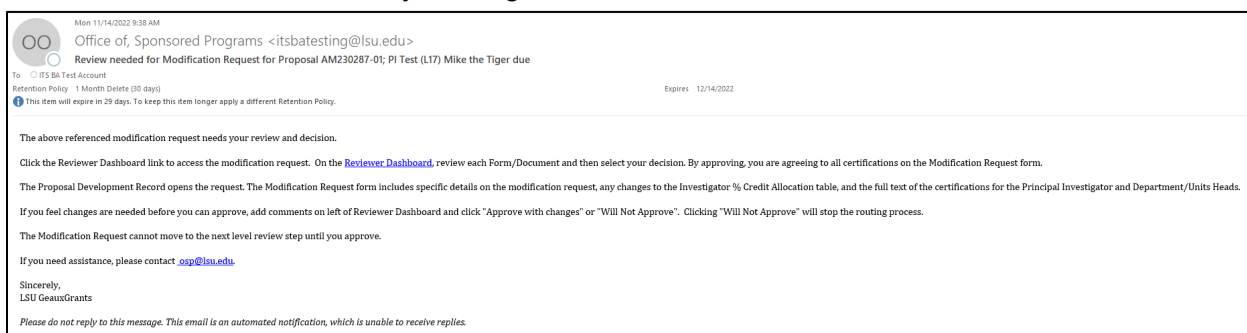


Modification/Prior Approval Review and Approval

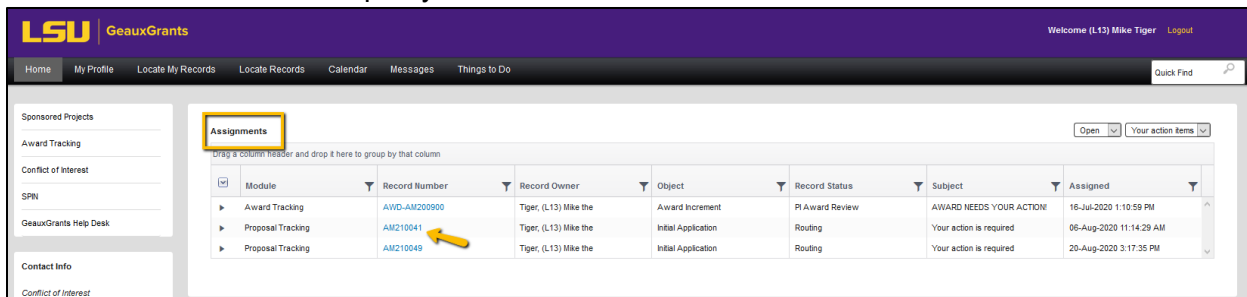
All Proposal Development records will need to capture institutional approvals. The Principal Investigators (PI) and their respective department chairs/head and dean/director will also need to approve the proposal development records. Answers on the Questionnaire also may trigger the need for additional approvals from institutional officials.

Notification from GeauxGrants

- An email will be sent to the reviewer from GeauxGrants. Reviewer can access the record from the email by clicking the Reviewer Dashboard.



- 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 Reviewer Dashboard. **Recommended method.**



Reviewer Dashboard

- From the Reviewer Dashboard, you can click the Proposal Development record to access the full proposal including the budget details.
- The Modification Request provides specific prior approval request action and the certifications that reviewers are agreeing to by Approving.

Proposal - Initial Application
Number: AM230287-01
Title: AM230287 - Test for Upgrade
PI: Tiger, (L17) Mike the
Sponsor/Scheme: LA Board of Regents (BOR)
Submitted:

Form/Document	Document Type	Added
Proposal Development Record		14-Nov-2022 10:02:23 AM
Modification Request	Proposal Documentation	14-Nov-2022 9:37:29 AM PDF

Add Comments:
 To be shared with everyone

Select a decision:

- Approve as is
- Approve with changes
- Will Not Approve
- OSP Use Only

Comments I can see...

