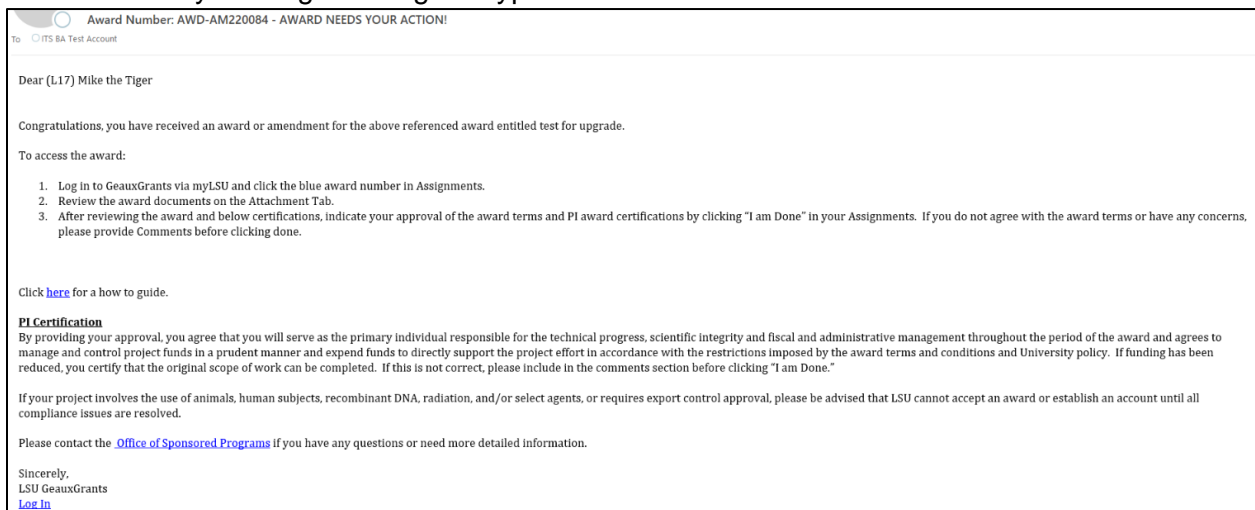


## Award Review and Approval

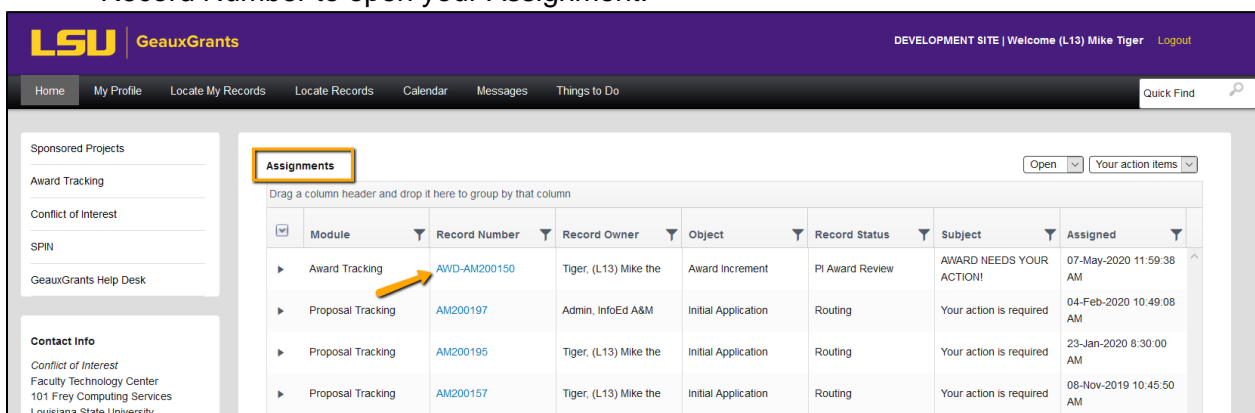
Workday is the official system of record for Sponsored Awards. GeauxGrants is used to capture additional award information, store award documents, and capture Principal Investigator (PI) approval of award terms and conditions.

### Notification from GeauxGrants

- An email will be sent to the PI from GeauxGrants. PI can access the record from the email by clicking the “Log In” hyperlink.



- 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 Assignment.



## Task/Assignment Page

- Step 1: Click the Record Number hyperlink to open Award Tracking and review the award document.

**Assignment** I am done Close

Drag a column header and drop it here to group by that column

	Mo...	Record Nu...	Record O...	Obj...	Assignment ...	Record St...	Subject	Assigned
▶	Award Tracking	<a href="#">AWD-AM220084</a>	Tiger, (L17) Mike the	Award Increment		PI Award Review	Award Number: AWD-AM220084 - AWARD NEEDS YOUR ACTION!	30-Jul-2021 1:53:47 PM
Record Title			test for upgrade					

Dear (L17) Mike the Tiger  
Congratulations, you have received an award or amendment for the above referenced award entitled test for upgrade. To access the award:

1. Log in to GeauxGrants via myLSU and click the blue award number in Assignments.
2. Review the award documents on the Attachment Tab.
3. After reviewing the award and below certifications, indicate your approval of the award terms and PI award certifications by clicking "I am Done" in your Assignments. If you do not agree with the award terms or have any concerns, please provide Comments before clicking done.

