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.

- This will open up the Award Increment Detail.

- Step 2: Click on Attachments tab in left menu to see award document. Click File Name to open document.

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

- 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.