

Updating the Period of Performance in Proposal Development

During creation of a proposal, the period of performance (POP) should be entered in Step 6 on the New Proposal Questionnaire. Below are the steps to take in order to update the POP once the proposal is created.

New Proposal Questionnaire
Back

Step 0: *Confirm you intend for the PI of this proposal to be* Cintron, Danielle [Change](#)

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

Step 2: *Proposal Type* New

Step 3: *Selected Sponsor* National Aeronautics & Space Administration (NASA)

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

Step 5: *Proposal's Title* TEST - Danielle Cintron

Step 6: *Project Start and End Dates* 01-Jan-2020 to 31-Dec-2020

Step 7: *Number of Budget Periods* 1

Is all of the above information correct? ***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.

Step back through responses
Create Proposal

Updating POP in Proposal Development

1) Click on the Budget tab.

test
(L13) Mike the Tiger - LSUAM | Sch of VETM | Pathobiological Sciences (LA Board of Regents (BOR))

- Setup Questions
- LSU Questionnaire
- Budget
- Personnel
- Internal Uploads & Routing
- Tasks
- Proposal Tracking (PT)

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 checkbox in the upper right corner of the section.

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

2) Click Un-complete Budget in top right if you are in View Mode. The click Setup tab.

test
(L13) Mike the Tiger (LA Board of Regents (BOR))
Proposal AM200049

- Budget
- Period 1
- Period 2
- SubAwards (1)
- F&A
- Cost Sharing
- Justifications
- Versions
- Setup

Project Period: 01-Jul-2020 to 30-Jun-2022
Source View: Sponsor
Rollup subprojects: Not Rollup
Proposal Structure
Import/Export
Un-Complete Budget

	Periods [hide]		Sponsor [show]		Cost Sharing [show]		Project [hide]			
	YEAR/PERIOD	INCREMENT	START	END	TOTAL	TOTAL	DIRECTS	F&A	TOTAL	
F&A	1	1	01-Jul-2020	30-Jun-2021	Proposed	\$ 94,249	-	\$ 82,399	\$ 11,850	\$ 94,249
Cost Sharing	2	2	01-Jul-2021	30-Jun-2022	Proposed	27,999	-	22,399	5,600	27,999
Total:						\$ 122,248	\$ 0	\$ 104,798	\$ 17,450	\$ 122,248

Subproject Summary [Show]

PERSONNEL [hide]	NAME	PERIOD 1	PERIOD 2	DIRECT COSTS
Detail	Tiger, (L13) Mike PD/PI	\$ 22,399	\$ 22,399	\$ 44,798

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3) On Setup tab, click Period/Dates tab.

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Done Save

Budget +

SubAwards (1) +

F&A

Cost Sharing

Justifications

Versions

Setup

Setup

GENERAL PERIOD/DATES BUDGET SOURCES MECHANISM OPT IN/OUT

Use Scheme dates or Project Anniversary for inflation dates?

Display Quantity and Unit Columns in Budget Detail

Default Person Months/Percent Effort Picklist on the Personnel Tab Person Months

Default Person Months/Percent Effort Picklist on the Budget Tab Person Months

Decimal Precision 0

Alternate Currency

4) You can then update the budget periods or shift the start date of the project period, if needed, on this screen. Enter the new dates click Save in top left.

Budget +

SubAwards (1) +

F&A

Cost Sharing

Justifications

Versions

Setup

Setup

GENERAL PERIOD/DATES BUDGET SOURCES MECHANISM OPT IN/OUT

Project Period

START	END
01-Jul-2020	30-Jun-2022

Shift Project Dates

	New	Old
Project Start	01-Sep-2020	01-Jul-2020 30-Jun-2022

-Or-

Shift by days

Budget Period

Add Delete

BUDGET PERIOD	START	END
1	01-Sep-2020	31-Aug-2021
2	01-Sep-2021	31-Aug-2022

To change start date, enter here.

Adjust dates of budget periods here.

5) To add or remove budget periods, click the Add or Delete buttons.

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Budget +
SubAwards (1) +
F&A
Cost Sharing
Justifications
Versions
Setup

Setup ?

GENERAL PERIOD/DATES BUDGET SOURCES MECHANISM OPT IN/OUT

Project Period ?

START	END
01-Jul-2020	30-Jun-2022

Shift Project Dates ?

	New	Old
Project Start	01-Sep-2020	01-Jul-2020
		30-Jun-2022

-Or-

Shift by days ▼

Budget Period ?

BUDGET PERIOD	START	END
1	01-Sep-2020	31-Aug-2021
2	01-Sep-2021	31-Aug-2022

Add Delete

6) If you click Add, you will get a warning that “This will add an additional one-year budget period to the proposal. Click Okay. An additional budget period has been added. You can adjust the dates if needed.

test (L13) Mike the Tiger (LA Board of Regents (BOR))

eratest.lsu.edu says
This will add an additional one-year budget period to the proposal.

OK Cancel

Budget +
SubAwards (1) +
F&A
Cost Sharing
Justifications
Versions
Setup

Setup ?

GENERAL PERIOD/DATES BUDGET SOURCES MECHANISM OPT IN/OUT

Project Period ?

START	END
01-Sep-2020	31-Aug-2023

Shift Project Dates ?

	New	Old
Project Start	01-Sep-2020	01-Sep-2020
		31-Aug-2023

-Or-

Shift by days ▼

Budget Period ?

BUDGET PERIOD	START	END
1	01-Sep-2020	31-Aug-2021

Add Delete

12) If there is a check next to Lock Form, then uncheck the Lock Form so the form can update.

LSU View PDF Lock Form Validate

REVIEWER SUMMARY PAGE

REVIEWER SUMMARY PAGE

You have been identified as a reviewer/approver for this proposal. Provided below is a summary of the project information and the required certifications needed to move the proposal forward. Additional proposal information can be viewed in GeauxGrants.

SUMMARY PROJECT INFORMATION

Proposal Number	Program Type	Sponsor Deadline
AM200049	Research, Basic	<input type="text"/>
Project Title	Project Type	
test	New	

13) The new POP will be listed on this form in the Budget Information chart.

Budget Information

Start Date	End Date	Direct Costs	Indirect Costs	F&A Rate	Total Project
01-Sep-2020	31-Aug-2021	\$82,399.00	\$22,752.00	48.000%	\$105,151.00
01-Sep-2021	31-Aug-2022	\$22,399.00	\$10,752.00	48.000%	\$33,151.00
01-Sep-2022	31-Aug-2023	\$22,399.00	\$10,752.00	48.000%	\$33,151.00
01-Sep-2020	31-Aug-2023	\$127,197.00	\$44,256.00	-	\$171,453.00

14) Once the change is verified, check Lock Form to complete.