

Proposals must be completed and routed seven (7) business days before the deadline for OSP to submit the proposal

## Creating Grants.gov Proposals

Proposals submitted via Grants.gov (except for NIH) will follow this training guide. Federal sponsors who use Grants.gov include: National Institutes of Health (NIH), National Science Foundation (NSF), National Oceanic and Atmospheric Administration (NOAA), Department of Energy (DOE), US Department of Agriculture (USDA), Department of Education (DOED), Department of Defense (DOD), Department of State (DOS), Department of Homeland Security (DHS), and US Geological Survey (USGS).

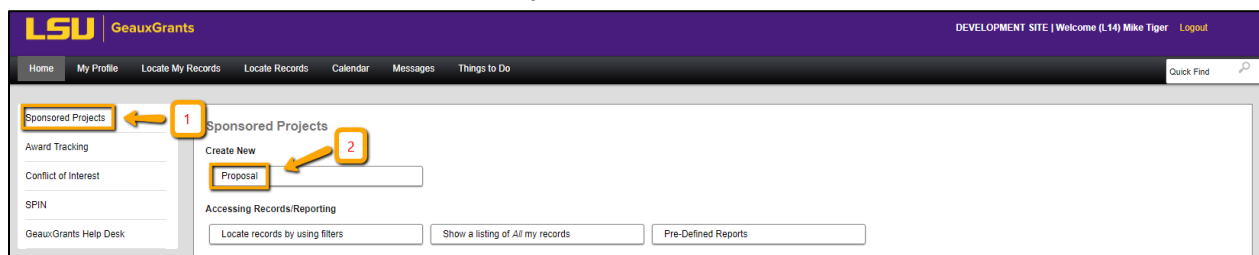
For NIH Proposals, follow the [Creating National Institutes of Health \(NIH\) Proposals](#) user guide.

NSF proposals that must be submitted via Research.gov (i.e. linked collaborative proposals, proposals with no PI effort, proposals with subawards) and NIH multi-component proposals will follow [Creating Manual Proposals](#) user guide. These proposals will need to separately be loaded in the respective sponsor system.

## How to Create a Proposal Development (PD) Record

It is recommended that you use Chrome or Firefox for GeauxGrants. Login through myLSU.

- Step 1: From the home screen, select “Sponsored Projects” on the left hand navigation tabs.
- Step 2: From the Sponsored Projects screen, select “Proposal” under Create New



## New Proposal Questionnaire

The New Proposal Questionnaire consists of several steps (Steps 0-7). To go back a step, click Back on top right. All search fields are progressive text.

- **Step 0:** Defaults to user. You can change to another Principal Investigator (PI) by clicking Change. Type last name, first name of PI and click Select.

**New Proposal Questionnaire**

---

Step 0: *Confirm you intend for the PI of this proposal to be* Tiger, (L13) Mike the Change

Step 1: *Create a "New" Proposal or "Copy From Existing"?*

Create a New Proposal ▲  
 Copy From Existing Proposal ▼

Continue

- **Step 1:** Click on "Create a New Proposal" and click Continue

**New Proposal Questionnaire**

---

Step 0: *Confirm you intend for the PI of this proposal to be* Tiger, (L14) Mike the Change

Step 1: *Create a "New" Proposal or "Copy From Existing"?*

Create a New Proposal ▲  
 Copy From Existing Proposal ▼

Continue

- **Step 1 Continued:** Choose Select from Grants.Gov Opportunities and enter the opportunity number, partial number (i.e. OAA), or keyword and click Search. A list will populate with all possible opportunity numbers.

**New Proposal Questionnaire** Back

---

Step 0: *Confirm you intend for the PI of this proposal to be* Tiger, (L14) Mike the Change

Step 1: *"New" or "Copy From Existing"?* Create a New Proposal

Step 1: *Continued*

→
Select from Grants.Gov Opportunities ▼
↓
S2S 
Search

- Click Select next to the correct opportunity number

**New Proposal Questionnaire** Back

---

Step 0: *Confirm you intend for the PI of this proposal to be* Tiger, (L14) Mike the Change

Step 1: *"New" or "Copy From Existing"?* Create a New Proposal

Step 1: *Continued*

Select from Grants.Gov Opportunities ▼
S2S 
Search

Opportunity Number	CFDA Number	Competition ID	Competition Title	PackageID	S2S	Opening Date	Agency	Title
DE-FOA-0002181 <span style="color: blue;">Select</span>	81.049	DE-FOA-0002181	FY 2020 Continuation of Solicitation for the Office of Science Financial Assistance Program	PK000256304	✓	01-Nov-2019	Office of Science	FY 2020 Continuation of Solicitation for the Office of Science Financial Assistance Program

- **Step 2:** Choose Proposal Type and Click Continue.

**New Proposal Questionnaire** Back

---

Step 0: *Confirm you intend for the PI of this proposal to be* Billiot, Gina Larpenner Change

Step 1: *"New" or "Copy From Existing"?* Create a New Proposal

Step 2: *Please Select a Proposal Type*

New ▼

Continue

- **Step 3:** The Sponsor will populate based on the selected opportunity number.
- **Step 4:** Will be automatically numbered by the system
- **Step 5:** Enter Proposal's Title and click Continue

- **Step 6:** Enter Project Start and End Dates and click Continue
  - We recommend the start date to be the first of the month and the end date to be the last day of the month for budget calculation purposes.

- **Step 7:** Confirm number of budget periods. If this changes, the dates will need to be changed on the Budget Setup section of the Budget. Click Continue.

- Click Back or Step back through responses button at any step to go back to the previous step to change information.
- Ensure all information is correct and click Create Proposal.

## Setup Questions

GeauxGrants will automatically generate a Proposal/Record/Institution #. GeauxGrants numbering will be AMFYXXXX. For Fiscal Year (FY) 2024, all numbers begin with AM24.

