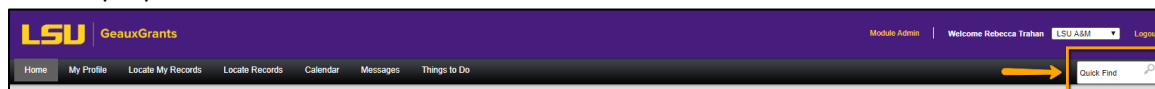


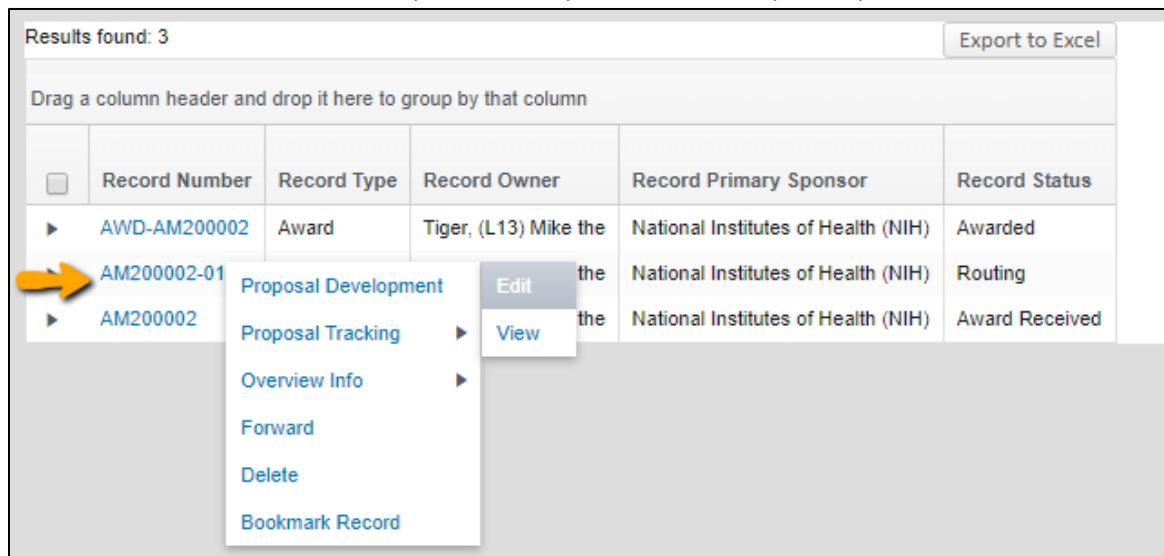
Updating Attachments for Modification/Prior Approval Requests

As part of the review of Modification/Prior Approval Requests, Sponsored Program Accounting (SPA) or Office of Sponsored Programs (OSP) staff may contact you to update your request letter or internal prior approval justification. The updated document must be entered in GeauxGrants.

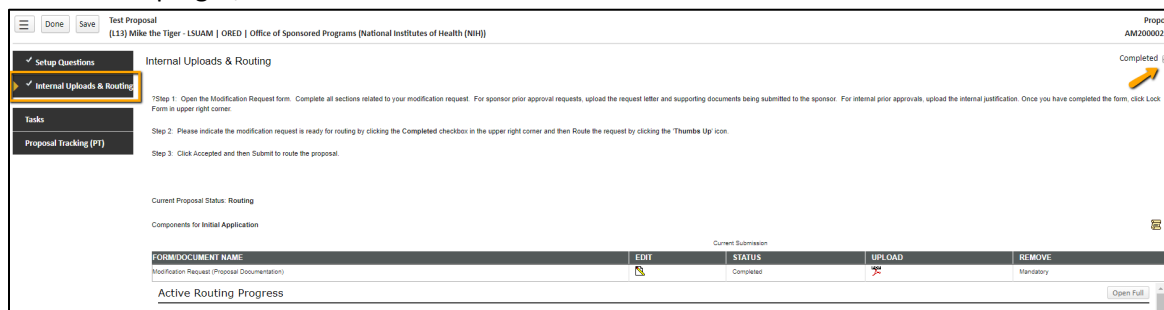
- 1) Type the Proposal Number in the Quick Find in top right and hit Enter. You can type the base proposal number from SPS and GeauxGrants