Click [here](#) for a how to guide. **PI Certification** By providing your approval, you agree that you will serve as the primary individual responsible for the technical progress, scientific integrity and fiscal and administrative management throughout the period of the award and agrees to manage and control project funds in a prudent manner and expend funds to directly support the project effort in accordance with the restrictions imposed by the award terms and conditions and University policy. If funding has been reduced, you certify that the original scope of work can be completed. If this is not correct, please include in the comments section before clicking "I am Done." If your project involves the use of animals, human subjects, recombinant DNA, radiation, and/or select agents, or requires export control approval, please be advised that LSU cannot accept an award or establish an account until all compliance issues are resolved. Please contact the [Office of Sponsored Programs](#) if you have any questions or need more detailed information. Sincerely, LSU GeauxGrants

- This will open up the Award Increment Detail.

Done Save AWD-49801-1 Test Proposal Test (L17) Mike the Tiger - LSUAM | Sch of VETM | Pathobiological Sciences Award AWD-49801-1

**Award Increment Detail** - Last Updated on 13-Aug-2021 10:03:33 AM

Award Date 03-Aug-2021	Award Number R01CA123456	Award Type Incremental Funding
Start Date 01-Jul-2021	End Date 30-Jun-2022	Document Number

**Award Versions**

Date	Number - Name	By	Active	Status	Amount	Open
03-Aug-2021	1 -	Michelle Sharp Pennington	<input checked="" type="checkbox"/>	Active	74,000.00	

**Facilities and Administration Costs**

Institution Base/Target Scheme  [Show](#)

Base  Manual  Show Rate  Manual (use adjacent box)  0.000

Sponsor Calculation Method  Auto (predefined bases/rates)

- Step 2: Click on Attachments tab in left menu to see award document. Click View next to each document to open.

Summary

Award Increments (2) +

Related Proposals (1)

Terms & Conditions

SubProjects (0)

Status History

Assignments

Communications (12)

**Attachments (2)** -

New Award

FULL PROPOSAL

Attachments - Last Updated on 07-May-2020 11:59:37 AM

Print All Folder Maintenance Add Document

Drag a column header and drop it here to group by that column

View	Name	Category	Folder	Managed by	Submission	Versions	Last Updated	Select
<a href="#">View</a>	FULL PROPOSAL	Agreement	ROOT	Assignment	Award Increment	1	18-Oct-2019 2:21:42 PM	<input type="checkbox"/>
<a href="#">View</a>	New Award	Agreement	ROOT	Record	Award	1	18-Oct-2019 1:38:33 PM	<input type="checkbox"/>

- Step 3: PI will click Done to exist Award Tracking Record.

Summary

Award Increments (2) +

Related Proposals (1)

Terms & Conditions

SubProjects (0)

Status History

Assignments

Communications (12)

**Attachments (2)** -

New Award

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<a href="#">View</a>	New Award	Agreement	ROOT	Record	Award	1	18-Oct-2019 1:38:33 PM	<input type="checkbox"/>

- Step 4: Go back to Assignments action item. On Assignment page the PI will add any comments for OSP regarding the award terms in the Comments Box at the bottom and then click "I am Done" in top right corner. Clicking "I am Done" also provides PI certification regarding award. Award document will be sent back to OSP for review.

Assignment

I am done Close

Click "I am Done" to approve award.

Drag a column header and drop it here to group by that column

Module	Record Number	Record Owner	Object	Assignment Type	Record Status	Subject	Assigned
Award Tracking	AWD-AM220084	Tiger, (L17) Mike the	Award increment		PI Award Review	Award Number: AWD-AM220084 - AWARD NEEDS YOUR ACTION!	30-Jul-2021 1:53:47 PM

Record Title: test for upgrade

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Click here for a how to guide [PI Certification](#) By providing your approval, you agree that you will serve as the primary individual responsible for the technical progress, scientific integrity and fiscal and administrative management throughout the period of the award and agrees to manage and control project funds in a prudent manner and expend funds to directly support the project effort in accordance with the restrictions imposed by the award terms and conditions and University policy. If funding has been reduced, you certify that the original scope of work can be completed. If this is not correct, please include in the comments section before clicking "I am Done." If your project involves the use of animals, human subjects, recombinant DNA, radiation, and/or select agents, or requires export control approval, please be advised that LSU cannot accept an award or establish an account until all compliance issues are resolved. Please contact the [Office of Sponsored Programs](#) if you have any questions or need more detailed information. Sincerely, LSU GeauxGrants

Finalize Assignment

Supporting Attachments (Optional) Add

No Attached Documents

Comments:

Add any comments for OSP review before clicking "I am Done"