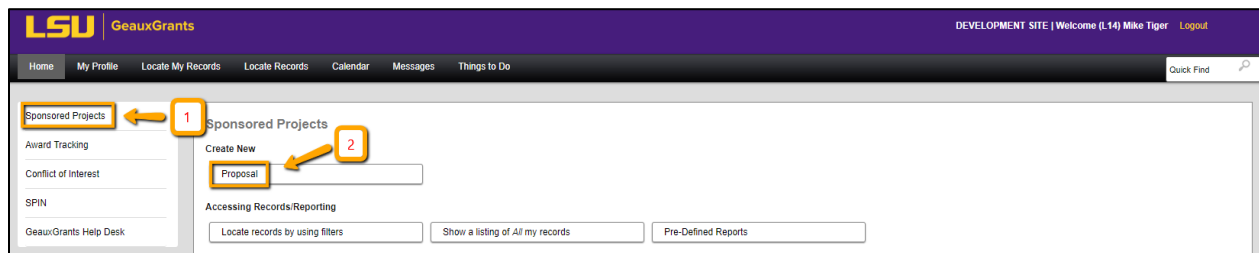
For NIH Proposals, follow the [Creating National Institutes of Health \(NIH\) Proposals](#) user guide.

NSF proposals that must be submitted via Research.gov (i.e. linked collaborative proposals, proposals will no PI effort, proposals with subawards) and NIH multi-component proposals will follow [Creating Manual Proposals](#) user guide. These proposals will need to separately be loaded in the respective sponsor system.

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



New Proposal Questionnaire

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.

- **Step 0:** Defaults to user. You can change to another Principal Investigator (PI) by clicking Change. Type last name, first name of PI and click Select.

New Proposal Questionnaire

Step 0: Confirm you intend for the PI of this proposal to be Tiger, (L13) Mike the [Change](#)

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

[Continue](#)

Create a New Proposal
Copy From Existing Proposal

- **Step 1:** Click on "Create a New Proposal" and click Continue

New Proposal Questionnaire

Step 0: Confirm you intend for the PI of this proposal to be Tiger, (L14) 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:** Choose Select from Grants.Gov Opportunities and enter the opportunity number, partial number (i.e. OAA), or keyword and click Search. A list will populate with all possible opportunity numbers.

New Proposal Questionnaire

[Back](#)

Step 0: Confirm you intend for the PI of this proposal to be Tiger, (L14) Mike the [Change](#)

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

Step 1: Continued

Create a New Proposal

Select from Grants.Gov Opportunities

S2S [Search](#)

- Click Select next to the correct opportunity number

New Proposal Questionnaire

[Back](#)

Step 0: Confirm you intend for the PI of this proposal to be Tiger, (L14) Mike the [Change](#)

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

Step 1: Continued

Create a New Proposal

Select from Grants.Gov Opportunities

DE-FOA-0002181 S2S [Search](#)

Opportunity Number	CFDA Number	Competition ID	Competition Title	PackageID	S2S	Opening Date	Agency	Title
DE-FOA-0002181 Select	81.049	DE-FOA-0002181	FY 2020 Continuation of Solicitation for the Office of Science Financial Assistance Program	PK000256304	✓	01-Nov-2019	Office of Science	FY 2020 Continuation of Solicitation for the Office of Science Financial Assistance Program

- **Step 2:** Choose Proposal Type and Click Continue.

New Proposal Questionnaire

[Back](#)

Step 0: Confirm you intend for the PI of this proposal to be Billiot, Gina Larpenr Change

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

Step 2: Please Select a Proposal Type

[Continue](#)

Create a New Proposal

New

- **Step 3:** The Sponsor will populate based on the selected opportunity number.
- **Step 4:** Will be automatically numbered by the system
- **Step 5:** Enter Proposal's Title and click Continue

New Proposal Questionnaire Back

Step 0: Confirm you intend for the PI of this proposal to be
 Step 1: "New" or "Copy From Existing?" Tiger, (L14) Mike the Change
Create a New Proposal

Program Number	Program Name	CFDA	Competition Title	Competition ID	PackageID	Sponsor
DE-FOA-0002181	FY 2020 Continuation of Solicitation for the Office of Science Financial Assistance Program	81.049	FY 2020 Continuation of Solicitation for the Office of Science Financial Assistance Program	DE-FOA-0002181	PKG00256304	Office of Science/Department of Energy

Step 2: Proposal Type: New
 Step 3: Selected Sponsor: Office of Science/Department of Energy
 Step 4: "Tracking" Number or "Proposal" Number: This proposal will be automatically numbered.
 Step 5: Proposal's Title:

Continue Back

- **Step 6:** Enter Project Start and End Dates and click Continue
 - We recommend the start date to be the first of the month and the end date to be the last day of the month for budget calculation purposes.

