

## Adding non-LSU Personnel

All personnel listed on the budget will populate on the Personnel tab. This includes any subaward PIs. For S2S proposals, if you are including a non-LSU employee as a consultant or Other Significant Contributor (NIH only), follow the instructions below. This will allow you to include a Biosketch and/or Current and Pending Support form for these individuals in your proposal as required by the sponsor guidelines.

- To add non-LSU investigators select the appropriate Personnel Type beginning with External Consultant. To include as senior personnel, select External Consultant-Key or External Consultant-Other Significant Contributor (NIH Only).

The screenshot shows the 'Personnel' tab in the GeauxGrants system. On the left is a navigation sidebar with options like 'Setup Questions', 'LSU Questionnaire', 'Budget', 'Personnel', 'SF424 (R&R)', 'Internal Uploads & Routing', 'Cover Page Supplement', 'Other Project Info', 'Performance Sites', 'S2S Forms', 'HS/CT Information', and 'Research Plan'. The 'Personnel' section is active. The main area is titled 'Personnel' and contains an 'Add Personnel [hide]' section. This section includes a 'Prime' dropdown menu set to 'Prime', a 'Proposal Structure' button, and a 'Personnel Type' dropdown menu. The 'Personnel Type' menu is open, showing options: 'External Consultant - Key', 'Key', 'Non-Key', 'Other Significant Contributor', 'Consultant - Key', 'Consultant - Non-Key', 'External Consultant - Non-Key', and 'External Consultant - Other Significant Contributor'. The 'External Consultant - Key' option is highlighted in blue. A yellow arrow points to this option. Below the dropdown menu, there are fields for 'Institution Name', 'Role' (set to 'PD/PI'), and 'Name'.

- Begin typing the Subaward/External Institution name. Once the institution appears from the progressive text, select it. If the institution does not exist, you will need to request that it be added to GeauxGrants as a subrecipient. Use the request form found at [https://lsu.edu/geauxgrants/sponsored\\_projects/request\\_new\\_subrecipient.php](https://lsu.edu/geauxgrants/sponsored_projects/request_new_subrecipient.php).
- Next type the name of the individual (last name, first name). If the individual's name appears, then select. Choose the Role using the dropdown. Click Save to add.

Personnel

Add Personnel [hide]

Prime Proposal Structure

Personnel Type  
External Consultant - Key

Subaward/External Institution  
Begin typing to select a Subaward Institution name

Name (Last, First)  
Begin typing to select Personnel Name...

Role  
 PD/PI  
 PD/PI  
 Co-PD/PI  
 Faculty  
 Post Doctoral  
 Post Doctoral Associate  
 Post Doctoral Scholar  
 Other Professional  
 Graduate Student  
 Undergraduate Student  
 Technician  
 Consultant  
 Co-Investigator  
 Other (Specify)

Senior/Key

PI	NAME/ROLE	MAIL	ALERT	COI	RESPONSIBILITY	DEPARTMENT	PERSON MONTHS
							CALENDAR   ACADEMIC   SU

- If individual does not exist, click Create Profile to add a temporary profile.

Personnel

Add Personnel [hide]

Prime Proposal Structure

Personnel Type  
External Consultant - Other Significant Contributor

Subaward/External Institution  
LSU Health Sciences Center (LSUHSC) in New Orleans

Name (Last, First)  
Doe, John

Create Profile

Save

- Type in investigator information on pop-up and click Save.

New Profile Save Close

Salutation First Middle Last Suffix Title  
 John   Doe   Associate Professor

Address  
 1234 Tulane Ave

City State Zip County Country  
 New Orleans Louisiana 70123

Phone Fax Email

Department - Or Add New -  
 LSU Health Sciences Center (LSUHSC) in New Orleans Department of Biology

- Click Save on Personnel Tab to add.

Setup Questions Personnel

LSU Questionnaire

Budget

Personnel

SF424 (R&R)

Internal Uploads & Routing

Cover Page Supplement

Other Project Info

Performance Sites

HS/CT Information

Add Personnel [hide]

Prime Proposal Structure

Personnel Type  
 External Consultant - Other Significant Contributor

Subaward/External Institution  
 LSU Health Sciences Center (LSUHSC) in New Orleans

Name (Last, First)  
 Doe, John - Department of Biology

Create Profile Save

- A warning message will appear if additional information is needed for S2S. Hover off yellow caution sign to see missing information. Click individual's name and enter the information in the profile for this record. Check with sponsor on required fields.

Senior/Key

PI	NAME/ROLE	MAIL	ALERT	COI	RESPONSIBLE	ORGANIZATION / DEPARTMENT	CALENDAR
1	Gina Larpenier Billiot PD/PI * Certifications and Training	✉		?	☑	Louisiana State University LSUAM   ORED   Office of Sponsored Programs	1
1	John Doe Other Significant Contributor Certifications and Training	✉	⚠	?	☐	LSU Health Sciences Center (LSUHSC) in New Orleans Department of Biology	0
1	(L13) Mike the Tiger Co-Investigator Certifications and Training	✉		?	☑	Louisiana State University LSUAM   Sch of VETM   Pathobiological Sciences	0