



# **Award Review and Approval**

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#### 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 <u>https://www.lsu.edu/geauxgrants/</u>. Under Assignments, click on the corresponding Record Number to open your Assignment.

| ~ | Module <b>Y</b>      | Record T<br>Number | Record T<br>Owner        | Object <b>Y</b>        | Assignment <b>T</b> ype | Record T<br>Status | Subject T  | Assigned <b>T</b>          |
|---|----------------------|--------------------|--------------------------|------------------------|-------------------------|--------------------|--|----------------------------|
| × | Award Tracking       | AWD-AM241277       | Tiger, (L17) Mike<br>the | Award<br>Increment     | Action Item             | PI Award Review    | AWD-AM241277 REQUIRES YOUR APPROVAL!   | 08-Nov-2024 1:09:12<br>PM  |
| × | Proposal<br>Tracking | AM241277-01        | Tiger, (L17) Mike<br>the | Initial<br>Application | Dashboard               | Routing            | Review needed for Modification Request for Proposal AM241277-01; PI Test (L17) Mike<br>the Tiger due | 08-Nov-2024 1:15:35<br>PM  |
| × | Proposal<br>Tracking | AM250645           | Tiger, (L17) Mike<br>the | Initial<br>Application | Dashboard               | Routing            | Review needed for Other Miscellaneous Agreement AM250645; PI Test (L17) Mike the<br>Tiger due        | 12-Nov-2024 8:43:59<br>AM  |
| × | Proposal<br>Tracking | AM250650           | Tiger, (L17) Mike<br>the | Initial<br>Application | Dashboard               | Routing            | Review needed for Proposal AM250650; PI Test (L17) Mike the Tiger due                                | 15-Nov-2024 11:24:22<br>AM |
| × | Proposal<br>Tracking | AM250646           | Tiger, (L17) Mike<br>the | Initial<br>Application | Dashboard               | Routing            | Review needed for Proposal AM250646; PI Test (L17) Mike the Tiger due                                | 18-Nov-2024 8:50:03<br>AM  |

# Task/Assignment Page

• Step 1: Click the Record Number hyperlink to open Award Tracking and review the award document.

|  | gnment  |   |   |  |   |   |  |   |   |   |  |  |   |  |  |  |   | 1  |  |
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| ~  | Mod <b>Y</b>  | Record  |   | <b>T</b>   | Rec   |   |  | Ŧ   | Object  | <b>T</b>  | Assignment   | -  | Rec   | ord St   | •  | Subject  | T   | Assigned   | •  |
| 4  | Award<br>Tracking   | AWD-A   | M25027  |  |   |   | 17) Mi   |   | Award<br>Increment  |   | Action Item  | ,  |   | ward Rev   | ·  | AWD-AM250271 - R<br>YOUR APPROVAL!   |   | 17-Oct-202<br>11:18:26 A   |  |
|  | Record Titl<br>Record Pri<br>Record Pri   | ry Dep  |   |  |   |   | LSU  | AM   :  | st Test Test<br>Sch of VET<br>of Rhode I:   | MIP   | Pathobiological So   | iences   | s   CC0   | )293   |  |  |   |  |  |
|  | <ol> <li>Review the </li> <li>After review</li> </ol>   | documen   | ts on the   | Attac  | hmen  | ts Ta   | ıb.  |   |   |   | lssignments.<br>roval of the Spon  | sor's te   | erms ar   | d PI Cert  | icatio                                       | ons by clicking "I am Dr   | one" in your  | Assianments  | . If you                                 |
| nd fis<br>ccord<br>ommi<br>onditi  | 3. After review<br>do not agree w<br>ere for a how to<br>cal and adminis<br>ance with the re<br>tments on this a<br>ons or to diseng  | documen<br>ing the di<br>vith the te<br>guide. <u>F</u><br>strative m<br>estrictions<br>and all ex<br>gage from                               | ts on the<br>ocuments<br>rms or ha<br><u>I Certific</u><br>anageme<br>s imposed<br>isting pro<br>n the proje              | Attac<br>and<br>ave ar<br>ation<br>ent thr<br>d by th<br>jects,<br>ect for           | hmen<br>below<br>y cor<br>By p<br>ougho<br>ne Sp<br>and y<br>r more | ts Ta<br>cer<br>rovio<br>out ti<br>onso<br>/ou v<br>e tha | ib.<br>tifications, ple<br>ling yo<br>ne per<br>or's ter<br>vill req<br>n thre | ons, ir<br>ase p<br>our ap<br>iod of<br>ms ar<br>juest :<br>e mor | dicate your<br>rovide Com<br>proval, you<br>the project<br>d condition<br>sponsor prid<br>ths. If fund                  | r appi<br>iment<br>agre<br>t and<br>t and<br>or app<br>ling ha              | roval of the Spor<br>ts before clicking<br>te that you will se<br>agree to manage<br>d University polic<br>proval to reduce<br>as been reduced | done.<br>ve as t<br>project<br>/. If this<br>effort co<br>you ce | the prin<br>ct funds<br>s is a fe<br>commitr<br>ertify th | nary indiv<br>in a prud<br>derally fu<br>nents by r<br>at the orig | dual i<br>ent ma<br>nded<br>nore t<br>inal s | ons by clicking "I am Do<br>responsible for the tech<br>anner and expend func<br>project, you certify that<br>than the permitted amo<br>scope of work can be c<br>e any questions or nee | nnical progr<br>Is to directly<br>you will ful<br>unt allowed<br>ompleted. It | ess, scientific<br>y support the p<br>fill your effort<br>I by the terms<br>f this is not co | integrity,<br>project in<br>and<br>rect, |
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# • This will open up the Award Increment Detail.