New Proposal Questionnaire Back

Step 0: Confirm you intend for the PI of this proposal to be
 Step 1: "New" or "Copy From Existing?" Tiger, (L14) Mike the Change
Create a New Proposal

Program Number	Program Name	CFDA	Competition Title	Competition ID	PackageID	Sponsor
DE-FOA-0002181	FY 2020 Continuation of Solicitation for the Office of Science Financial Assistance Program	81.049	FY 2020 Continuation of Solicitation for the Office of Science Financial Assistance Program	DE-FOA-0002181	PKG00256304	Office of Science/Department of Energy

Step 2: Proposal Type: New
 Step 3: Selected Sponsor: Office of Science/Department of Energy
 Step 4: "Tracking" Number or "Proposal" Number: This proposal will be automatically numbered.
 Step 5: Proposal's Title: This is a test Grants.gov for other federal sponsors for Dept Admin trainings.
 Step 6: What are the project start and end dates?
 From:
 To:

Continue Back

- **Step 7:** Confirm number of budget periods. If this changes, the dates will need to be changed on the Budget Setup section of the Budget. Click Continue.

New Proposal Questionnaire Back

Step 0: Confirm you intend for the PI of this proposal to be
 Step 1: "New" or "Copy From Existing?" Tiger, (L14) Mike the Change
Create a New Proposal

Program Number	Program Name	CFDA	Competition Title	Competition ID	PackageID	Sponsor
DE-FOA-0002181	FY 2020 Continuation of Solicitation for the Office of Science Financial Assistance Program	81.049	FY 2020 Continuation of Solicitation for the Office of Science Financial Assistance Program	DE-FOA-0002181	PKG00256304	Office of Science/Department of Energy

Step 2: Proposal Type: New
 Step 3: Selected Sponsor: Office of Science/Department of Energy
 Step 4: "Tracking" Number or "Proposal" Number: This proposal will be automatically numbered.
 Step 5: Proposal's Title: This is a test Grants.gov for other federal sponsors for Dept Admin trainings.
 Step 6: Project Start and End Dates: 01-Jan-2020 to 31-Dec-2021
 Step 7: How many years and/or budget periods would you like?

*NOTE: If you need additional years/periods beyond 7, you may add them as needed once inside the proposal.

Continue Back

- Click Back or Step back through responses button at any step to go back to the previous step to change information.
- Ensure all information is correct and click Create Proposal.

New Proposal Questionnaire Back

Step 0: Confirm you intend for the PI of this proposal to be
 Step 1: "New" or "Copy From Existing?" Tiger, (L14) Mike the Change
Create a New Proposal

Program Number	Program Name	CFDA	Competition Title	Competition ID	PackageID	Sponsor
DE-FOA-0002181	FY 2020 Continuation of Solicitation for the Office of Science Financial Assistance Program	81.049	FY 2020 Continuation of Solicitation for the Office of Science Financial Assistance Program	DE-FOA-0002181	PKG00256304	Office of Science/Department of Energy

Step 2: Proposal Type: New
 Step 3: Selected Sponsor: Office of Science/Department of Energy
 Step 4: "Tracking" Number or "Proposal" Number: This proposal will be automatically numbered.
 Step 5: Proposal's Title: This is a test Grants.gov for other federal sponsors for Dept Admin trainings.
 Step 6: Project Start and End Dates: 01-Jan-2020 to 31-Dec-2021
 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

GeauxGrants will automatically generate a Proposal/Record/Institution #. GeauxGrants numbering will be AMFYXXXX. For Fiscal Year (FY) 2024, all numbers begin with AM24.

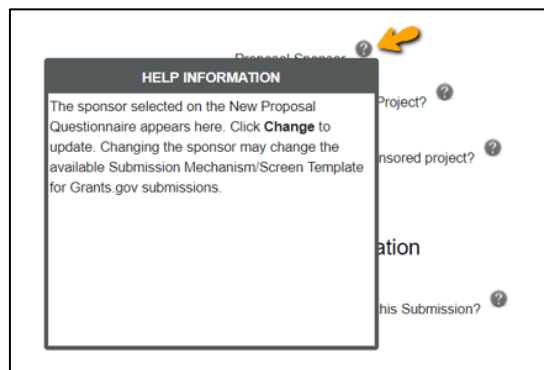
This tab gathers general information about your proposal. After you complete this section, additional proposal tabs will appear to the left of the screen.



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




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



- Read instructions at the top of the page, answer all questions. Click Save at any point to preserve all data entered. Clicking Save and Continue at the bottom right corner will validate form.
- **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 under the auto populated associated department section for the PI.
 - If the PI has a joint appointment, click Add next to PI Departments.

Associated Departments [?] LSUAM | Sch of VETM | Pathobiological Sciences
Add

PI Departments [?] LSUAM | Sch of VETM | Pathobiological Sciences
Add





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

Department Select Close

LSUAM | ORED | CCT Director's Office

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 Select Close

LSUAM | ORED | CCT Director's Office

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.