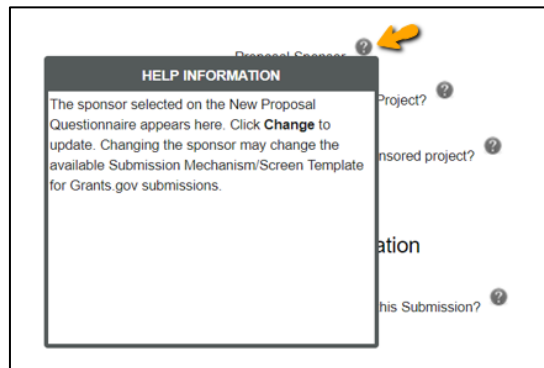
This tab gathers general information about your proposal. After you complete this section, additional proposal tabs will appear to the left of the screen.



**Click Done on top left to close out the proposal. Do not close browser using X on top right.**



**Hover your mouse over ? icons to see instructions or definitions.**



- Read instructions at the top of the page, answer all questions. Click Save at any point to preserve all data entered. Clicking Save and Continue at the bottom right corner will validate form.
- Grants.Gov submission Information will populate based on the opportunity number including a forms section that will allow you to select optional forms.

Grants.Gov Submission Information	
Opportunity Number	24-568
Opportunity Title	Scientific Ocean Drilling Coordination Office (SODCO) for the Division of Ocean Sciences
Offering Agency	National Science Foundation
Open Date	01-May-2024
Close Date	30-Jul-2024 <i>Close Date is 10 days later than the close date posted at Grants.Gov to ensure availability of opportunities within InfoEd/PO for appropriate late submissions.</i>
CFDA Number	
CFDA Description	
Competition ID	
PackageID	PKG00286167
Agency Contact	
Form	Version
SF424 (R & R)	RR_SF424_5_0-V5.0
NSF_CoverPage_2_3	NSF_CoverPage_2_3-V2.3
NSF Senior Key Person Profile (Expanded)	NSF_KeyPersonExpanded_3_3-V3.3
Research & Related Budget	RR_Budget_3_0-V3.0
Project/Performance Site Location(s)	PerformanceSite_4_0-V4.0
Other Project Info	RR_OtherProjectInfo_1_4-V1.4
NSF_DeviationAuthorization-V1.1	NSF_DeviationAuthorization-V1.1
NSF_SuggestedReviewers-V1.1	NSF_SuggestedReviewers-V1.1
RR_SubawardBudget_3_0-V3.0	RR_SubawardBudget_3_0-V3.0

Included

- 
- 
- 
- 
- 
- 
- 
-

- If there are forms that are in the opportunity package that are not updated in GeauxGrants to the current version, the form will be outlined in red, and you will need to email [osp@lsu.edu](mailto:osp@lsu.edu) to request the form to be updated.

AD_3030_2_0-V2.0	AD_3030_2_0-V2.0	<input type="checkbox"/>
HRSA_SDS_3_0-V3.0	HRSA_SDS_3_0-V3.0	<input type="checkbox"/>

- **Deadline:** Enter deadline date as the date you would like OSP to submit your proposal. If submission has a deadline then you must also enter deadline time. Use Central Time Zone. For sponsors with deadlines after work hours, enter 5:00 PM. All proposal must be submitted by OSP before 5:00 PM.
- **Associated Departments:** If the proposal includes investigators from multiple units, the Associated Department will need to be added in order for these investigators and their associated unit heads/administrators to view the proposal.
  - To add associated departments (i.e. CCT, CAMD, joint appointments, etc), click add under the auto populated associated department section for the PI.
  - If the PI has a joint appointment, click Add next to PI Departments.

Associated Departments <sup>?</sup>	LSUAM   Sch of VETM   Pathobiological Sciences <a href="#">Add</a>
PI Departments <sup>?</sup>	LSUAM   Sch of VETM   Pathobiological Sciences <a href="#">Add</a>

- This field is progressive text and you only need to enter part of name to populate. Click Select.

**Department** Select Close

---

LSUAM | ORED | CCT Director's Office

**Filter by Institution**  
 Louisiana State University and Agricultural and Mechanical College ▼

- You will then see a toggle by the PI Departments. The unit that is marked will be the Primary Department for the proposal and any resulting award. Select and then click Save in top Left.



**The Primary Department will administer the award in Workday.**

Associated Departments <sup>?</sup> LSUAM | Sch of VETM | Pathobiological Sciences  
Add

PI Departments <sup>?</sup>  LSUAM | Sch of VETM | Pathobiological Sciences  
 LSUAM | ORED | CCT Director's Office Remove  
Add

- Click Add to add the additional department. This field is progressive text and you only need to enter part of name to populate. Click Select.

**General Proposal Properties**

Will your proposal involve the use of Human Subjects? <sup>?</sup>  Yes  No

Will your proposal involve the use of Laboratory Animals? <sup>?</sup>  Yes  No

Will your proposal involve multiple principal investigators? <sup>?</sup>  Yes  No

Will your proposal be a training grant? <sup>?</sup>  Yes  No

Associated Departments <sup>?</sup> LSUAM | Sch of VETM | Pathobiological Sciences  
Add

PI Departments <sup>?</sup> LSUAM | Sch of VETM | Pathobiological Sciences  
Add

**Department** Select Close

---

LSUAM | ORED | CCT Director's Office

**Filter by Institution**  
 Louisiana State University and Agricultural and Mechanical College ▼

## LSU Questionnaire

This is where we capture compliance, budget and specific information about your proposal including Investigators for F&A & Project % Credits.

- To change the title, enter new title in the Proposal Title box.
- Answer all mandatory questions. Yes answers may include a prompt for additional information. Click Save at any point to preserve all data entered. Clicking Completed will validate form.



