

## Creating Post Award Modification/Prior Approval Requests from SPS Converted Records

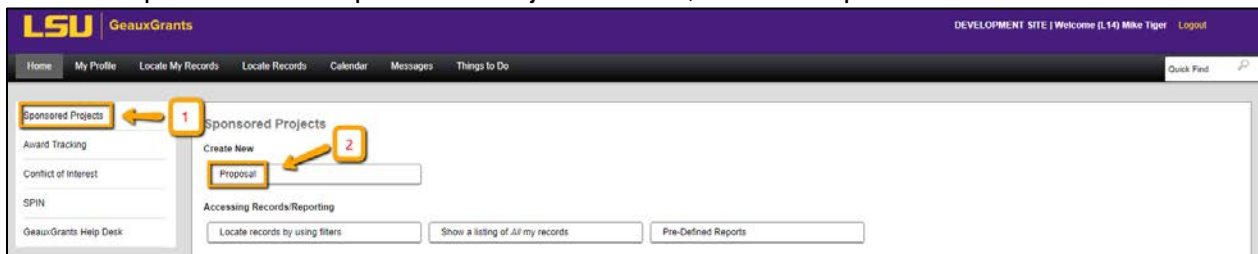
Modification Requests are post award prior approval requests either submitted to the sponsor or internal prior approval. These must be routed in GeauxGrants for review and approval prior to submission to the sponsor. OSP-2 forms will no longer be needed for post award Modification Requests.

This user guide provides instructions on creating modification requests for proposals converted from SPS. See separate instructions for creating modification requests for proposals created in GeauxGrants.

### How to Create a Proposal Development (PD) Record

It is recommended that you use Chrome or Firefox for GeauxGrants. Login through my LSU Individuals with a GeauxGrants role of Department Administrators need to initiate Modification Requests. Please work with your department/college grant coordinator to initiate the request. If you do not have a coordinator, then contact OSP.

- Step 1: From the home screen, select “Sponsored Projects” on the left-hand navigation tabs
- Step 2: From the Sponsored Projects screen, select “Proposal” under Create New



#### Helpful tips for Creating a Modification/Prior Approval Request

- Know the proposal number for the award that you are requesting a modification/prior approval request.
- The New Proposal Questionnaire consists of several steps (Steps 0-7)
- To go back a step, click Back on top right.
- All search fields are progressive text.
- Hit Done button on top left to close out the proposal instead of closing browser using X on top right.

## New Proposal Questionnaire – Creating Modification Request from Converted SPS records.

- The first modification request created from an SPS record will need to follow these steps for the New Proposal Questionnaire.
- Step 0: Defaults to user. Change to the Principal Investigator (PI) by clicking Change. Type last name, first name of PI and click Select.

The screenshot shows the 'New Proposal Questionnaire' interface. Step 0: 'Confirm you intend for the PI of this proposal to be' is followed by the text 'Tiger, (L13) Mike the' and a 'Change' button highlighted with a yellow box. Step 1: 'Create a "New" Proposal or "Copy From Existing"?' is followed by a dropdown menu with 'Create a New Proposal' selected and 'Copy From Existing Proposal' as an option. A 'Continue' button is located at the bottom left.

- Step 1: Click on "Create New Proposal" and click Continue
- Step 1 Continued: Select "Setup Proposal Manually" and click Continue.

The screenshot shows the 'New Proposal Questionnaire' interface at Step 1 Continued. The text 'Tiger, (L13) Mike the' is followed by a 'Change' button with a yellow arrow pointing to it. Below, 'Create a New Proposal' is followed by a yellow arrow pointing to a dropdown menu where 'Setup Proposal Manually' is selected and highlighted with a yellow box. A yellow arrow points from this dropdown to a 'Continue' button on the right.

- Step 2: Choose "Modification/Prior Approval Request" and Click Continue.

The screenshot shows the 'New Proposal Questionnaire' interface at Step 2: 'Please Select a Proposal Type'. The text 'Tiger, (L13) Mike the' is followed by a 'Change' button. Below, 'Create a New Proposal' is followed by a dropdown menu where 'Modification/Prior Approval Rec' is selected and highlighted with a yellow box. A yellow arrow points from this dropdown to a 'Continue' button on the left.