- 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.

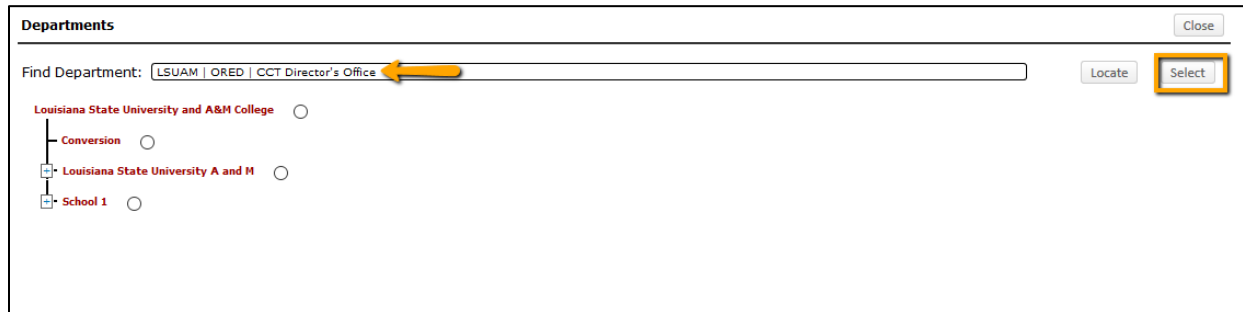
- Investigators % F&A Distribution & % Project Credit (#26) of the LSU Questionnaire. You will enter the Investigator Name, Role, Department, and %. If an investigator has a joint appointment and required to split his/her credit between units, you will need to enter them twice. To add additional investigators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

*** 26) Investigator**

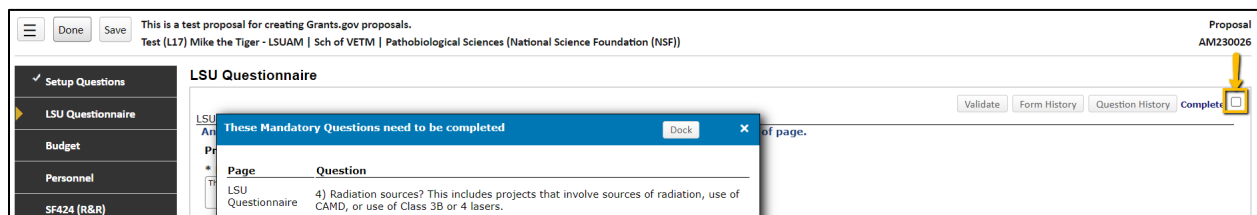
* Investigator	* Role	* Department	* % F&A Distribution	* % Project Credit	
Tiger, (L14) Mike the	a) Principal Investigator	LSUAM ORED CCT Director's Office	50.00	0.00	X
Tiger, (L14) Mike the	a) Principal Investigator	LSUAM Sch of VETM Pathobiological Sciences	50.00	100.00	X

Add

- To enter the Investigator Name or Department, click the pencil icon. For Department, begin typing the cost center name in Find Department. Once it appears, click on unit name and then click Select.



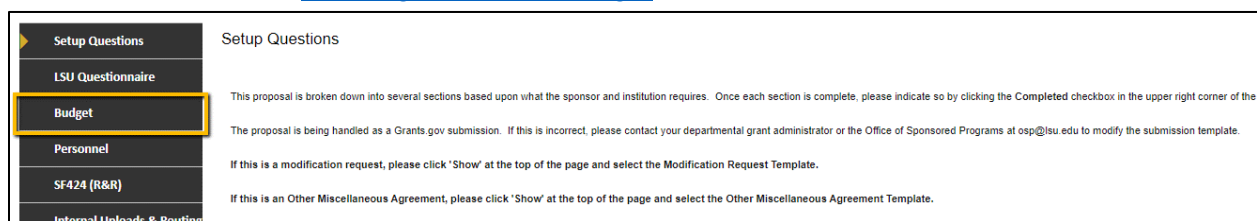
- After you answer all mandatory questions, click Complete. Checking the Complete box will perform Validations. Click Ok on pop-up box to show errors.



Budget

To determine which budget user guide to follow, you need to see if the Budget tab in GeauxGrants is italicized.

- If the budget tab is not italicized then it is included in the Grants.gov application. Follow the instructions for [Creating a Detailed Budget](#).



- If the budget tab is italicized then it is not included in the Grants.gov application. The sponsor required budget form can be found on the S2S Forms tab or is attached to the proposal per instructions in the Funding Opportunity Announcement. Follow the instructions for [Creating a Simplified Budget](#).