**Make sure to answer correctly before routing as many of these questions trigger an approval step in the route.**

This is a test proposal for creating Grants.gov proposals.  
 Test (L17) Mike the Tiger - LSUAM | Sch of VETM | Pathobiological Sciences (National Science Foundation (NSF))

Proposal AM230026

Setup Questions  
 LSU Questionnaire  
 Budget  
 Personnel  
 SF424 (R&R)  
 Internal Uploads & Routing  
 Performance Sites  
 SZS Forms  
 Other Project Info  
 Finalize

Preview Application  
 Tasks  
 Proposal Tracking (PT)

LSU Questionnaire

Validate Form History Question History Complete

Answer all questions and complete all required fields (\*). When done, check Complete at top right of page.

Proposal #: AM230026

\* Proposal Title:  
 This is a test proposal for creating Grants.gov proposals.

Compliance Information.

\* 1) Human Subjects records or samples? (Please go back to Setup Questions tab to change answer if needed)  
 Yes  No

\* 2) Vertebrate animals? (Please go back to Setup Questions tab to change answer if needed)  
 Yes  No

\* 3) Recombinant DNA, infectious agents, transgenic plants or animals, human or primate cells/tissues or biological toxins?  
 Yes  No

\* 4) Radiation sources? This includes projects that involve sources of radiation, use of CAMD, or use of Class 3B or 4 lasers.  
 Yes  No

\* 5.) Export Controls

\* a.) LSU personnel to hand carry, deliver or ship equipment, components, materials, or software on media internationally?  
 Yes  No

\* b.) Will this project receive export controlled, confidential, or proprietary information?  
 Yes  No

- Investigators % F&A Distribution & % Project Credit (#26) of the LSU Questionnaire. You will enter the Investigator Name, Role, Department, and %. If an investigator has a joint appointment and required to split his/her credit between units, you will need to enter them twice. To add additional investigators or departments click the Add button.

\* 26) Investigator

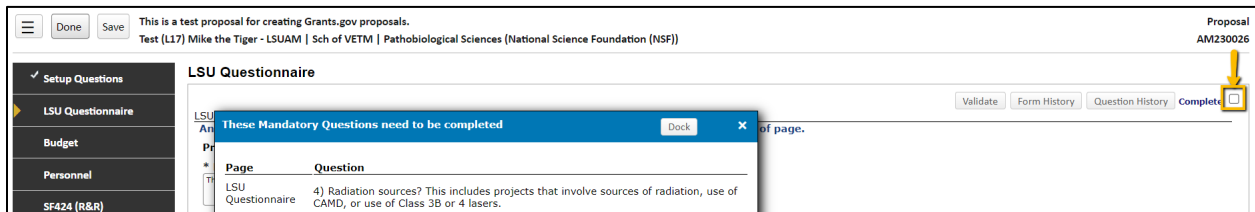
Add

* Investigator	* Role	* Department	* % F&A Distribution	* % Project Credit
Tiger, (L14) Mike the	a) Principal Investigator	LSUAM   ORED   CCT Director's Office	50.00	0.00
Tiger, (L14) Mike the	a) Principal Investigator	LSUAM   Sch of VETM   Pathobiological Sciences	50.00	100.00

- To enter the Investigator Name or Department, click the pencil icon. For Department, begin typing the cost center name in Find Department. Once it appears, click on unit name and then click Select.



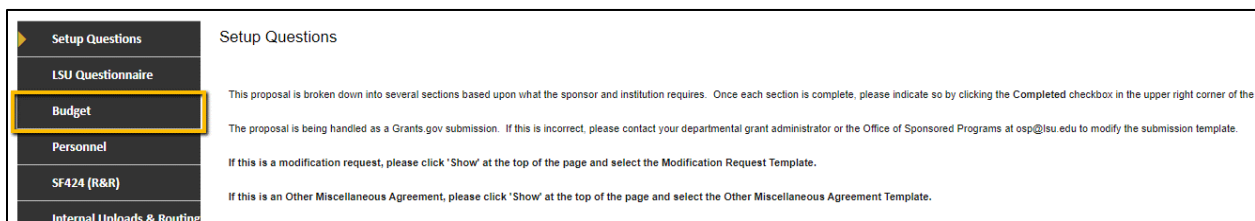
- After you answer all mandatory questions, click Complete. Checking the Complete box will perform Validations. Click Ok on pop-up box to show errors.



## Budget

To determine which budget user guide to follow, you need to see if the Budget tab in GeauxGrants is italicized.

- If the budget tab is not italicized then it is included in the Grants.gov application. Follow the instructions for [Creating a Detailed Budget](#).



- If the budget tab is italicized then it is not included in the Grants.gov application. The sponsor required budget form can be found on the S2S Forms tab or is attached to the proposal per instructions in the Funding Opportunity Announcement. Follow the instructions for [Creating a Simplified Budget](#).



**Setup Questions**

**LSU Questionnaire**

**Budget**

**Personnel**

**SF424**

**Internal Uploads & Routing**

**S2S Forms**

**Finalize**

Setup Questions

This proposal is broken down into several sections based upon what the sponsor and institution requires. Once each section is complete, please indicate so by clicking the Completed checkbox in the upper right corner of the section.

The proposal is being handled as a Grants.gov submission. If this is not the case, please contact your departmental grant administrator or the Office of Sponsored Programs at osp@lsu.edu.

If this is a modification request, please click 'Show' at the top of the page and select the Modification Request Template.

If this is an Other Miscellaneous Agreement, please click 'Show' at the top of the page and select the Other Miscellaneous Agreement Template.

Submission Mechanism/Form Information

## Personnel

All personnel listed on the budget will populate on this tab. If you enter individuals on the Personnel tab, that person will automatically populate on the Budget tab and vice versa.



