

Updating the Sponsor

During proposal creation, you will choose the sponsor on the New Proposal Questionnaire. If the incorrect sponsor is chosen, the below are steps to update the proposal.

New Proposal Questionnaire Back

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

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

Step 2: Proposal Type New

Step 3: Select a Sponsor National Aeronautics & Space Administration (NASA) ←

Continue

Proposal Development

- 1) The sponsor name appears at the top of the proposal. On the Setup Questions Tab, click the "change" button next to the sponsor name.



To edit, uncomplete Setup Questions by unchecking box in top right.

Done Save **TEST Proposal**
(L13) Mike the Tiger - LSUAM | Sch of VETM | Veterinary Clinical Sciences (National Aeronautics & Space Administration (NASA)) ←

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

If any changes are needed, please contact the Office of Sponsored Programs at osp@lsu.edu.

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.

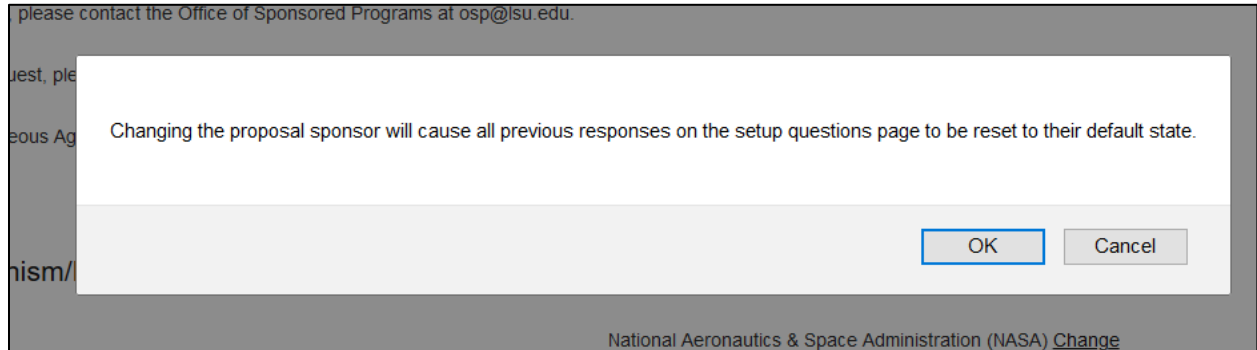
Submission Mechanism/Form Information

Proposal Sponsor ? National Aeronautics & Space Administration (NASA) Change ↓

Is this a Flow Through Project? ? ☐ Yes ☒ No

Is this a US federal sponsored project? ? ☒ Yes ☐ No

- 2) A warning message will appear letting you know that changing the sponsor will reset all of the setup questions. Click OK.



- 3) A new window will open which allows you to update the Sponsor name. Click the blue "Change" button again.

A web form titled "Sponsor/Template Selection" with a "Save" and "Close" button in the top right. The form contains several fields: "Proposal Sponsor" with the value "National Aeronautics & Space Administration (NASA)" and a blue "Change" button next to it; "Originating Sponsor" with the value "Not Set" and a blue "Change" button next to it; "Is this a Flow Through Project?" with radio buttons for "Yes" and "No" (the "No" button is selected); "Proposal Type" with a dropdown menu showing "New"; "Opportunity Number" with a dropdown menu showing "Select from Grants.Gov Opportunities"; and a "Search" button. There is also a checkbox labeled "S2S" which is checked. An orange arrow points to the "Change" button next to the "Proposal Sponsor" field.

- 4) A sponsor selection window will open. This is a progressive text look-up. Begin typing sponsor name and then select the sponsor from the names that appear. If the sponsor is not listed choose "Other Sponsor (To Be Added)". Once the new sponsor is chosen, click "Select."

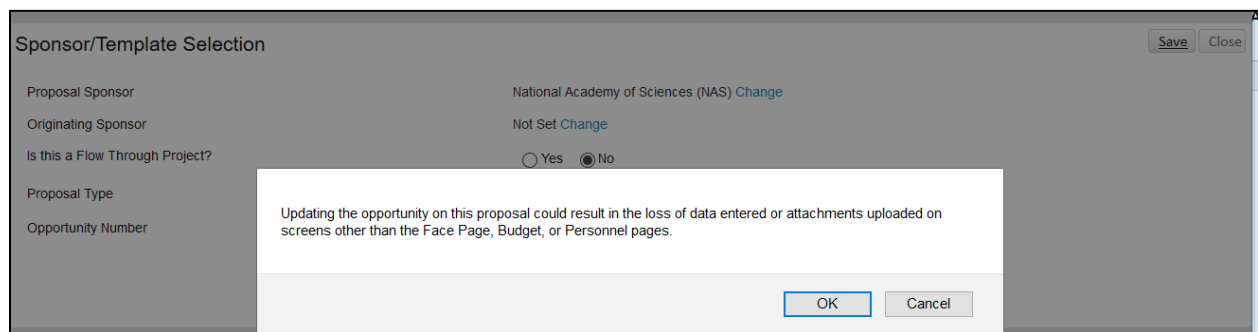
A web browser window titled "Select value - Google Chrome" showing a URL: "eratest.lsu.edu/PopUpSelectProg.asp?Parameter=GET_SPONSORS&ReturnArg=spon_code". The page content is titled "Sponsors". It features a text input field with the text "keck" entered. Below the input field, a list of suggestions is displayed: "W. M. Keck Foundation" and "Louisiana State University and Agricultural and Mechanical College". To the right of the input field, there is a "Select" button and a "Close" button. An orange arrow points to the "Select" button. Another orange arrow points to the text input field. A yellow box with purple text says: "Progressive text look-up. Begin typing and then select from names that appear."

- 5) You will see the updated sponsor name on the Sponsor/Template Selection window.
Click Save.



The screenshot shows the 'Sponsor/Template Selection' window. On the left is a sidebar with labels: 'Proposal Sponsor', 'Originating Sponsor', 'Is this a Flow Through Project?', 'Proposal Type', and 'Opportunity Number'. The main area contains the following fields: 'W. M. Keck Foundation' with a 'Change' link (indicated by an orange arrow), 'Not Set' with a 'Change' link, radio buttons for 'Yes' and 'No' (with 'No' selected), a 'New' dropdown menu, a 'Select from Grants.Gov Opportunities' dropdown menu, an empty text input field, an 'S2S' checkbox (checked), and a 'Search' button. In the top right corner, there are 'Save' and 'Close' buttons (indicated by an orange arrow).

- 6) A warning message will appear and let you know that updating the information may result in loss of data. Click OK.



This screenshot shows the same 'Sponsor/Template Selection' window, but the 'Proposal Sponsor' field now displays 'National Academy of Sciences (NAS)' with a 'Change' link. A white warning dialog box is overlaid in the center, containing the text: 'Updating the opportunity on this proposal could result in the loss of data entered or attachments uploaded on screens other than the Face Page, Budget, or Personnel pages.' At the bottom of the dialog are 'OK' and 'Cancel' buttons. The background window is dimmed.

- 7) The sponsor should be updated at the top of the screen and on the Setup Questionnaire.