Setup Questions	Setup Questions
LSU Questionnaire	This proposal is broken down into several sections based upon what the sponsor and institution requires. Once each section is complete, please indicate so by clicking the Completed checkbox in the upper right corner of the page.
Budget	The proposal is being handled as a Grants.gov submission. If this is not the case, please contact your departmental grant administrator or the Office of Sponsored Programs at osp@lsu.edu
Personnel	If this is a modification request, please click 'Show' at the top of the page and select the Modification Request Template.
SF424	If this is an Other Miscellaneous Agreement, please click 'Show' at the top of the page and select the Other Miscellaneous Agreement Template.
Internal Uploads & Routing	
S2S Forms	
Finalize	Submission Mechanism/Form Information

Personnel

All personnel listed on the 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 helps 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.

- To remove a person from the budget:
 - Click on person's name after you add them to the Personnel tab.

Senior/Key							
PI	NAME/ROLE	MAIL	ALERT	COI	RESPONSIBLE	ORGANIZATION / DEPARTMENT	
1	(L13) Mike the Tiger PD/PI * Certifications and Training	✉	⚠	✓	☑	Louisiana State University and A&M College LSUAM Sch of VETM Pathobiological Sciences	
1	(L14) Mike the Tiger Co-Investigator Certifications and Training	✉		?	☑	Louisiana State University and A&M College LSUAM Col of SCI Chemistry	

- Click Budget roles, and check the budget periods that you wish to remove them from the budget.

- To update a person’s address for this proposal only, click on the person’s name. Enter address on pop-up and click Save.



To update address on all records, the investigator must edit their address under the My Profile tab at the top of the GeauxGrants Home page.

Senior/Key							
	PI	NAME/ROLE	MAIL	ALERT	COI	RESPONSIBLE	ORGANIZATION / DEPARTMENT
	<input type="radio"/>	(L13) 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
	<input type="radio"/>	(L14) Mike the Tiger Co-Investigator Certifications and Training				<input checked="" type="checkbox"/>	Louisiana State University and A&M College LSUAM Col of SCI Chemistry

- The Responsible column indicates who is an Investigator per PS-98 for Financial Conflict of Interest. PD/PI and Co-Investigators 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 “No Disclosure on record for the person”. SFI needs to be submitted.

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

Senior/Key		PI	NAME/ROLE	MAIL	ALERT	COI	RESPONSIBLE	ORGANIZATION / DEPARTMENT	PERSON MONTHS			CV/BIOSKETCH	CURRENT/PENDING SUPPORT	REMOVE
									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		PI	NAME/ROLE	MAIL	ALERT	COI	RESPONSIBLE	ORGANIZATION / DEPARTMENT	PERSON MONTHS			CV/BIOSKETCH	CURRENT/PENDING SUPPORT	REMOVE
									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)

- Biosketches, Current/Pending support, and other sponsor specific investigator forms are uploaded on this tab. Refer to the FOA for required documents.

Senior/Key		PI	NAME/ROLE	MAIL	ALERT	COI	RESPONSIBLE	ORGANIZATION / DEPARTMENT	PERSON MONTHS			CV/BIOSKETCH	CURRENT/PENDING SUPPORT	REMOVE
									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			

- Click Choose File, locate file, and click Upload.

Attachments for [Principal Investigator] (L17) Mike Tiger

CV/Biographical Sketch: Choose File, NSF Biosket...2-1_flat.pdf, Cancel, Upload, No File Uploaded.

Current/Pending Support: cps_Oct2021_flat.pdf, Original, Transformed.

Collaborators & Other Affiliations: coa_template 7232018.xlsx, Original, Transformed.

Document needs to be uploaded.

Document already uploaded.

Close

- Click close and file is converted to a PDF.

Senior/Key		PI	NAME/ROLE	MAIL	ALERT	COI	RESPONSIBLE	ORGANIZATION / DEPARTMENT	PERSON MONTHS			CV/BIOSKETCH	CURRENT/PENDING SUPPORT	REMOVE
									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			

- The Alert column will show a yellow yield sign if information is missing that is required by Grants.gov. Click the sign and message will appear. The error below means the PI is missing the NSF sponsor credential. To add, click on the PI's name and add the sponsor credential to their profile. **NOTE:** We recommend having the investigators add their NIH eRA Commons ID and NSF Sponsor ID to their profile. Adding these credentials on the Personnel tab will not save for future proposals and will need to be entered for every proposal record.

Senior/Key		PI	NAME/ROLE	MAIL	ALERT	COI	RESPONSIBLE	ORGANIZATION / DEPARTMENT	PERSON MONTHS			CV/BIOSKETCH	CURRENT/PENDING SUPPORT	REMOVE
									CALENDAR	ACADEMIC	SUMMER			
		Mike The Tiger PD/PI * Certifications and Training					<input checked="" type="checkbox"/>	Louisiana State University and A&M College Dept 1.1	0	0	0			

Message from webpage: Missing: Credentials

Missing: Credentials

OK

Contact Information for - (L14) Mike the Tiger Save Close

Salutation: [] First: (L14) Mike Middle: the Last: Tiger Suffix: []

Title: []

Address: 202 Himes Hall Degree: [] Degree Year: []

City: Baton Rouge State: Louisiana Zip: 708030001

County: [] Country: U.S.A.