**You must add all investigators that are in #26 of the LSU Questionnaire to the Personnel tab. This helps ensure that all necessary routing approvals are received.**

- To add investigators, type in their name, choose role using the dropdown, begin typing name, and click Save.

Done Save This is a test Grants.gov for other federal sponsors for Dept Admin trainings. (L14) Mike the Tiger - LSUAM | Sch of VETM | Pathobiological Sciences (Office of Science/Department of Energy) Proposal AM200099

Personnel

Add Personnel (hide)

Prime Proposal Structure Institution Louisiana State University and A

Personnel Type Key

Name (Last, First) Role Co-PI/PI

Create Profile Begin typing to select Personnel Name...

Save

- To remove a person from the budget:
  - Click on person's name after you add them to the Personnel tab.

Senior/Key							
PI	NAME/ROLE	MAIL	ALERT	COI	RESPONSIBLE	ORGANIZATION / DEPARTMENT	
1	(L13) Mike the Tiger PD/PI * Certifications and Training	✉	⚠	✓	☑	Louisiana State University and A&M College LSUAM   Sch of VETM   Pathobiological Sciences	
1	(L14) Mike the Tiger Co-Investigator Certifications and Training	✉		?	☑	Louisiana State University and A&M College LSUAM   Col of SCI   Chemistry	

- Click Budget roles, and check the budget periods that you wish to remove them from the budget.

- To update a person’s address for this proposal only, click on the person’s name. Enter address on pop-up and click Save.



To update address on all records, the investigator must edit their address under the My Profile tab at the top of the GeauxGrants Home page.

Senior/Key							
	PI	NAME/ROLE	MAIL	ALERT	COI	RESPONSIBLE	ORGANIZATION / DEPARTMENT
	<input type="radio"/>	(L13) Mike the Tiger PD/PI * Certifications and Training				<input checked="" type="checkbox"/>	Louisiana State University and A&M College LSUAM   Sch of VETM   Pathobiological Sciences
	<input type="radio"/>	(L14) Mike the Tiger Co-Investigator Certifications and Training				<input checked="" type="checkbox"/>	Louisiana State University and A&M College LSUAM   Col of SCI   Chemistry

- The Responsible column indicates who is an Investigator per PS-98 for Financial Conflict of Interest. PD/PI and Co-Investigators are automatically checked. All LSU PI and Co-Investigators should be checked. Indicate other responsible investigators by clicking the checkbox by their name.
- COI column will either have a green check, yellow sign, or red question mark.
  - If green check mark appears, a Significant Financial Interest (SFI) disclosure has been “Received in GeauxGrants.”
  - If red question mark appears, a SFI disclosure has either been “Created; No Disclosure” or “No Disclosure on record for the person”. SFI needs to be submitted.

- The Legend describes who is on the Prime and who is on the Subaward.

Senior/Key										PERSON MONTHS			CV/BIOSKETCH	CURRENT/PENDING SUPPORT	REMOVE
PI	NAME/ROLE	MAIL	ALERT	COI	RESPONSIBLE	ORGANIZATION / DEPARTMENT	CALENDAR	ACADEMIC	SUMMER						
(L14) Mike the Tiger PD/PI * Certifications and Training					<input checked="" type="checkbox"/>	Louisiana State University and A&M College LSUAM   Sch of VETM   Pathobiological Sciences	0	2	0						
Bob Nicholls SubAward PI Certifications and Training					<input type="checkbox"/>	Nicholls State University Nicholls State University	0	0	0						

Non-Key										PERSON MONTHS			CV/BIOSKETCH	CURRENT/PENDING SUPPORT	REMOVE
PI	NAME/ROLE	MAIL	ALERT	COI	RESPONSIBLE	ORGANIZATION / DEPARTMENT	CALENDAR	ACADEMIC	SUMMER						
TBH Graduate Student Certifications and Training					<input type="checkbox"/>	Louisiana State University and A&M College Louisiana State University and A&M College	6	0	0						

Legend:

- Prime
- SubAward - AM200151-subk-01 (Bob Nicholls)

- Biosketches, Current/Pending support, and other sponsor specific investigator forms are uploaded on this tab. Refer to the FOA for required documents.

Senior/Key										PERSON MONTHS			CV/BIOSKETCH	CURRENT/PENDING SUPPORT	REMOVE
PI	NAME/ROLE	MAIL	ALERT	COI	RESPONSIBLE	ORGANIZATION / DEPARTMENT	CALENDAR	ACADEMIC	SUMMER						
(L14) Mike the Tiger PD/PI * Certifications and Training					<input checked="" type="checkbox"/>	Louisiana State University and A&M College LSUAM   Sch of VETM   Pathobiological Sciences	0	2	0						

- Click Choose File, locate file, and click Upload.

Attachments for [Principal Investigator] (L17) Mike Tiger

Category	File Name	Buttons	Options
CV/Biographical Sketch	NSF Biosket...2-1_flat.pdf	Choose File, Cancel, Upload	No File Uploaded.
Current/Pending Support	cps_Oct2021_flat.pdf		Original, Transformed
Collaborators & Other Affiliations	coa_template 7232018.xlsx		Original, Transformed

Document already uploaded.

Document needs to be uploaded.

Close

- Click close and file is converted to a PDF.

Senior/Key										PERSON MONTHS			CV/BIOSKETCH	CURRENT/PENDING SUPPORT	REMOVE
PI	NAME/ROLE	MAIL	ALERT	COI	RESPONSIBLE	ORGANIZATION / DEPARTMENT	CALENDAR	ACADEMIC	SUMMER						
(L14) Mike the Tiger PD/PI * Certifications and Training					<input checked="" type="checkbox"/>	Louisiana State University and A&M College LSUAM   Sch of VETM   Pathobiological Sciences	0	2	0						

- The Alert column will show a yellow yield sign if information is missing that is required by Grants.gov. Click the sign and message will appear. The error below means the PI is missing the NSF sponsor credential. To add, click on the PI's name and add the sponsor credential to their profile. **NOTE:** We recommend having the investigators add their NIH eRA Commons ID and NSF Sponsor ID to their profile. Adding these credentials on the Personnel tab will not save for future proposals and will need to be entered for every proposal record.