|                                 | Testing Test Test Tes<br>ne Tiger - LSUAM   S |                            | hobiological Sciences   (   | CC00293        |                 |        | AWD-       | Award<br>AM250271 |
|---------------------------------|---|----------------------------|-----------------------------|----------------|-----------------|--------|------------|-------------------|
| Summary                         | Award Increment                               | t <b>Detail</b> - Last Upd | lated on 17-Oct-2024 11:    | 18:24 AM 🅠     |                 |        |            |                   |
| Award Increments (1) —          | Award Date                                    | Award Nu                   | umber                       | _              | Award Type      |        |            |                   |
|                                 | 17-Oct-2024                                   | 1236547                    |                             |                | Initial Award   |        | ~          |                   |
| > 17-Oct-2024 / Initial Award — | Start Date                                    | End Date                   |                             |                | Document Nu     | umber  |            |                   |
| Version 1                       | 01-Nov-2024                                   | 31-Oct-2                   | 025                         |                | Initial award   |        |            |                   |
| Assignments                     | Award Versions                                |                            |                             |                |                 |        |            |                   |
| -                               | Date  | Number - Nar               | ne By                       |                | Active          | Status | Amount     | Open              |
| Related Proposals (1)           | 17-Oct-2024                                   | 1 - Initial                | Josh Steven                 | Boudreaux      |                 | Active | 196,803.18 | i 🖌               |
| Status History                  | Facilities and Adn                            | ninistration Costs         | 3                           |                |                 |        |            |                   |
| Assignments                     | Institution Base/                             | Target Scheme              |                             | ✓ Show         |                 |        |            |                   |
| Communications (1)              | Base  |                            | Manual 💙 Show Rat           | Manual (use ad | jacent box) 🗸 🗸 | 49.00  | 0          |                   |
| Attachments (1) +               | Sponsor Calculat                              | ion Method                 | Auto (predefined bases/rate | 25) 🗸          |                 |        |            |                   |
|                                 |   |                            |                             |                |                 |        |            |                   |

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

|                       |                       |   |         |        |     |          |             |                |          | Edit M     |  |
|-----------------------|-----------------------|---|---------|--------|-----|----------|-------------|----------------|----------|------------|--|
| Summary               | Attachments - Last Up | odated on 17-Oct-2024 11:18                                   | 3:24 AN | 1 🕡    | Add | Document | Combine En  | nail Print All | Folder I | Maintenanc |  |
| Award Increments (1)  | •                     |   |         |        |     |          |             |                |          |            |  |
| Related Proposals (1) | Drag a column heade   | Drag a column header and drop it here to group by that column |         |        |     |          |             |                |          |            |  |
| Status History        | Name                  | Category  | Ŧ       | Folder | T   | Versions | Last Update | ed             | Ŧ        | Selec      |  |
| Assignments           | Test Award Doc        | Notice of Grant Award   |         | ROOT   |     | 1        | 17-Oct-2024 | 4 11:17:15 AM  |          |            |  |

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

|                        | 60271 Testing Test Test Test<br>1ike the Tiger - LSUAM   So | h of VETM   Pathobiological     | iciences    | CC00293 |          |                        | A          | Award<br>WD-AM250271 |
|------------------------|---|---------------------------------|-------------|---------|----------|------------------------|------------|----------------------|
|                        |   |                                 |             |         |          |                        |            | Edit Mode            |
| Summary                | Attachments - Last Upd                                      | ated on 17-Oct-2024 11:18:24    | AM 🕡        | Ado     | Document | Combine Email Print    | All Folder | Maintenance          |
| Award Increments (1) + |   |                                 |             |         |          |                        |            |                      |
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| Status History         | Name <b>Y</b>   | Category                        | <b>Fold</b> | ler 🔻   | Versions | Last Updated           | T          | Select               |
| Assignments            | Test Award Doc  | Notice of Grant Award           | ROO         | т       | 1        | 17-Oct-2024 11:17:15 A | M          |                      |
| Communications (1)     |   |                                 |             |         |          |                        |            |                      |
| Attachments (1) —      |   |                                 |             |         |          |                        |            |                      |

• 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.

|   |   |  |   |  |  |   |  |   |  |  |   |   |   |   |   |  |   |  | appro  |   |   | to   | J   |   |   |  |
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| 4   | Award<br>Tracking   |  | AWD-A   | M2502  | 71   |   | Tiger,<br>the  | (L1   | 7) M   | ke   | Award<br>Incren   |   | Action  | Item  |   | PI Aw  | ard Rev   | iew  | AWD-A<br>YOUR  |   |   | EQUI   | RES   | 17-Oct<br>11:18:  |   |  |
|   | Record Title  |  |   |  |  |   | Test   | ng Te   | est Test   | Test   |   |   |   |   |   |  |   |  |  |   |   |  |   |   |   |  |
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Award Review and Approval