

Updating My Profile and Home Screen Customization

It is recommended that you use Chrome or Firefox for GeauxGrants. You will need to login through myLSU. Click on "Geaux Grants."

myLSU	
Search AppsQ	myLSU
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梁 CAMPUS COMMUNITY >	
€ COMMUNICATIONS > RESOURCES	Email Moodle Workday IT Service Geaux Grants Taskstream
COMPUTING SERVICES >	Service \star Geaux Grants Taskstream
DIRECTORY >	
^O [∞] EMPLOYEE RESOURCES →	

My Profile

- Populates from Workday. This information will populate on Grants.gov applications.
- Click My Profile in the top menu.

LSU Gea	uxGrants							
Home My Profile	Locate My Records	Locate Records	Calendar	Messages [.]	Things to Do			
Sponsored Projects	Ass.	ignments						
Award Tracking		g a column header and d	Irop it here to grou	up by that column				
Conflict of Interest	V	Module		Record Number		Record Owner	•	Object
SPIN		Proposal Tracking	,	AM210069	,	Tiger, (L13) Mike the		Initial A
GeauxGrants Help Desk								

• Investigators need to review and update as necessary. Click Save when done.

• Your Workday Preferred Name will be used to populate Grants.gov applications.

Home My Profile Locate M	y Records Locate Records Calendar Messages Things to Do	
General	General Information / User Preferences	
Certifications and Trainings Current Research	Salutation Test	Appointment Date
Collaborators	First Name (L17) Mike	Degree
Research Interests		Title [Faculty
Resources	Last Name Tiger	Email itsbatesting@lsu.edu
Sponsor Credentials Sponsored Funding	Upload Suffix	Email Format MultiPart
Biography	Publishing First Name (L17) Mike	Phone ((225)578-9999
Advisees	Publishing Last Name Tiger	Fax ((225)999-9999
Associations and Societies Biosketch		Web Page
Courses Taught	ORCID ID (D) Connect your ORCID ID	

- For investigators who submit to federal agencies, please review your address for the following:
 - 1. **Confirm 9-digit Zip Code and Address –** Grants.gov submissions require a 9-digit zip code. Review your primary address and confirm. If your address is not correct or your zip code is not 9 digits, then click Edit.

Addresses	Add
Sort By ⊽ Primary Address	1 Items Page 1 of 1 💌
LSU 202 Himes Hall Baton Rouge L 70803-0001	Edit

• Next Add the 4-digit suffix to your zip code. For campus addresses that use 70803, add -0001. Make any other updates to your address. Click Save.

Edit Address	Save Cancel
Address1 (LSU	Address2 (202 Himes Hall
Address3	Address4
City (Baton Rouge	County
State Louisiana V	Zip (70803-0001
Mailstop	Address Type WORK
Country U.S.A.	Phone ((225)578-2760
Fax	Email (#sbatesting@lsu.edu
<	>

• Update Sponsor Credentials - Investigators who plan to submit to the National Institutes of Health (NIH) and/or the National Science Foundation (NSF) should enter their NIH/NIST/NOAA Commons ID and NSF ID under Sponsor Credentials. Click Sponsor Credentials tab on left and then click Add in upper right.



GeauxGrants	:	DEVELOPMENT SITE Welcome (L14) Mike Tiger Logout
Home My Profile Locate My R	tecords Locate Records Calendar Messages Things to Do	Quick Find
General Certifications and Trainings Current Research Collaborators Research Interests Resources Sponsor Credentials	Sponsor Credentials No records currently associated with this user	Add

• On pop up type ID in Credential box and then select Credential Type from dropdown. Click Save. If adding commons ID, Add all 3 types (NIH, NIST, and NOAA). Repeat step as needed.

Create Sponsor Credential			
* Indicates A Mandatory Field			
* Credential			
* Credential Type		~	\
		NIH Commons ID	
		NIST Commons ID	
	Revi	NOAA Commons ID	
	Publicat	NSF ID	

• Do not complete Biography or Setup sections. These won't be utilized in GeauxGrants.



Customize your Home Screen

- Your Home Screen is preset to include the following widgets:
 - Assignments Shows you action items
 - GeauxGrants Help
 - Records I am Named On Lists all records you are named on regardless of role.
 - System messages Added when needed.
 - Messages This is a copy of any emails you receive from GeauxGrants.
- To customize your home screen, click on Portal Configurations in lower right corner.