Senior/Key										PERSON MONTHS			CV/BIOSKETCH	CURRENT/PENDING SUPPORT	REMOVE
PI	NAME/ROLE	MAIL	ALERT	COI	RESPONSIBLE	ORGANIZATION / DEPARTMENT	CALENDAR	ACADEMIC	SUMMER						
Mike The Tiger PD/PI * Certifications and Training					<input checked="" type="checkbox"/>	Louisiana State University and A&M College Dept 1.1	0	0	0						

Message from webpage

Missing: Credentials

OK

**Contact Information for - (L14) Mike the Tiger** Save Close

Salutation: [ ] First: (L14) Mike Middle: the Last: Tiger Suffix: [ ]

Title: [ ]

Address: 202 Himes Hall Degree: [ ] Degree Year: [ ]

City: Baton Rouge State: Louisiana Zip: 708030001

County: [ ] Country: U.S.A.

Phone: 2255780663 Fax: [ ] Email: itsbatesting@lsu.edu

Sponsor Credential: Other (Specify) Test

Proposal Element	Department	Personnel Type	Role	Specified Role
Prime: AM200171	LSUAM   Sch of VETM   Pathobiological Sciences	Key	PD/PI	Grants.gov

- Check Complete when done. Complete must be unchecked before editing the information.

### SF424 (R&R) of SF424

- This is the Grants.gov cover page and varies based on sponsor requirements. Most information will pre-populate.
- Enter missing information highlighted in light yellow.



DO NOT UPDATE PI INFORMATION ON THIS TAB. Enter this information on the Personnel tab.

Done Save This is a test Grants.gov NSF submission for Dept Admin training. (L14) Mike the Tiger - LSUAM | Sch of VETM | Pathobiological Sciences (National Science Foundation (NSF)) Proposal AM200178 Completed

SF424 (R&R)

1. Type of Submission: Pre-application Application Change/Corrected Application

2. Date Submitted: [ ] 3. Date Received by State: [ ]

4. Federal Identifier: [ ] 5. Agency Routing Identifier: [ ]

6. Previous Grants.gov Tracking ID: [ ]

Applicant Identifier: AM200178 State Application Identifier: [ ]

5. Applicant Information

Legal Name: Louisiana State University and A&M College Organizational DUNS: 01-005-0761

Department: LSUAM | Sch of VETM | Pathobiological Sciences Division: None

Address (Street, city, state, zip/postal code): 202 Himes Hall Baton Rouge LA 70803-0001 U.S.A.

Province: [ ]

Person to be contacted on matters involving this application

Prefix: [ ] First Name: [ ] Middle Name: [ ] Last Name: [ ] Suffix: [ ]

Position Title: [ ] Street: [ ] City: [ ] County/Parish: [ ]

Executive Director: [LSU] Baton Rouge

State: [LSU] Province: [ ] Country: [USA] Zip/Postal Code: [70803-0001]

Phone Number: [225]578-2700 Fax Number: [ ] Email: [mls1000@lsu.edu]

10. Is this application being submitted to other agencies? Yes [ ] No [ ]

What other Agencies: [ ]

11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT: This is test NIH proposal for Department Admin training

12. PROPOSED PROJECT Start Date: 01-Jan-2020 Ending Date: 31-Dec-2023

13. CONGRESS/SIGNAL DISTRICTS OF: A. Applicant: LA-009

14. PROJECT DIRECTOR/PRINCIPAL INVESTIGATOR CONTACT INFORMATION Change

Prefix: [ ] First Name: (L14) Mike Middle Name: the Last Name: Tiger Suffix: [ ]

Position Title: [ ] Organization Name: Louisiana State University and A&M College Department: LSUAM | Sch of VETM | Pathobiological Sciences Division: None

Address (Street, city, county, state, zip/postal code): 202 Himes Hall Baton Rouge LA 708030001 U.S.A.

Province: [ ] Phone Number: 2255780663 Fax Number: [ ] Email: [mls1000@lsu.edu]

15. ESTIMATED FUNDINGS

	3	1,452,002.00
a. Total Federal Funds Requested	3	1,452,002.00
b. Total Non-Federal Funds	3	0.00
c. Total Federal & Non-Federal Funds	3	1,452,002.00
d. Estimated Program Income	3	[ ]

16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS? A. Yes [ ] B. No [ ]

DATE: [ ]

THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON [ ]

Program is not covered by E. O. 12372

Or program has not been selected by state for review

- For Section 19 Authorized Representative, click on First Name box and then choose Darya Courville from dropdown and click Set. Click Back.

19. Authorized Representative <sup>?</sup>

Prefix: First Name: Middle Name: Last Name: Suffix:

Title: Organization Name: Louisiana State University and A&M College

Department: Division:

LSUAM | ORED | Vice President Research and Economic Development None

Address (Street, city, county, state, zip/postal code, province, country)

Phone Number Fax Number Email: \*Signature of Authorized Representative \*Date Signed

Completed on submission to Grants.gov Completed on submission to Grants.gov

SF424 (R&R) <sup>?</sup>

Select Darya Courville

Official Signing for Applicant Organization

Select Person Courville, Darya Set

Salut

First Name Darya

Last Name Courville

Middle Name Delaune

Suffix

- Once all data is entered, click Completed.

## Internal Uploads & Routing

All documents for OSP review **that are not being submitted as part of the application** are uploaded here. Follow instructions at the top of the page. These attachments will not be part of the Grants.gov submission.