Phone: 2255780663 Fax: [] Email: itsbatesting@lsu.edu

Sponsor Credential: Other (Specify) Test

Proposal Element	Department	Personnel Type	Role	Specified Role
Prime: AM200171	LSUAM Sch of VETM Pathobiological Sciences	Key	PD/PI	Grants.gov

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

SF424 (R&R) of SF424

- This is the Grants.gov cover page and varies based on sponsor requirements. Most information will pre-populate.
- Enter missing information highlighted in light yellow.



DO NOT UPDATE PI INFORMATION ON THIS TAB. Enter this information on the Personnel tab.

Done Save This is a test Grants.gov NSF submission for Dept Admin training. (L14) Mike the Tiger - LSUAM | Sch of VETM | Pathobiological Sciences (National Science Foundation (NSF)) Proposal AM200178 Completed

SF424 (R&R)

1. Type of Submission: Pre-application Application Change/Corrected Application

2. Date Submitted: [] 3. Date Received by State: [] 4. Federal Identifier: [] 5. Agency Routing Identifier: [] 6. Previous Grants.gov Tracking ID: []

Applicant Identifier: AM200178 State Application Identifier: []

5. Applicant Information: Legal Name: Louisiana State University and A&M College Department: LSUAM | Sch of VETM | Pathobiological Sciences Address: 202 Himes Hall, Baton Rouge LA 70803-0001, U.S.A. Province: [] Person to be contacted on matters involving this application: Prefix: [] First Name: [] Middle Name: [] Last Name: [] Suffix: [] Position Title: [] Executive Director: [] State: [] Province: [] Country: [] Zip/Postal Code: [] Phone Number: [] Fax Number: [] Email: []

10. Is this application being submitted to other agencies? Yes [] No [] What other Agencies: []

11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT: This is test NIH proposal for Department Admin training

12. PROPOSED PROJECT: Start Date: 01-Jan-2020 Ending Date: 31-Dec-2023

13. CONGRESSIONAL DISTRICTS OF: A. Applicant: [] B. Applicant: []

14. PROJECT DIRECTOR/PRINCIPAL INVESTIGATOR CONTACT INFORMATION: Prefix: (L14) Mike First Name: [] Middle Name: [] Last Name: [] Suffix: [] Position Title: [] Organization Name: Louisiana State University and A&M College Department: LSUAM | Sch of VETM | Pathobiological Sciences Division: [] Address: 202 Himes Hall, Baton Rouge LA 708030001, U.S.A. Province: [] Phone Number: 2255780663 Fax Number: [] Email: []

15. ESTIMATED FUNDING: a. Total Federal Funds Requested: 3 1,452,362.00 b. Total Non-Federal Funds: 3 0.00 c. Total Federal & Non-Federal Funds: 3 1,452,362.00 d. Estimated Program Income: 3 []

16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS? a. Yes: [] THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE Executive Order 12372 process for review on DATE: [] b. No: [] Program is not covered by E. O. 12372 Or program has not been selected by state for review

- For Section 19 Authorized Representative, click on First Name box and then choose Darya Courville from dropdown and click Set. Click Back.

19. Authorized Representative

Prefix: First Name Middle Name: Last Name: Suffix:

Title: Organization Name: Louisiana State University and A&M College

Department: Division:

LSUAM | ORED | Vice President Research and Economic Development None

Address (Street, city, county, state, zip/postal code, province, country)

Phone Number Fax Number Email: *Signature of Authorized Representative *Date Signed

Completed on submission to Grants.gov Completed on submission to Grants.gov

SF424 (R&R)

Select Darya Courville

Official Signing for Applicant Organization

Select Person Courville, Darya Set

Salut

First Name Darya

Last Name Courville

Middle Name Delaune

Suffix

- Once all data is entered, click Completed.

Internal Uploads & Routing

All documents for OSP review **that are not being submitted as part of the application** are uploaded here. Follow instructions at the top of the page. These attachments will not be part of the Grants.gov submission.

- **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.

Current Proposal Status: Pending

Components for Initial Application

Pre-Review Route: Route Proposal Submit Pre-Review

Current Submission

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

Add Institution Forms/Supporting Documents

LSU

Lock Form Validate Save

REVIEWER SUMMARY PAGE REVIEWER SUMMARY PAGE

- **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.

g of creating a linked proposal

Mike the Tiger - LSUAM | Sch of VETM | Pathobiological Sciences | CC00293 (LA Department of Health (LDH))

Proposal AM230291

Completed

Internal Uploads & Routing

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 "Thumbs Up" icon.

