

Subaward Review and Approval

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.

AM250241: New subaward or subaward amendment needs your approval

ITS BA Test Account
To: ITS BA Test Account
Retention Policy: 1 Month Delete (30 days) Expires: 11/16/2024
This item will expire in 30 days. To keep this item longer apply a different Retention Policy.

Dear (L17) Mike the Tiger,

The Office of Sponsored Programs (OSP) has drafted the above referenced subaward or amendment.

To access the subaward document:

1. Log in to GeauxGrants via myLSU and click the blue record number in Assignments.
2. Review the subaward documents on the Attachments tab under Subaward Attachments.
3. After reviewing the subaward, indicate your approval by clicking “I am Done” in your Assignments. If changes are needed, please provide Comments before clicking done.

Once you have approved, OSP will obtain the needed signatures from the Subrecipient and LSU (if applicable) and then create a Requisition or Change Order in Workday, in order to initiate the Purchase Order. Once the subaward is fully-executed and approved through Workday, OSP will forward a copy of the fully-executed subaward to you, the Subrecipient, and Sponsored Program Accounting.

Please contact subs@lsu.edu if you have any questions or need more detailed information.

Sincerely,
LSU GeauxGrants

Please do not reply to this message. This email is an automated notification, which is unable to receive replies.
[Log In](#)

- 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.

LSU GeauxGrants Welcome Test (L17) Mike Tiger Logout

Home My Profile Locate My Records Locate Records Calendar Messages Things to Do Quick Find

Sponsored Projects

Award Tracking

Human Protocol

IACUC

Conflict of Interest / PM-11

SPIN

GeauxGrants Help Desk

Contact Info

Conflict of Interest / PM11
SPIN Database
Office of Research & Economic
Development
(225) 578-5833
oredcompliance@lsu.edu

Sponsored Projects
Award Tracking
Office of Sponsored Programs
(225) 578-2760

Assignments Open Your action items

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
Proposal Tracking	AM250242	[REDACTED]	Initial Application	Dashboard	Routing	Review needed for Proposal AM250242; PI [REDACTED] due 10-Sep-2024	16-Sep-2024 7:46:41 AM
Proposal Tracking	AM250303	Tiger, (L17) Mike the	Initial Application	Dashboard	Routing	Review needed for Proposal AM250303; PI Test (L17) Mike the Tiger due 11-Oct-2024	11-Oct-2024 8:38:25 AM
Proposal Tracking	AM250239	Tiger, (L17) Mike the	Agreement	Action Item	PI Review	AM250239: New subaward or subaward amendment needs your approval	15-Oct-2024 11:35:43 AM
Proposal Tracking	AM250335	Tiger, (L17) Mike the	Initial Application	Dashboard	Routing	Review needed for Other Miscellaneous Agreement AM250335; PI Test (L17) Mike the Tiger due	17-Oct-2024 10:55:38 AM
Proposal Tracking	AM250288-01	Tiger, (L17) Mike the	Initial Application	Dashboard	Routing	Review needed for Modification Request for Proposal AM250288-01; PI Test (L17) Mike the Tiger due	17-Oct-2024 11:02:38 AM
Award Tracking	AWD-AM250271	Tiger, (L17) Mike the	Award Increment	Action Item	PI Award Review	AWD-AM250271 - REQUIRES YOUR APPROVAL!	17-Oct-2024 11:18:26 AM
Proposal Tracking	AM250241	Tiger, (L17) Mike the	Agreement	Action Item	PI Review	AM250241: New subaward or subaward amendment needs your approval	17-Oct-2024 11:42:15 AM

Assignment Page

- Step 1: Click the Record Number hyperlink to open Proposal Tracking (PT) – Agreements and review the Agreement information.

The screenshot shows an 'Assignment' window with a table of assignments. The table has the following columns: Module, Record Num..., Record Ow..., Obj..., Assignment T..., Record Sta..., Subject, and Assigned. The first row contains: Proposal Tracking, AM250241, Tiger, (L17) Mike the, Agreement, Action Item, PI Review, AM250241: New subaward or subaward amendment needs your approval, and 17-Oct-2024 11:42:15 AM. A yellow arrow points to the 'Record Num...' column value 'AM250241'. Below the table, there is a 'Record Title' field with the value '2024 Upgrade Testing- Sponsor Prior Approval Mod' and a 'Record Primary Sponsor' field with the value 'American Psychological Association (APA)'. Other fields include 'Deadline Date', 'OSP Specialist', 'Originating Sponsor', and 'Proposal Type' with the value 'New'. At the bottom, there is a message: 'Dear (L17) Mike the Tiger, The Office of Sponsored Programs (OSP) has drafted the above referenced subaward or amendment.'

- This will open up the PT Agreement Detail for the Subaward or Subaward Amendment that needs your review.