Posted By: Test (L17) Mike the Tiger
 14-Nov-2022 9:37:34 AM
 Action Item suppressed by configuration

Posted By: Test (L17) Mike the Tiger
 14-Nov-2022 9:37:36 AM
 Action Item suppressed by configuration

Posted By: Test (L17) Mike the Tiger
 14-Nov-2022 9:37:40 AM
 Action Item suppressed by configuration

Posted By: Test (L17) Mike the Tiger
 14-Nov-2022 11:36:42 AM
 I approve this mod request as PI.

- Step 1: If you would like to see who else has approved the proposal, click blue Route tab on left side.

Active Routing Progress

AM230287-01 - Test (L17) Mike the Tiger"AM230287 - Test for Upgrade"

Route Name	Route Type	Step Number/Name	Who	Notified	Decision	Insert	Remove
Mod Request	Pre-Review	Step 1 - OSP Receipt	Samantha Burton Rodosta	14-Nov-2022 9:37:34 AM	Informed -		
Mod Request	Pre-Review		Michelle Sharp Pennington	14-Nov-2022 9:37:36 AM	Informed -		
Mod Request	Pre-Review		Christina Smith	14-Nov-2022 9:37:39 AM	Informed -		
Mod Request	Pre-Review	Step 2 - Pls/Dept Heads	Test (L17) Mike the Tiger	14-Nov-2022 9:37:41 AM	Approved - Approve as is		
Mod Request	Pre-Review		[Redacted]	14-Nov-2022 9:37:43 AM			
Mod Request	Pre-Review		Test (L4) Mike the Tiger	14-Nov-2022 9:37:45 AM			

Comments

Approvals will appear here

- Step 2: On green Review tab, add Comments if needed. Use the comment box appropriate for your audience.
 - **To be shared with everyone** – Anyone with view access to proposal can see.
 - **Comments to be shared with PI(s)** – Only PI will see. OSP and other Reviewers will not see. **Not recommended.**
 - **Comments to be shared with Reviewers** – OSP and all Reviewers will see.
 - **Comments to be shared with Administrators** – Only OSP will see.

- Step 3: Select Decision.
 - **Approve as is** – Approve proposal and agree to certifications on Review Summary
 - **Approve with changes** – Add comments first. Approval is contingent on these changes. Reviewers also agrees to certifications on Review Summary
 - **Will Not Approve** – Add comments first. This will kick the proposal out of route and send back to the PI. This requires the routing process to start over if the proposal is to move forward.
 - **OSP Use Only** – should only be used by OSP staff.

The screenshot shows a web interface for reviewing a proposal. On the left, there are vertical navigation buttons: REVIEW (green), HELP (red), and ROUTE (blue). The main content area displays proposal details: "Proposal - Initial Application", "Number: AM230287-01", "Title: AM230287 - Test for Upgrade", "PI: Tiger, (L17) Mike the", "Sponsor/Scheme: LA Board of Regents (BOR)", and "Submitted:". Below this is a table with columns "Form/Document", "Document Type", and "Added".

Form/Document	Document Type	Added
Proposal Development Record		14-Nov-2022 10:02:23 AM
Modification Request	Proposal Documentation	14-Nov-2022 9:37:29 AM PDF

Below the table is an "Add Comments:" section with a text area and a rich text toolbar. To the right of the comment box is a "Select a decision:" panel with four buttons: "Approve as is", "Approve with changes", "Will Not Approve", and "OSP Use Only". On the far right, there is a "Comments I can see..." section with a "Close" button and a list of comments from "Test (L17) Mike the Tiger".

- Step 4: Click Accept to agree to the certifications on the Review Summary.

The screenshot shows a dialog box with a text area containing the text: "I have read and agree to the certifications on the Modification Request Form, if applicable." At the bottom of the dialog box are three buttons: "Cancel", "Decline", and "Accept".

- Click Close to exit.
- Proposal will then move to next step in route.
- Once all routing approvals are received, the proposal status will automatically change to Routing Approvals Received.