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

Current Proposal Status: Pending

Components for Initial Application

Pre-Review Route: Route Proposal

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 Accepted and then Continue.

Certification

Close

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

Accepted Declined

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

- **Step 5a:** Insert route after Step 14



Make sure to click on insert icon after Step 14. 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 AM210067 - (L13) Mike the Tiger "Sample Proposal" (Pending)

Refresh Route

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

Step 1	Gold/Purple Assignment	Dana Tuminello	
	Gold/Purple Assignment	Rebecca Trahan	
	Gold/Purple Assignment	Ryan Russell Greer	
	Gold/Purple Assignment	Darya Delaune Courville	
	Gold/Purple Assignment	Tracy Wang	
Step 14	Investigators/Dept Heads/Deans	Dean Test	
	Investigators/Dept Heads/Deans	(L13) Mike the Tiger	
	Investigators/Dept Heads/Deans	Department Head Test	
Inserted Step	Inserted Step	(L16) Mike the Tiger	

- **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.

- **Step 5c:** Inserted Investigator will appear after Step 14. Click Submit in top right to route the proposal.

- 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

FORM/DOCUMENT NAME	EDIT	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

AM200145 - (L13) Mike the Tiger "This is a test proposal for Manual 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 4:24:28 PM	Informed -		
Route Proposal Pre-Review		(L13) Mike the Tiger		27-Sep-2019 4:24:28 PM	Approved -		
Route Proposal Pre-Review		Dr. Test the Department Head 2		27-Sep-2019 4:24:27 PM	Approve As Is		
Route Proposal Pre-Review	Step 13 - Inserted Step		(L15) Mike the Tiger				

- You can continue to work on the remainder of the proposal record while it routes for a streamlined review.

Performance Sites (Required by some sponsors)

- LSU's site information is pre-populated.
- You can enter Subaward and Collaborator site information on this form.

Performance Sites Completed

Sequence	Organization Name	Address
1	Louisiana State University and A&M College DUNS Number: 07-505-0785 Congressional District: LA-006	Address: 202 Himes Hall City: Baton Rouge State: Louisiana Non-US State/Province (4 Characters only): Province: Zip/Postal Code County: 70803-0001 Country: U.S.A.
	<input type="text"/> DUNS Number: <input type="text"/> Congressional District: <input type="text"/>	Address: <input type="text"/> City: <input type="text"/> State: <input type="text"/> Non-US State/Province (4 Characters only): <input type="text"/> Province: <input type="text"/> Zip/Postal Code County: <input type="text"/> Country: <input type="text"/>

Add Subaward site information here.

S2S Forms (Required by some sponsors)

- This where you complete Agency specific forms.
- Click Edit by each form to complete.
- Enter the mandatory information. Click Save, Completed, and then Done.

This is a test Grants.gov for other federal sponsors for Dept Admin trainings.
(114) Mike the Tiger - LSUAM | Sch of VETM | Pathobiological Sciences (Office of Science/Department of Energy)

Proposal AM200099

Form	Version	Completed
SFLLL_1,2	SFLLL_1,2-V1.2	<input type="checkbox"/>

Done Save Edit

- Complete must be unchecked before editing the information.

Other Project Info (Required by some sponsors)

- Complete the required questions
- The Human Subjects and Vertebrate Animals Assurance Numbers are pre-populated.

Other Project Info ? Completed

OMB Number: 4040-0001
Expiration Date: 10/31/2019

Attachments in this section must follow these minimum requirements:

Project Summary/Abstract: Limited to 30 lines of text

Project Narrative: Limited to 3 sentences

Other Attachments: Do not include any attachments unless required by the FOA.

Please review your FOA for additional information and requirements.

Once this section is complete, please indicate so by clicking the **Completed** checkbox in the upper right corner.

1. Are Human Subjects Involved? Yes No (set on Setup Questions tab) ?

1.a. If YES to Human Subjects

Is the Project Exempt From federal regulations? Yes No ?

If no, is the IRB review Pending? Yes No ?

Human Subject Assurance Number: 00003892 ?

2. Are Vertebrate Animals Used? Yes No (set on Setup Questions tab) ?

2.a. If YES to Vertebrate Animals

Is the IACUC review Pending? Yes No ?

Animal Welfare Assurance Number: D16-00372 ?

3. Is proprietary/privileged information included in the application? Yes No ?

4.a. Does this Project Have an Actual or Potential Impact - positive or negative - on the environment? Yes No ?

5. Is the research performance site designated, or eligible to be designated, as a historic place? Yes No ?

6. Does this project involve activities outside of the United States or partnerships with international collaborators? Yes No ?

- Attached the mandatory sections required by the FOA and the sponsor's application guidelines.

