

## **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.

Results found: 3				Export to Excel		
Drag a	i column header	and drop it here to	group by	that column		
	Record Numb	per Record Type	Record Owner		Record Primary Sponsor	Record Status
•	AWD-AM2000	02 Award	Tiger,	(L13) Mike the	National Institutes of Health (NIH)	Awarded
	AM200002-01	Proposal Develop	ment	Edit the	National Institutes of Health (NIH)	Routing
۲.	AM200002	Proposal Tracking	•	View the	National Institutes of Health (NIH)	Award Received
		Overview Info	•			
		Forward				
		Delete				
		Bookmark Record				

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

Done Save Test Propo	sal the Tiger - LSUAM   ORED   Office of Sponsored Programs (National Institutes of Health (NiH))					Proposal AM200002-01
✓ Setup Questions	Internal Uploads & Routing				c	Completed 🖉
<ul> <li>Internal Uploads &amp; Routing</li> <li>Tasks</li> <li>Proposal Tracking (PT)</li> </ul>	TStep 1. Open the Modification Request form. Complete all sections related to your modification request. For sponsor prior approval requests, spload the Form support optic concerns. Step 2. Please indicate the modification request is ready for routing by clicking the Completed checkbox in the upper right concer and then Route the request Step 3. Click Accepted and them Submit to route the proposal.			ternal prior approvaiti, upload the internal justific	alion. Once you have completed the for	m, eliek Loek
	Current Proposal Status: Routing					
	Components for Initial Application					富
			rent Submission			
	FORM/DOCUMENT NAME	EDIT	STATUS	UPLOAD	REMOVE	
	Modification Request (Proposal Documentation)	<u></u>	Completed	۶	Mandatory	
	Active Routing Progress				Op	en Full
	11200002.01	1.4.0.) Miles the Tiese Test P	on one l'			

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

Done Save Test Proj (L13) Mi		Proposal 00002-01
✓ Setup Questions	Internal Uploads & Routing Comple	eted 📄
<ul> <li>Internal Uploads &amp; Routing</li> <li>Tasks</li> </ul>	Step 1: Open the Modification Request Turn. Complete all sections related to your modification request. For sponsor prior approval requests, upload the request letter and supporting documents being submitted to the sponsor. For internal joint approvals, upload the internal justification. Once you have completed the form, clock Form in upper right contex.	: Lock
Proposal Tracking (PT)	Step 2: Please indicate the modification request is ready for routing by clicking the Completed decision in the upper right conner and then Route the request by clicking the Thumbia Up icon. Step 3: Cick Accepted and then Submit to route the proposal.	
	Current Proposal Status: Routing	
	Composents for Natilal Application	2
	FORM/DOCUMENT NAME         EXT         STATUS         UP CAD         REMOVE           National Reset (Proceed Dependency)         Image: Completed Dependency         Image: Completed Depen	
	Active Routing Progress	
	AM20002-01 - (L13) Mike the Tiger "Test Proposal"	

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

LSU	View PDF Lock Form Z Validate
REQUEST TO MODIFY AN EXISTING AWARD ALL PAGES	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)         Ø       No-Cost Extension         * Requested New End Date:       01-Dec-2024         Revised budget (attach revised budget with request below)       Change in Scope         Reduction/Disengagement in PI, Co-Investigator, or Key/Senior Personnel       Transfer of an Award         Termination of an Award       Termination of an Award

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.

REQUEST LETTER & JUSTIFICATION				
Upload request letter to sponsor or internal justification. For notifications/requests submitted via sponsor systems (e.g. NSF Research.gov, NOAA Grants Online, DOE PAMS), PI should initiate request in sponsor system and attach:				
Upload mandatory request letter. The uploaded file name must be less than 50 characters.				
▲× <u>Test Upload 1.docx</u> 16-Oct-2024 02:07:20 PM				
Outpload additional documentation (optional). The uploaded file name must be less than 50 characters.				
Opload additional documentation (optional). The uploaded file name must be less than 50 characters.				
Opload additional documentation (optional). The uploaded file name must be less than 50 characters.				
ALLOCATION				

## Upload

Upload Close

Would you like to upload a new

## O document

version of an existing document

Upload new version of an existing document

Name	Test Upload 1.docx	
Location	Choose File No file chosen	
Document Version Number		
Document Version Date		

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

LSU	Lock Form Validate Save
REQUEST TO MODIFY AN EXISTING AWARD ALL PAGES	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 II SPONSOR PRIOR APPROVAL NEEDED: (CHECK ALL THAT APPLY)
	<ul> <li>No-Cost Extension</li> <li>* Requested New End Date: 01-Dec-2024</li> <li>Revised budget (attach revised budget with request below)</li> </ul>
	Change in Scope Reduction/Disensagement in PL 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.