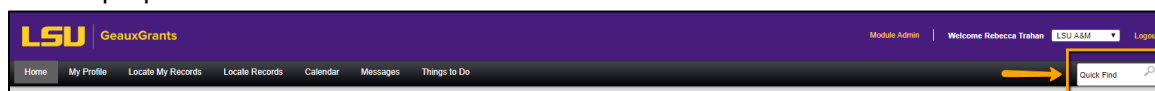


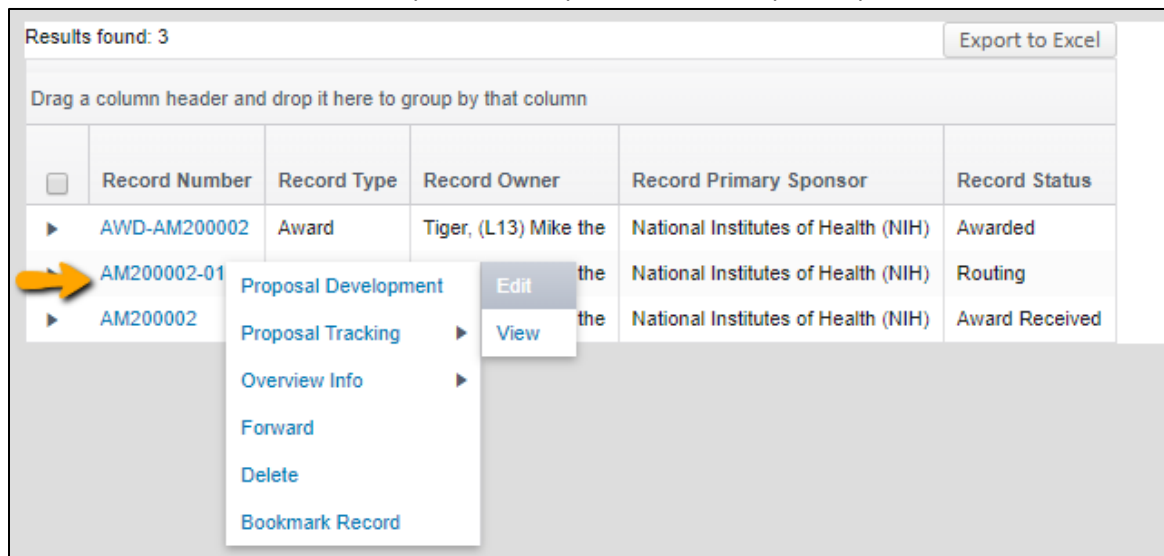
Updating Attachments for Modification/Prior Approval Requests

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.

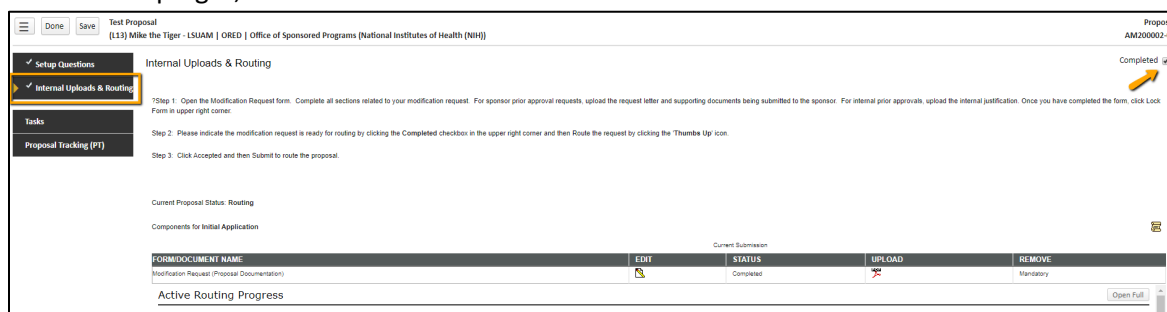
- 1) Type the Proposal Number in the Quick Find in top right and hit Enter. You can type the base proposal number from SPS and GeauxGrants



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



- 3) Click Internal Uploads & Routing tab to view the Modification Request. If Completed is checked in top right, then uncheck to edit.



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

Done Save Test Proposal (L13) Mike the Tiger - LSUAM | ORED | Office of Sponsored Programs (National Institutes of Health (NIH)) Proposal AM200002-01 Completed

Internal Uploads & Routing

75Step 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 documents being submitted to the sponsor. For internal prior approvals, upload the internal justification. Once you have completed the form, click Lock Form in upper right corner.

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 request by clicking the "Thumbs Up" icon.

Step 3. Click Accepted and then Submit to route the proposal.

Current Proposal Status: Routing

Components for Initial Application

FORM/DOCUMENT NAME	EDIT	STATUS	UPLOAD	REMOVE
Modification Request (Proposal Documentation)	EDIT	Completed	UPLOAD	REMOVE

Active Routing Progress

AM200002-01 - (L13) Mike the Tiger/Test Proposal

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

LSU

View PDF Lock Form Validate

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.

Test Upload 1.docx 16-Oct-2024 02:07:20 PM

Upload additional documentation (optional).
The uploaded file name must be less than 50 characters.

Upload additional documentation (optional).
The uploaded file name must be less than 50 characters.

Upload additional documentation (optional).
The uploaded file name must be less than 50 characters.

ALLOCATION

Upload

Upload

Close

Would you like to upload a new

☐ 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

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

Lock Form Validate Save

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.