7. Project Summary/Abstract Project Summary.docx Delete Attachment ?

8. Project Narrative Test Upload 1.docx Delete Attachment ?

9. Bibliography & References Cited Add Attachment ?

10. Facilities & Other Resources Add Attachment ?

11. Equipment Add Attachment ?

12. Other Attachments Add Attachment ?

Documents already uploaded.

Document needs to be uploaded.

7. Project Summary/Abstract Choose File No file chosen Upload ?

8. Project Narrative Add Attachment ?

9. Bibliography & References Cited Add Attachment ?

- Once all information has been entered/uploaded, click Completed.

Preview Application

User can build the whole Grants.gov package to preview.

- Click on the Preview Application tab and Click Draft Document.

This is a test proposal for creating Grants.gov proposals.
 Test (L17) Mike the Tiger - LSUAM | Sch of VETM | Pathobiological Sciences (National Science Foundation (NSF))

Proposal AM230026

Preview Application

Build Draft Document

Form Page	Last Built	Built By
Budget		
Personnel		
SF424 (R&R)		
Performance Sites		
Other Project Info		
NSF_CoverPage_2_0		

FORM/DOCUMENT NAME	OPEN	CREATED DATE
Assembled Document		

- Click View to see each form separately or click on the glasses icon next to the full Assembled Document to preview. This will include all the Grants.gov forms and uploads.

Build Draft Document

Form Page	Last Built	Built By
Budget	09-Sep-2022 3:24:05 PM	Billiot, Gina
Personnel	09-Sep-2022 3:23:59 PM	Billiot, Gina
SF424 (R&R)	09-Sep-2022 3:24:09 PM	Billiot, Gina
Performance Sites	09-Sep-2022 3:23:54 PM	Billiot, Gina
Other Project Info	09-Sep-2022 3:24:03 PM	Billiot, Gina
NSF_CoverPage_2_0	09-Sep-2022 3:23:57 PM	Billiot, Gina

FORM/DOCUMENT NAME	OPEN	CREATED DATE
Assembled Document	View	09-Sep-2022 3:24:12 PM

Finalize

- Once all tabs are completed, you will build and validate the proposal to run Grants.gov error checks.
- Follow these steps to finalize the proposal:
 - Step 1a:** Build the forms by clicking Build.

Finalize

Build PDF / Form Pages

Build

Form Page	Last Built	Built By
Budget		
Personnel		
SF424 (R&R)		
Performance Sites		
Other Project Info		
Personal Data		
NSF_CoverPage_1_9		

- Step 1b:** After the Build is complete, you can view each form as a PDF by clicking View.

Setup Questions	Finalize			
LSU Questionnaire	Build PDF / Form Pages			
Budget	Form Page	Build		Last Built
Personnel	Budget	View	12-Nov-2019 8:49:38 AM	Built By
SF424 (R&R)	Personnel	View	12-Nov-2019 8:49:18 AM	Tiger, (L14) Mike
Internal Uploads & Routing	SF424 (R&R)	View	12-Nov-2019 8:49:44 AM	Tiger, (L14) Mike
Performance Sites	Performance Sites	View	12-Nov-2019 8:49:39 AM	Tiger, (L14) Mike
S2S Forms	Other Project Info	View	12-Nov-2019 8:49:28 AM	Tiger, (L14) Mike
	Personal Data	View	12-Nov-2019 8:49:30 AM	Tiger, (L14) Mike
	NSF_CoverPage_1_9	View	12-Nov-2019 8:49:25 AM	Tiger, (L14) Mike

- **Step 2:** The next step is to Assemble Application. **NOTE:** All mandatory sections/tabs must be marked Completed. Click Assemble Application and then click Build Grants.gov Application.

Setup Questions	Finalize			
LSU Questionnaire	Build PDF / Form Pages			
Budget	Form Page	Build		Last Built
Personnel	Budget	View	12-Nov-2019 4:52:28 PM	Built By
SF424 (R&R)	Personnel	View	12-Nov-2019 4:52:25 PM	Tiger, (L14) Mike
Internal Uploads & Routing	SF424 (R&R)	View	12-Nov-2019 4:52:31 PM	Tiger, (L14) Mike
Performance Sites	Performance Sites	View	12-Nov-2019 4:52:26 PM	Tiger, (L14) Mike
S2S Forms	Other Project Info	View	12-Nov-2019 4:52:34 PM	Tiger, (L14) Mike
Other Project Info	Personal Data	View	12-Nov-2019 4:52:30 PM	Tiger, (L14) Mike
Finalize	NSF_CoverPage_1_9	View	12-Nov-2019 4:52:30 PM	Tiger, (L14) Mike
	NSF Deviation Auth	View	12-Nov-2019 4:52:36 PM	Tiger, (L14) Mike
	NSF Suggested Reviewers	View	12-Nov-2019 4:52:37 PM	Tiger, (L14) Mike
Tasks	XML Validation Attachment Filenames			
Proposal Tracking (PT)	You can build the Form Pages/PDF at any stage of proposal development. A final build will be necessary once all sections are marked Completed. Uncompleting any of the sections will require a re-build of those pages.			
	Assemble Application			
	Submit for Internal Review			
	Submit to Grants.gov			

Setup Questions	Finalize			
LSU Questionnaire	Build PDF / Form Pages			
Budget	Assemble Application			
Personnel	Build Grants.gov Application			To assemble the application, all sections must be marked Completed, all Pages/PDFs must be built.
SF424 (R&R)	Submit for Internal Review			
Internal Uploads & Routing	Submit to Grants.gov			

- **Step 3:** Click XML Validation to check for Grants.gov Errors and Warnings.