Home My Profile Locate N	ly Records Los	cate Records Cale	endar Messages Thin	gs to Do		1				1			Quick Fi	ind
ponsored Projects	Assignme												Open V Your action ite	
ward Tracking	-		re to group by that column										open of rour accorne	
conflict of Interest		umn neader and drop it ne	re to group by that column											
PIN	✓ N	llodule	Record Number	T	Record Owner	0	ject	T	Record Status	T	Subject	T	Assigned	T
SeauxGrants Help Desk	► Pr	roposal Tracking	AM210069		Tiger, (L13) Mike the	hi	ial Application		Routing		Your action is required		03-Dec-2020 1:51:32 PM	0
		ms can be created and ma	anaged under the Conflict of Interes	r menü.										
ponsored Projects ward Tracking Iffice of Sponsored Programs 225) 578-2760	Help & T	Fraining nts Online Help Desk												
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ward Tracking ffice of Sponsored Programs 125) 576-2760 sp@ku edu luman Subjects Review PIN Database ffice of Research & Economic	Heip & T • GeauxGran How To S • Proposals • RB Applice • PM-11 - Out	nts Online Help Desk Submit: ations utside Employment												
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- We recommend adding the following:
 - a) Recent Activity Easy Access to the most recent proposals/awards you have opened.
 - b) Saved Browse Templates Quick access to frequent searches you have saved.
 - c) Bookmarks You can bookmark a proposal/award you are working on to easily access from home screen.
 - d) Proposal Deadlines with Security Presents a list of applications and due dates based on the users security access.
 - e) Up-and-Coming Reviews Useful for those who are frequently late in the route. Items will appear on this list when they are routed, and you are on the route in a step that has not got to you yet.

Portal User Preferences						Save C	lose
Double Widgets Widget Name	Enable/Disable	Available Widgets Widget Name		Infoed	Third Party	Institution	ľ
Messages	Disable 🗸	Agreements - Recent Activity	Use			Yes	
Assignments	Enable 🗸	Awards by Sponsor (top 10)	Use			Yes	
SPIN	Disable v	Awards by Sponsor Type	Use			Yes	
		Bookmarks	Use	<u></u>		Yes	
		COI - Annual Disclosure	Use	-		Yes	
		ENT - Meeting Calendar	Use			Yes	
		My Projects	Use			Yes	
		Proposal Deadlines	Use			Yes	
		Quick Links	Use			Yes	
		Recent Activity	Use	\leftarrow	,	Yes	
		Saved Browse Template	Use	—		Yes	
		SMARTS [™] Notifications	Use			Yes	
		SPIN Bookmarks	Use			Yes	
		SPIN Training & Resources	Use			Yes	
		SPIN™ Custom Funding Opportunities	Use			Yes	
		Up-and-Coming Reviews	Use			Yes	
		WorkFlow Map	Use			Yes	

- You can change where the widgets appear on the home screen using the drag and drop rearrangement button.
- Click Save once done.

Portal User Preferences				Save Close
		по почото лозуппоно	000	100
		My Projects	Use	Yes
		My Recent Awards (column)	Use	Yes
		Requested Dollars vs Awarded by Year	Use	Yes
		SMARTS [™] Notifications	Use	Yes
		SPIN Bookmarks	Use	Yes
		SPIN™ Custom Funding Opportunities	Use	Yes
Left Column Widgets Drag + to re-arrange display order or switch columns Widget Name		Right Column Widgets Drag + to re-arrange display order Widget Name	or switch columns	
+ Instructions		Recent Activity		Remove
T Instructions		T Recent Activity		
A Records Lam Named On		+ Proposal Deadlines With Security		
Records I am Named On		Proposal Deadlines With Security		Remove
+ Messages Widget		Proposal Deadlines With Security Up-and-Coming Reviews		
 ✤ Messages Widget ✤ System Messages 	Remove			
Messages Widget System Messages WorkFlow Map	Remove	 		Remove
 Messages Widget System Messages 	Remove Remove	 		Remove
Messages Widget System Messages WorkFlow Map		 		Remove