- **Step 1:** Click Add Institution Forms/Supporting Documentation to upload documents.
- **Step 2:** After completing all previous tabs (checkmarks on left navigation), user must open both LSU Questionnaire and the Review Summary to Complete/Lock these forms.

Current Proposal Status: Pending

Components for Initial Application

Pre-Review Route: Route Proposal Submit Pre-Review

Current Submission

FORM/DOCUMENT NAME	VIEW	STATUS	UPLOAD	REMOVE
LSU Questionnaire (Proposal Documentation)		Completed		Mandatory
Review Summary (Proposal Documentation)		Incomplete		Mandatory

Add Institution Forms/Supporting Documents

LSU

Lock Form Validate Save

REVIEWER SUMMARY PAGE REVIEWER SUMMARY PAGE

- **Step 3:** To route proposal for review and approvals, click the Submit button. This step must be completed seven (7) business days before the deadline for OSP to submit the proposal.

g of creating a linked proposal

Mike the Tiger - LSUAM | Sch of VETM | Pathobiological Sciences | CC00293 (LA Department of Health (LDH))

Proposal AM230291

Completed

### Internal Uploads & Routing

Step 1: Upload proposal documents required by the sponsor in this section (i.e. budget and budget justification) and any internal documents for OSP review under "Add Institution Forms/Supporting Documents."

Step 2: Open the Review Summary page, review and confirm all entered project information is correct. When done, please indicate so by clicking the "Lock Form" checkbox within the Reviewer Summary. This step is required to move the proposal into route.

Step 3: Please indicate the proposal is ready for routing by clicking the "Completed" checkbox; and then Route Proposal by clicking the "Thumbs Up" icon.

Step 4: Click Accepted and then Submit to route the proposal.

Current Proposal Status: Pending

Components for Initial Application

Pre-Review Route: Route Proposal

FORM/DOCUMENT NAME	VIEW	STATUS	UPLOAD	REMOVE
LSU Questionnaire (Read Only) (Proposal Documentation)		Incomplete		Mandatory
Review Summary (Proposal Documentation)		Incomplete		Mandatory

Add Institution Forms/Supporting Documents

- **Step 4:** Click Accepted and then Continue.

### Certification

Close

I have read and agree to the certifications on the Review Summary, if applicable.

Accepted  Declined

- **Step 5:** If units receiving Investigator Credit are not included in the Route, follow the steps below:

- **Step 5a:** Insert route after Step 14



**Make sure to click on insert icon after Step 14. Do not click on Add new Person to Review Path. This button inserts the person at the beginning instead of the end of the route and prevents OSP from being notified of proposal.**

Proposal AM210067 - (L13) Mike the Tiger "Sample Proposal" (Pending)

Refresh Route

Route Path - Route Proposal [Add New Person to Review Path](#)

Step 1	Gold/Purple Assignment	Dana Tuminello	
	Gold/Purple Assignment	Rebecca Trahan	
	Gold/Purple Assignment	Ryan Russell Greer	
	Gold/Purple Assignment	Darya Delaune Courville	
	Gold/Purple Assignment	Tracy Wang	
Step 14	Investigators/Dept Heads/Deans	Dean Test	
	Investigators/Dept Heads/Deans	(L13) Mike the Tiger	
	Investigators/Dept Heads/Deans	Department Head Test	
Inserted Step	Inserted Step	(L16) Mike the Tiger	

- **Step 5b:** Type Name of Investigator, choose Approval Required and click Add. Newly added Investigator will be added to the Route and a notification will be sent for his/her review and approval.

- **Step 5c:** Inserted Investigator will appear after Step 14. Click Submit in top right to route the proposal.

- After proposal is routed, list of required approvals will appear at the bottom of the screen.
- The current status is shown at the top of the documents.
- Click the Scroll to see the Route History.

Current Proposal Status: Routing

Components for Initial Application

FORM/DOCUMENT NAME	EDIT	STATUS	UPLOAD	REMOVE
LSU Questionnaire (Read Only) (Proposal Documentation)		Completed		Mandatory
Review Summary (Proposal Documentation)		Completed		Mandatory

Add Institution Forms/Supporting Documents

Active Routing Progress

AM200145 - (L13) Mike the Tiger "This is a test proposal for Manual Proposal Training."

Route Name	Route Type	Step Number/Name	Who	Notified	Decision	Insert	Remove
Route Proposal Pre-Review	Step 1 - Gold/Purple Assignment		Rebecca Trahan	27-Sep-2019 4:24:23 PM	Informed -		
Route Proposal Pre-Review			Ryan Russell Greer	27-Sep-2019 4:24:24 PM	Informed -		
Route Proposal Pre-Review			Dana Rene' Tuminello	27-Sep-2019 4:24:25 PM	Informed -		
Route Proposal Pre-Review			Tracy Wang	27-Sep-2019 4:24:26 PM	Informed -		
Route Proposal Pre-Review			Darya Delaune Courville	27-Sep-2019 4:24:26 PM	Informed -		
Route Proposal Pre-Review	Step 12 - Investigators/Dept Heads/Deans	Dr. Test the Department Head 1		27-Sep-2019 4:24:28 PM	Informed -		
Route Proposal Pre-Review		(L13) Mike the Tiger		27-Sep-2019 4:24:28 PM	Approved -		
Route Proposal Pre-Review		Dr. Test the Department Head 2		27-Sep-2019 4:24:27 PM	Approve As Is		
Route Proposal Pre-Review	Step 13 - Inserted Step		(L15) Mike the Tiger				

- You can continue to work on the remainder of the proposal record while it routes for a streamlined review.

## Performance Sites (Required by some sponsors)

- LSU's site information is pre-populated.
- You can enter Subaward and Collaborator site information on this form.