Setup Questions	Finalize							
LSU Questionnaire	Build PDF / Form Pages							
Budget	Assemble Application							
Personnel	Submit for Internal Review							
SF424 (R&R)	Once your proposal has been completed, it can be electronically routed internally for necessary approvals. This page will display in two modes: Un-submitted and Submitted.							
Internal Uploads & Routing	The screen is in Un-submitted mode when your proposal has not yet been routed. You can determine this by visually identifying a "thumbs up" on the screen. If it is there, then the proposal has not yet been submitted.							
Performance Sites	The screen is in Submitted mode when your proposal has been submitted and you can see the approval path it is on. Your Administrators have configured the approval path that they feel is appropriate for your proposal. If you have any questions regarding this process, please contact them.							
S2S Forms	Current Proposal Status: Routing							
Other Project Info	Components for Initial Application							
Finalize								
Tasks								
Proposal Tracking (PT)								
	Active Routing Progress							
	AM200178 - (L14) Mike the Tiger *This is a test Grants.gov NSF submission for Dept Admin training.*							
	Route Name	Route Type	Step Number/Name	Who	Notified	Decision	Insert	Remove
	Route Proposal Pre-Review		Step 1 - OIG/Purple Assignment	Ryan Russell Greer	12-Nov-2019 9:00:23 AM	Informed		
	Route Proposal Pre-Review			Dana Turnello	12-Nov-2019 9:00:24 AM	Informed		
	Route Proposal Pre-Review			Danya Delaine Courville	12-Nov-2019 9:00:23 AM	Informed		
	Route Proposal Pre-Review			Rafaela Trifan	12-Nov-2019 9:00:27 AM	Informed		
	Route Proposal Pre-Review			Tracy Wang	12-Nov-2019 9:00:28 AM	Informed		
	Route Proposal Pre-Review		Step 3 - IACUC (Vertebrate Animals)	Krista Adams	12-Nov-2019 9:00:29 AM	Informed		
	Route Proposal Pre-Review			Rhett Whitman Stout	12-Nov-2019 9:00:28 AM	Informed		
	Route Proposal Pre-Review		Step 12 - Investigators/Dept Heads/Deans	(L14) Mike the Tiger	12-Nov-2019 9:00:31 AM	Informed		
	Route Proposal Pre-Review			Dr. Text the Department Head 2	12-Nov-2019 9:00:32 AM			
	Route Proposal Pre-Review			Dr. Text the Department Head 1	12-Nov-2019 9:00:32 AM			
	Submit to Grants.gov							
	Submitted Date	Grants Gov ID	Receipt Date	Receipt Status	XML Validation	Authorized institutional officials can submit/resubmit the application to Grants.gov at left. Any user can see the history of prior Grants.gov submissions of this proposal, or run the XML validation.		

- Click Attachment Filenames at any time to check for errors in the filenames.

Validating XML..... Close

Validation for Package Components		
Form	Included	Passed Validation
RR_SF424_2_0	✓	✓
RR_Budget_1_4	✓	✓
PerformanceSite_2_0-V2.0	✓	✓
Other Project Info	✓	✓
RR_SubawardBudget_1_4-V1.4	<input type="checkbox"/>	<input type="checkbox"/>
SFLLL_1_2	<input checked="" type="checkbox"/>	✓

Validation for RR_SF424_2_0:RR_SF424_2_0	XML <RR_SF424_2_0:RR_SF424_2_0>
✓ PASSED	
Validation for RR_Budget_1_4:RR_Budget_1_4	XML <RR_Budget_1_4:RR_Budg
✓ PASSED	
Validation for PerformanceSite_2_0:PerformanceSite_2_0	XML <PerformanceSite_2_0:Perfi
✓ PASSED	
Validation for RR_OtherProjectInfo_1_4:RR_OtherProjectInfo_1_4	XML <RR_OtherProjectInfo_1_4>
✓ PASSED	
Validation for SFLLL_1_2-V1.2:LobbyingActivitiesDisclosure_1_2	XML <LobbyingActivitiesDiscosui
✓ PASSED	

- Once you correct all errors, you will need to repeat Steps 1-3 above until you have an error free proposal.