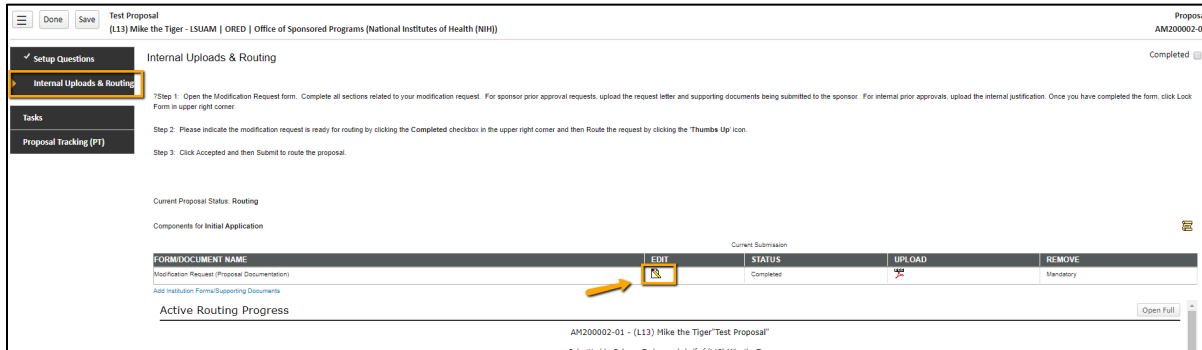
- 2) All records associated with base proposal number will appear. Hover over Modification Request transaction and select Proposal Development > Edit to open request.



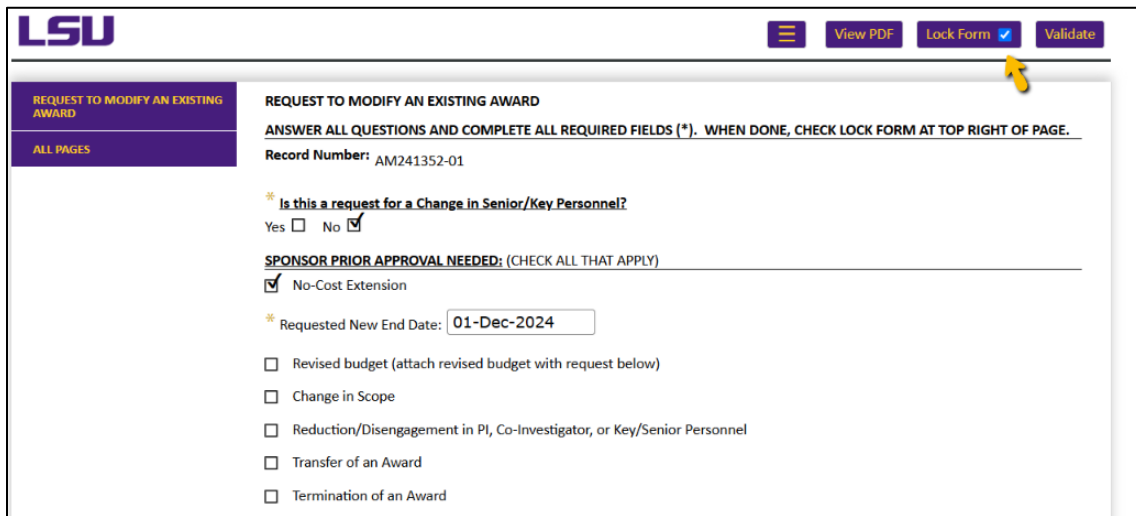
- 3) Click Internal Uploads & Routing tab to view the Modification Request. If Completed is checked in top right, then uncheck to edit.