Performance Sites Completed

Sequence	Organization Name	Address
1	Louisiana State University and A&M College DUNS Number: 07-505-0785 Congressional District: LA-006	Address: 202 Himes Hall City: Baton Rouge State: Louisiana Non-US State/Province (4 Characters only): Province: Zip/Postal Code County: 70803-0001 Country: U.S.A.
	<input type="text"/> DUNS Number: <input type="text"/> Congressional District: <input type="text"/>	Address: <input type="text"/> City: <input type="text"/> State: <input type="text"/> Non-US State/Province (4 Characters only): <input type="text"/> Province: <input type="text"/> Zip/Postal Code County: <input type="text"/> Country: <input type="text"/>

## S2S Forms (Required by some sponsors)

- This where you complete Agency specific forms.
- Click Edit by each form to complete.
- Enter the mandatory information. Click Save, Completed, and then Done.

This is a test Grants.gov for other federal sponsors for Dept Admin trainings.  
(114) Mike the Tiger - LSUAM | Sch of VETM | Pathobiological Sciences (Office of Science/Department of Energy)

Proposal AM200099

Form	Version	Completed
SFLLL_1_2	SFLLL_1_2-V1.2	<input checked="" type="checkbox"/>

[Edit](#)

- Complete must be unchecked before editing the information.

## Other Project Info (Required by some sponsors)

- Complete the required questions
- The Human Subjects and Vertebrate Animals Assurance Numbers are pre-populated.



Other Project Info ? Completed

OMB Number: 4040-0001  
Expiration Date: 10/31/2019

Attachments in this section must follow these minimum requirements:

**Project Summary/Abstract:** Limited to 30 lines of text

**Project Narrative:** Limited to 3 sentences

**Other Attachments:** Do not include any attachments unless required by the FOA.

Please review your FOA for additional information and requirements.

Once this section is complete, please indicate so by clicking the **Completed** checkbox in the upper right corner.

1. Are Human Subjects Involved?  Yes  No (set on Setup Questions tab) ?

1.a. If YES to Human Subjects

Is the Project Exempt From federal regulations?  Yes  No ?

If no, is the IRB review Pending?  Yes  No ?

Human Subject Assurance Number: 00003892 ?

2. Are Vertebrate Animals Used?  Yes  No (set on Setup Questions tab) ?

2.a. If YES to Vertebrate Animals

Is the IACUC review Pending?  Yes  No ?

Animal Welfare Assurance Number: D16-00372 ?

3. Is proprietary/privileged information included in the application?  Yes  No ?

4.a. Does this Project Have an Actual or Potential Impact - positive or negative - on the environment?  Yes  No ?

5. Is the research performance site designated, or eligible to be designated, as a historic place?  Yes  No ?

6. Does this project involve activities outside of the United States or partnerships with international collaborators?  Yes  No ?

- Attached the mandatory sections required by the FOA and the sponsor's application guidelines.

7. Project Summary/Abstract Project Summary.docx Delete Attachment ?

8. Project Narrative Test Upload 1.docx Delete Attachment ?

9. Bibliography & References Cited Add Attachment ?

10. Facilities & Other Resources Add Attachment ?

11. Equipment Add Attachment ?

12. Other Attachments Add Attachment ?

**Documents already uploaded.**

**Document needs to be uploaded.**

7. Project Summary/Abstract Choose File No file chosen Upload ?

8. Project Narrative Add Attachment ?

9. Bibliography & References Cited Add Attachment ?

- Once all information has been entered/uploaded, click Completed.

## Preview Application

User can build the whole Grants.gov package to preview.

- Click on the Preview Application tab and Click Draft Document.

This is a test proposal for creating Grants.gov proposals.  
 Test (L17) Mike the Tiger - LSUAM | Sch of VETM | Pathobiological Sciences (National Science Foundation (NSF))

Proposal AM230026

**Preview Application**

Build Draft Document

Form Page	Last Built	Built By
Budget		
Personnel		
SF424 (R&R)		
Performance Sites		
Other Project Info		
NSF_CoverPage_2_0		

FORM/DOCUMENT NAME	OPEN	CREATED DATE
Assembled Document		

- Click View to see each form separately or click on the glasses icon next to the full Assembled Document to preview. This will include all the Grants.gov forms and uploads.

**Preview Application**

Build Draft Document

Form Page		Last Built	Built By
Budget	<a href="#">View</a>	09-Sep-2022 3:24:05 PM	Billiot, Gina
Personnel	<a href="#">View</a>	09-Sep-2022 3:23:59 PM	Billiot, Gina
SF424 (R&R)	<a href="#">View</a>	09-Sep-2022 3:24:09 PM	Billiot, Gina
Performance Sites	<a href="#">View</a>	09-Sep-2022 3:23:54 PM	Billiot, Gina
Other Project Info	<a href="#">View</a>	09-Sep-2022 3:24:03 PM	Billiot, Gina
NSF_CoverPage_2_0	<a href="#">View</a>	09-Sep-2022 3:23:57 PM	Billiot, Gina

FORM/DOCUMENT NAME	OPEN	CREATED DATE
Assembled Document	<a href="#">View</a>	09-Sep-2022 3:24:12 PM

## Finalize

- Once all tabs are completed, you will build and validate the proposal to run Grants.gov error checks.
- Follow these steps to finalize the proposal:
  - Step 1a:** Build the forms by clicking Build.

Finalize

Build PDF / Form Pages

**Build**

Form Page	Last Built	Built By
Budget		
Personnel		
SF424 (R&R)		
Performance Sites		
Other Project Info		
Personal Data		
NSF_CoverPage_1_9		

- Step 1b:** After the Build is complete, you can view each form as a PDF by clicking View.