- Step 3: Type in first few letters of sponsor name, select from list and click Continue.
- Step 4: Auto Populates

- Step 5: Type in proposal title from SPS record. Click Continue.

New Proposal Questionnaire

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* Modification/Prior Approval Request

Step 3: *Selected Sponsor* National Science Foundation (NSF)

Step 4: *"Tracking" Number or "Proposal" Number* This proposal will be automatically numbered.

Step 5: *Proposal's Title*

Test SPS Converted Record

Continue

- Step 6: Enter period of performance of award from SPS or Workday. Click Continue.

New Proposal Questionnaire

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* Modification/Prior Approval Request

Step 3: *Selected Sponsor* National Science Foundation (NSF)

Step 4: *"Tracking" Number or "Proposal" Number* This proposal will be automatically numbered.

Step 5: *Proposal's Title* Test SPS Converted Record

Step 6: *What are the project start and end dates?*

From 01-Jul-2019

To 30-Jun-2020

Continue

- Step 7: Auto Populates. Click Continue.

- Click Create 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* Modification/Prior Approval Request

Step 3: *Selected Sponsor* National Science Foundation (NSF)

Step 4: *"Tracking" Number or "Proposal" Number* This proposal will be automatically numbered.

Step 5: *Proposal's Title* Test SPS Converted Record

Step 6: *Project Start and End Dates* 01-Jul-2019 to 30-Jun-2020

Step 7: *Number of Budget Periods* 1

Is all of the above information correct?

Step back through responses Create Proposal

**\*NOTE:** Clicking "Create Proposal" will create a new proposal with the properties you have indicated above. There is one final screen of questions to be completed before you can start entering your new proposal. Again, you will be able to change the properties of the proposal once it has been created if need be.

## Setup Questions

- Department Administrators and OSP will have the ability to Show hidden fields. Click Show to expose the screen template.

The screenshot shows the 'Setup Questions' section of a proposal form. At the top right, there is a 'Show' button with a question mark icon, highlighted by an orange arrow. Below the instructions, a text box contains the text: 'If this is a Modification Request, please click 'Show' at the top of the page and select the Modification Request Template.' This text box is also highlighted with an orange border.

- From the Submission Mechanism/Screen Template select Modification Request.

The screenshot shows the 'Submission Mechanism/Form Information' section. A dropdown menu is highlighted with an orange border and contains the text 'Modification Request'. An orange arrow points to this dropdown menu. The 'Proposal Sponsor' is listed as 'Shell Oil Company Change'. There are radio buttons for 'Yes' and 'No' for the question 'Is this a Flow Through Project?'. The 'No' option is selected.

- You will receive the following warning. Click OK.

The screenshot shows a warning dialog box with the following text: 'You are changing the submission mechanism for this proposal. There may be previously completed components of this proposal that might have to be re-done because of formatting differences between the two mechanisms.' At the bottom right, there are two buttons: 'OK' and 'Cancel'.

- This will change your screen to a Modification Request view. Under Link to existing proposal, click Look Up.

The screenshot shows the 'Setup Questions' section. Under the 'Link to existing proposal' field, there is a 'Look Up' button highlighted with an orange border and an orange arrow. The 'Proposal Sponsor' is 'Shell Oil Company Change'. There are radio buttons for 'Yes' and 'No' for the question 'Is there a Deadline for this Submission?'. The 'No' option is selected.

- This will bring up a list of all of the PI's proposals. Under Institution column, click on funnel to filter to the proposal number you have copied.

Select Master Proposal

Sponsor name	Institution #	Sponsor Award #	Title
LA Board of Regents (BOR)	48046-1		
Gulf States Marine Fisheries Commission	48658-1		
National Academy of Sciences (NAS)	49000-1		
National Oceanic and Atmospheric Administration (NOAA)	49623-1		
Coastal Protection and Restoration Authority (CPRA)	49643-1		

Show items with value that:

Contains

49318

And

Is equal to

Filter Clear

- Click on record to populate Setup Questions tab with linked proposal. You link proposals to the Master Submission. In SPS, this would be 49318-1.
- The proposal number now changes to the next child submission (previously transaction).
- For records created from SPS converted records, the numbering will not be correct. In the example below, the next transaction/submission should be 49318-2 instead of the auto numbering of 49318-1-01. Contact [osp@lsu.edu](mailto:osp@lsu.edu) to correct the institution number before you route the request.