The screenshot shows the 'PT Agreement Detail' page for '2024 Upgrade Testing- Sponsor Prior Approval Mod'. The page has a sidebar on the left with navigation options: Submissions (2), AM250241/New, Summary, Sponsor, Personnel (1), Budget, Agreements (1), Subaward/Test Subawar..., OSP 4, Assignments, Communications (16), Attachments (3), Approvals (0), Status History (6), Alerts/Reminders, Snapshot, and Assignments. The main content area shows 'Edit Agreements/Contracts' with fields for Agreement Type (Subaward), Agreement From (01-Oct-2024), Agreement To (30-Sep-2026), Date Signed, Institution Name (Nicholls State University), and Subaward Number (Test Subaward number). There are also fields for Agreement Conditions, Agreement Comments, Agreement Status History (Agreement Status: PI Review, Agreement Status History Date: 03-Dec-2024), and Agreement Status History Comments. A character count at the bottom indicates 'You have 1000 characters left.'

- Step 2: Under Document Summary, click on eyeglasses icon under View Latest column next to Subaward Draft document to review subaward draft.

2024 Upgrade Testing- Sponsor Prior Approval Mod
Test (L17) Mike the Tiger (American Psychological Association (APA))

Proposal AM250241

OSP 4

Agreement Status History

Agreement Status: PI Review

Agreement Status History Date: 17-Oct-2024

Agreement Status History Comments

You have 2000 characters left.

DATE	STATUS	RECORDED DATE	RECORDED BY	COMMENTS	DELETE
17-Oct-2024	PI Review	17-Oct-2024 11:42:15 AM	Josh Steven Boudreaux		
17-Oct-2024	Drafting	17-Oct-2024 11:41:32 AM	Josh Steven Boudreaux		
17-Oct-2024	OSP Assignment	17-Oct-2024 11:41:24 AM	Josh Steven Boudreaux	Purple team assignment	
25-Sep-2024	Request Received	25-Sep-2024 03:13:55 PM	Josh Steven Boudreaux	New Agreement	

Document Summary

NAME	CATEGORY	VIEW LATEST	HISTORY	VERSIONS	LAST UPDATED	DELETE
OSP 4	OSP-3/4			1	25-Sep-2024	

- Step 3: PI will click Done to exist Proposal Tracking Record. Go back to Assignment.

2024 Upgrade Testing- Sponsor Prior Approval Mod
Test (L17) Mike the Tiger (American Psychological Association (APA))

Proposal AM250241

You have opened this proposal in view mode

Current Status: PI Review

Edit Agreements/Contracts

Agreement Type: Subaward

Agreement From: 01 Oct 2024

Agreement To: 30 Sep 2026

Date Signed

Institution Name: Nicholls State University

Subaward Number: Test Subaward number

Agreement Conditions

Agreement Comments

Agreement Status History

Agreement Status: PI Review

Agreement Status History Date: 03-Dec-2024

- Step 4: On Assignment page the PI will add any comments for OSP regarding the subaward draft in the Comments Box at the bottom and then click "I am done" in top right corner. Subaward document will be sent back to OSP for processing.

Assignment I am done Close

Click to approve subaward draft →

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

Module	Record Num...	Record Ow...	Obj...	Assignment T...	Record Sta...	Subject	Assigned
Proposal Tracking	AM250241	Tiger, (L17) Mike the	Agreement	Action Item	PI Review	AM250241: New subaward or subaward amendment needs your approval	17-Oct-2024 11:42:15 AM

Record Title	2024 Upgrade Testing- Sponsor Prior Approval Mod
Record Primary Sponsor	American Psychological Association (APA)
Deadline Date	
OSP Specialist	
Originating Sponsor	
Proposal Type	New

Dear (L17) Mike the Tiger,

The Office of Sponsored Programs (OSP) has drafted the above referenced subaward or amendment.

To access the subaward document:

1. Log in to GeauxGrants via myLSU and click the blue record number in Assignments.
2. Review the subaward documents on the Attachments tab under Subaward Attachments.
3. After reviewing the subaward, indicate your approval by clicking "I am Done" in your Assignments. If changes are needed, please provide Comments before clicking done.

Once you have approved, OSP will obtain the needed signatures from the Subrecipient and LSU (if applicable) and then create a Requisition or Change Order in Workday, in order to initiate the Purchase Order. Once the subaward is fully-executed and approved through Workday, OSP will forward a copy of the fully-executed subaward to you, the Subrecipient, and Sponsored Program Accounting.

Please contact subs@lsu.edu if you have any questions or need more detailed information.

Sincerely,

LSU GeauxGrants

Please do not reply to this message. This email is an automated notification, which is unable to receive replies.

Finalize Assignment

Supporting Attachments (Optional) [Add](#)

No Attached Documents

Comments:

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

Next Step/Decision: PI Review Complete

Assign to: Automatic as per configurations.