Setup Questions	Finalize			
LSU Questionnaire	Build PDF / Form Pages			
Budget	Form Page	Build		
Personnel	Budget	View	Last Built	Built By
SF424 (R&R)	Personnel	View	12-Nov-2019 8:49:38 AM	Tiger, (L14) Mike
Internal Uploads & Routing	SF424 (R&R)	View	12-Nov-2019 8:49:18 AM	Tiger, (L14) Mike
Performance Sites	Performance Sites	View	12-Nov-2019 8:49:44 AM	Tiger, (L14) Mike
Other Project Info	Other Project Info	View	12-Nov-2019 8:49:39 AM	Tiger, (L14) Mike
Personal Data	Personal Data	View	12-Nov-2019 8:49:28 AM	Tiger, (L14) Mike
NSF_CoverPage_1_9	NSF_CoverPage_1_9	View	12-Nov-2019 8:49:30 AM	Tiger, (L14) Mike
NSF Deviation Auth	NSF Deviation Auth	View	12-Nov-2019 8:49:25 AM	Tiger, (L14) Mike
NSF Suggested Reviewers	NSF Suggested Reviewers	View	12-Nov-2019 8:49:25 AM	Tiger, (L14) Mike

- **Step 2:** The next step is to Assemble Application. **NOTE:** All mandatory sections/tabs must be marked Completed. Click Assemble Application and then click Build Grants.gov Application.

Setup Questions	Finalize			
LSU Questionnaire	Build PDF / Form Pages			
Budget	Form Page	Build		
Personnel	Budget	View	Last Built	Built By
SF424 (R&R)	Personnel	View	12-Nov-2019 4:52:28 PM	Tiger, (L14) Mike
Internal Uploads & Routing	SF424 (R&R)	View	12-Nov-2019 4:52:25 PM	Tiger, (L14) Mike
Performance Sites	Performance Sites	View	12-Nov-2019 4:52:31 PM	Tiger, (L14) Mike
Other Project Info	Other Project Info	View	12-Nov-2019 4:52:26 PM	Tiger, (L14) Mike
Personal Data	Personal Data	View	12-Nov-2019 4:52:34 PM	Tiger, (L14) Mike
NSF_CoverPage_1_9	NSF_CoverPage_1_9	View	12-Nov-2019 4:52:34 PM	Tiger, (L14) Mike
NSF Deviation Auth	NSF Deviation Auth	View	12-Nov-2019 4:52:31 PM	Tiger, (L14) Mike
NSF Suggested Reviewers	NSF Suggested Reviewers	View	12-Nov-2019 4:52:30 PM	Tiger, (L14) Mike
XML Validation Attachment Filenames	XML Validation Attachment Filenames	View	12-Nov-2019 4:52:36 PM	Tiger, (L14) Mike
Tasks	You can build the Form Pages/PDF at any stage of proposal development. A final build will be necessary once all sections are marked Completed. Uncompleting any of the sections will require a re-build of those pages.			
Proposal Tracking (PT)	Assemble Application			
	Submit for Internal Review			
	Submit to Grants.gov			

Setup Questions	Finalize			
LSU Questionnaire	Build PDF / Form Pages			
Budget	Assemble Application			
Personnel	Build Grants.gov Application			
SF424 (R&R)	Submit for Internal Review			
Internal Uploads & Routing	Submit to Grants.gov			
	To assemble the application, all sections must be marked Completed, all Pages/PDFs must be built.			

- **Step 3:** Click XML Validation to check for Grants.gov Errors and Warnings.

Setup Questions	Finalize																																																																																											
LSU Questionnaire	Build PDF / Form Pages																																																																																											
Budget	Assemble Application																																																																																											
Personnel	Submit for Internal Review																																																																																											
SF424 (R&R)	Once your proposal has been completed, it can be electronically routed internally for necessary approvals. This page will display in two modes: Un-submitted and Submitted.																																																																																											
Internal Uploads & Routing	The screen is in Un-submitted mode when your proposal has not yet been routed. You can determine this by visually identifying a "thumbs up" on the screen. If it is there, then the proposal has not yet been submitted.																																																																																											
Performance Sites	The screen is in Submitted mode when your proposal has been submitted and you can see the approval path it is on. Your Administrators have configured the approval path that they feel is appropriate for your proposal. If you have any questions regarding this process, please contact them.																																																																																											
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	Authorized institutional officials can submit/resubmit the application to Grants.gov at left. Any user can see the history of prior Grants.gov submissions of this proposal, or run the XML validation.																																																																																											

- Click Attachment Filenames at any time to check for errors in the filenames.

Validating XML..... Close

Validation for Package Components		
Form	Included	Passed Validation
RR_SF424_2_0	✓	✓
RR_Budget_1_4	✓	✓
PerformanceSite_2_0-V2.0	✓	✓
Other Project Info	✓	✓
RR_SubawardBudget_1_4-V1.4	<input type="checkbox"/>	<input type="checkbox"/>
SFLLL_1_2	<input checked="" type="checkbox"/>	✓

Validation for RR_SF424_2_0:RR_SF424_2_0	XML <a href="#">&lt;RR_SF424_2_0:RR_SF424_2_0&gt;</a>
✓ PASSED	
Validation for RR_Budget_1_4:RR_Budget_1_4	XML <a href="#">&lt;RR_Budget_1_4:RR_Budg</a>
✓ PASSED	
Validation for PerformanceSite_2_0:PerformanceSite_2_0	XML <a href="#">&lt;PerformanceSite_2_0:Perfi</a>
✓ PASSED	
Validation for RR_OtherProjectInfo_1_4:RR_OtherProjectInfo_1_4	XML <a href="#">&lt;RR_OtherProjectInfo_1_4&gt;</a>
✓ PASSED	
Validation for SFLLL_1_2-V1.2:LobbyingActivitiesDisclosure_1_2	XML <a href="#">&lt;LobbyingActivitiesDiscosul</a>
✓ PASSED	

- Once you correct all errors, you will need to repeat Steps 1-3 above until you have an error free proposal.