Done Save Test SPS Converted Record (L13) Mike the Tiger - LSUAM | Sch of VETM | Pathobiological Sciences (National Science Foundation (NSF)) Proposal 49318-1-01

Setup Questions Internal Uploads & Routing Completed

Internal Uploads & Routing

Tasks Proposal Tracking (PT)

Step 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. ?

- Once OSP has corrected the number, check Completed box in top Right Corner.

## Internal Uploads & Routing

- Follow instructions at the top of the page.
- Open the Modification Request (Proposal Documentation) form by clicking Edit.

FORM/DOCUMENT NAME	EDIT	STATUS	UPLOAD	REMOVE
Modification Request (Proposal Documentation)	<a href="#">EDIT</a>	Incomplete		Mandatory

- Complete all fields related to your modification request. Answering “Is this a Change in Investigator” exposes additional questions and certifications depending on the type of Modification/Prior Approval Request.
- If changes are needed to the Investigator % Credit allocation tab, those will be made at the bottom of this form. For converted SPS records, you will need to add the Investigator % Credit allocation from SPS or update if needed.
- Upload the required attachments on the Modification Request form and then click Lock Form to 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: AM200150-01


\* **Is this a request for a Change in Investigator?**  
Yes  No

**SPONSOR PRIOR APPROVAL NEEDED: (CHECK ALL THAT APPLY)**

- No-Cost Extension
- 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
- Request to add a Subaward
- Pre-award costs greater than 90 days (federal expanded authorities)

- For records converted from SPS, make sure OSP has updated the institution number before routing. The institution number will appear on all routing emails.

- Routing the Modification Request:
  - Route the Modification Request for review and approvals by clicking the thumbs up icon by Submit Pre-Review.


Pre-Review Route:  Submit Pre-Review 

- Click Accepted and then Continue.

**Certification** Close

I have read and agree to the certifications on the Review Summary, if applicable.






Accepted  Declined



- A list of individuals receiving a notification or approval appear in list.
- NOTE: For Change in Investigator, OSP will insert the necessary approvals into the route.
- Click Submit.

Proposal **AM200150-01 - (L13) Mike the Tiger** "Darya Testing Proposal started on 10/17/2019" (Pending)

[Refresh Route](#) Route Path - **Mod Request** [Add New Person to Review Path](#)

Step 1	OSP Receipt	Gabrielle Sessum	
	OSP Receipt	Michelle Sharp Pennington	
	OSP Receipt	Danielle Taylor	
Step 2	PIs/Dept Heads	(L13) Mike the Tiger	
	PIs/Dept Heads	Dr. Test the Department Head 1	

*No comments have been recorded yet*

- After Modification/Prior Approval Request is routed, list of required approvals will appear at the bottom of the screen.
- The current status is shown at the top of the documents.
- Click the Scroll to see the Route History.

Current Proposal Status: Routing

Components for Initial Application ➔

Current Submission

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

[Add Institution Forms/Supporting Documents](#)

**Active Routing Progress** Open Full

AM200150-01 - (L13) Mike the Tiger "Darya Testing Proposal started on 10/17/2019"

*Submitted by (L14) Mike the Tiger on behalf of (L13) Mike the Tiger*

Route Name	Route Type	Step Number/Name	Who	Notified	Decision	Insert	Remove
Mod Request	Pre-Review	Step 1 - OSP Receipt	Gabrielle Sessum	08-Nov-2019 5:05:19 PM	Informed -		
Mod Request	Pre-Review		Michelle Sharp Pennington	08-Nov-2019 5:05:20 PM	Informed -		
Mod Request	Pre-Review		Danielle Taylor	08-Nov-2019 5:05:21 PM	Informed -		
Mod Request	Pre-Review	Step 2 - PIs/Dept Heads	(L13) Mike the Tiger	08-Nov-2019 5:08:22 PM			
Mod Request	Pre-Review		Dr. Test the Department Head 1	08-Nov-2019 5:08:23 PM			

**Comments**