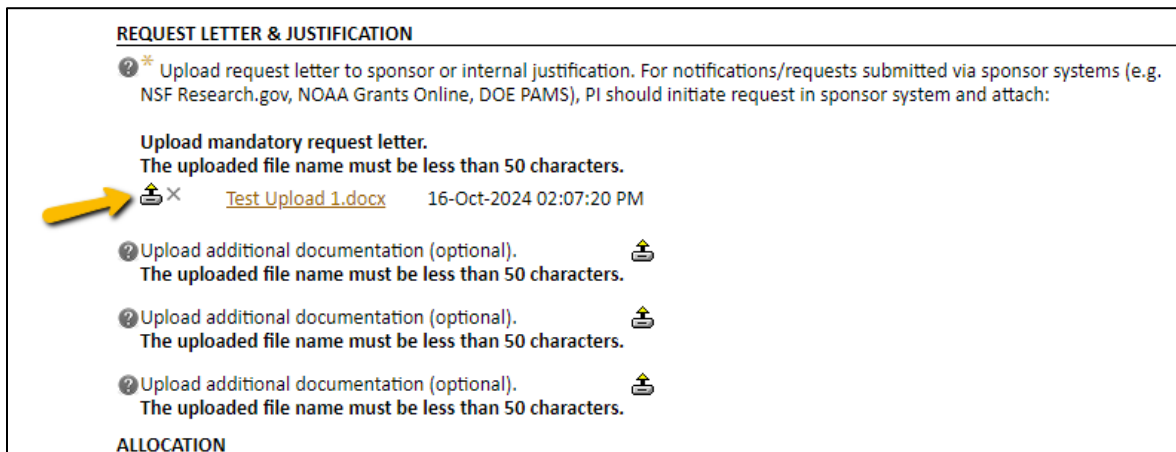
4) Click edit next to Modification Request to open request form.



5) In top right corner, uncheck Lock Form to edit.



6) Go down to Upload request letter to sponsor or internal justification section and click the upload icon to add revised document. Click choose file and then upload.



Upload


Would you like to upload a new

document

version of an existing document

Upload new version of an existing document

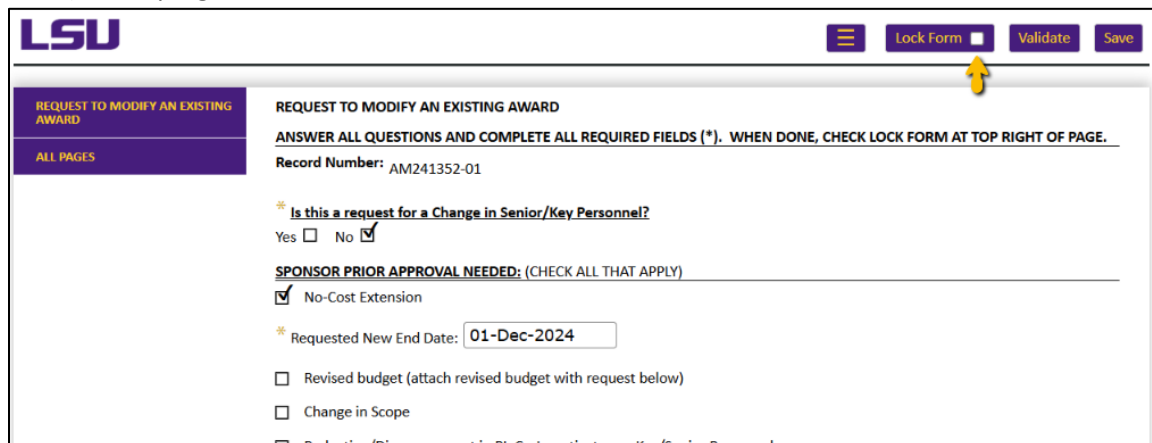
Name

Location 

Document Version Number

Document Version Date

7) In top right corner, check Lock Form to save.



LSU

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: AM241352-01

* **Is this a request for a Change in Senior/Key Personnel?**
Yes No

SPONSOR PRIOR APPROVAL NEEDED; (CHECK ALL THAT APPLY)

No-Cost Extension

* Requested New End Date:

Revised budget (attach revised budget with request below)

Change in Scope

Reduction/Disengagement in PI, Co-Investigator, or Key/Senior Personnel

8) Click Done in top left to exit record.

9) Notify SPA or OSP staff who requested the change that the revised document is in GeauxGrants for their review.