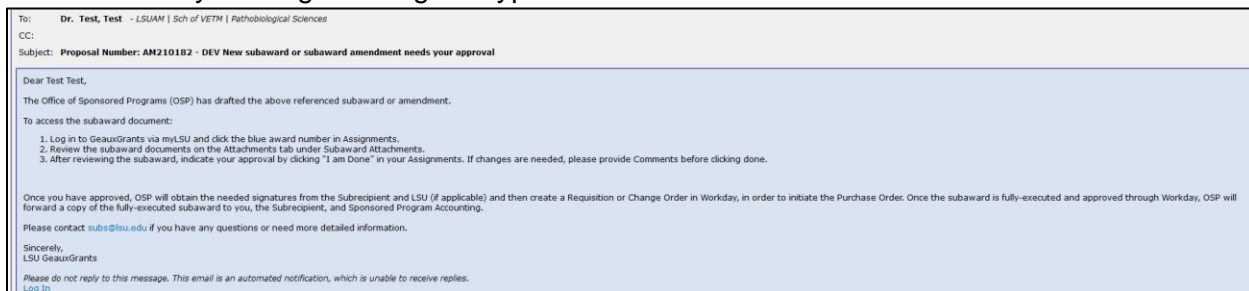


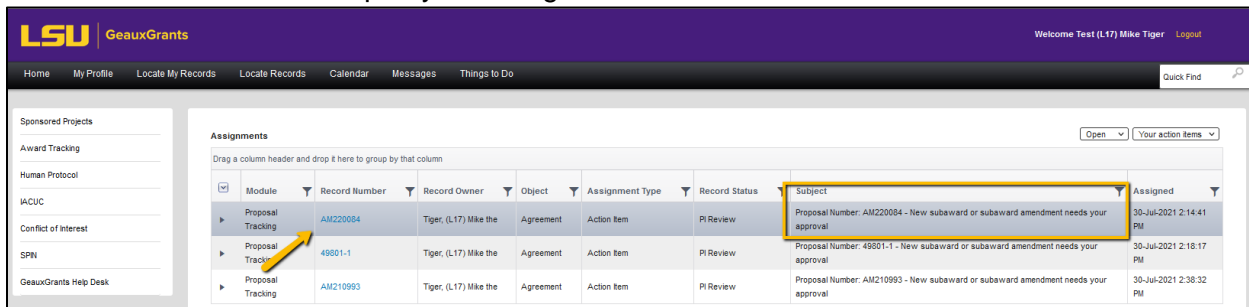
## Subaward Review and Approval

### 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.



- 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.



## Assignment Page

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

**Assignment** I am done Close

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	<a href="#">AM220084</a>	Tiger, (L17) Mike the	Agreement		PI Review	Proposal Number: AM220084 - New subaward or subaward amendment needs your approval	30-Jul-2021 2:14:41 PM
Record Title	test for upgrade						
Record Primary Sponsor	LA Board of Regents (BOR)						
Deadline							
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.

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

**test for upgrade** Proposal AM210993

Test (L17) Mike the Tiger (University of Calgary) View Mode

Submissions [2] Current Status: PI Review

- AM210993/New

**Edit Agreements/Contracts**

Agreement Type: Subaward Agreement From: 01-Jul-2021 Agreement To: 30-Jun-2022 Date Signed:

Institution Name: University of Louisiana at Lafayette (ULL) Subaward Number: GR-9999

Agreement Comments:

Agreement Status History

Agreement Status: PI Review Agreement Status History Date: 27-Aug-2021

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

**test Proposal** Proposal 49801-1

Test (L17) Mike the Tiger (National Institutes of Health (NIH))

Subaward Amendment 01-May-2019 30-Apr-2021 Subaward Number: PO-000002131-A17

Institution Name: Louisiana Tech University (LA Tech)

Agreement Comments: NCE

Agreement Status History

Agreement Status: PI Review Agreement Status History Date: 19-Aug-2021

Agreement Status History Comments:

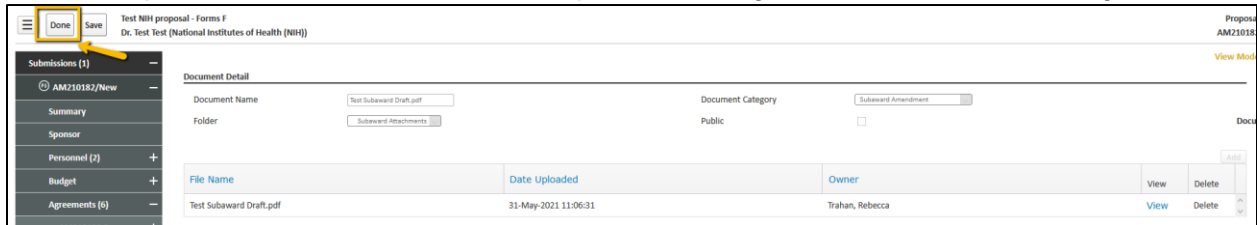
You have 1000 characters left.

DATE	STATUS	RECORDED DATE	RECORDED BY	COMMENTS	DELETE
19-Aug-2021	PI Review	19-Aug-2021 10:07:42 AM	Lacy Inmon	GG testing action needed	
18-Aug-2021	Drafting	18-Aug-2021 05:15:55 PM	Ryan Russell Greer	Assigned to Lacy	
18-Aug-2021	OSP Assignment	18-Aug-2021 09:04:38 AM	Gabrielle Sessum	Purple Team	
18-Aug-2021	Request Received	18-Aug-2021 09:01:53 AM	Gabrielle Sessum	New Agreement	

**Document Summary** Add

NAME	CATEGORY	VIEW LATEST	HISTORY	VERSIONS	LAST UPDATED	DELETE
LaTech Subaward Amndt 1 Draft	Subaward Amendment	60		1	19-Aug-2021	
LaTeh (INBRE) Amnd 17 Unilateral OSP-4.pdf	OSP-3/4	60		1	18-Aug-2021	

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



- 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.

