

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).

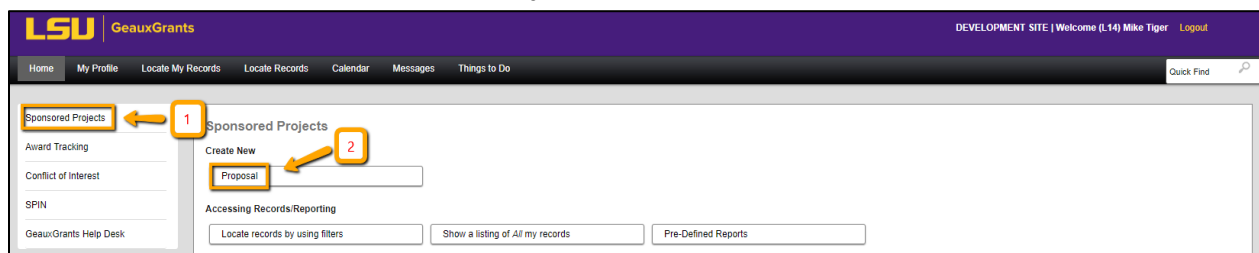
For NIH Proposals, follow the [Creating National Institutes of Health \(NIH\) Proposals](#) user guide.

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.

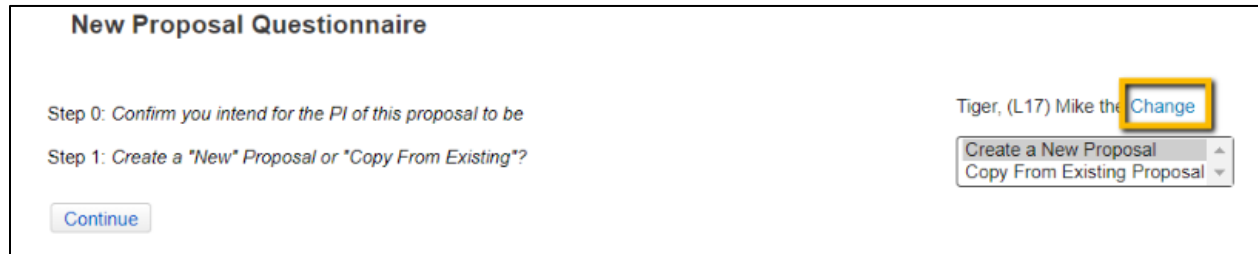
- Step 1: From the home screen, select “Sponsored Projects” on the left hand navigation tabs.
- Step 2: From the Sponsored Projects screen, select “Proposal” under Create New



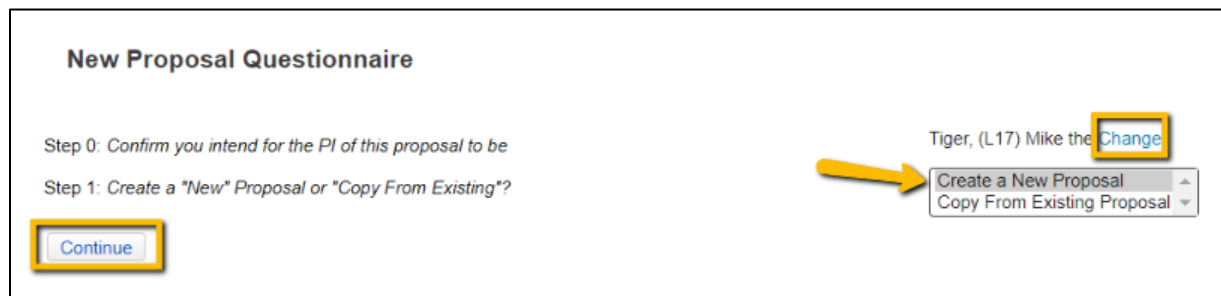
## New Proposal Questionnaire

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.

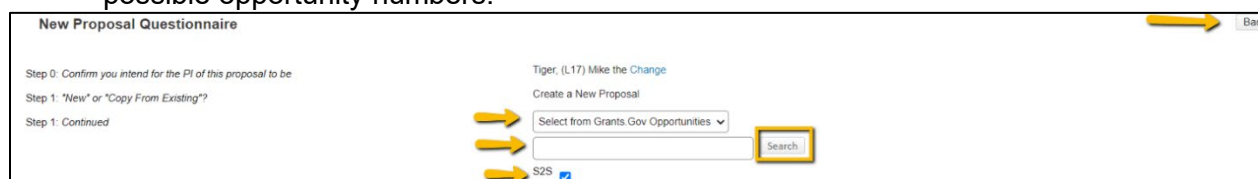
- **Step 0:** Defaults to user. You can change to another Principal Investigator (PI) by clicking Change. Type last name, first name of PI and click Select.



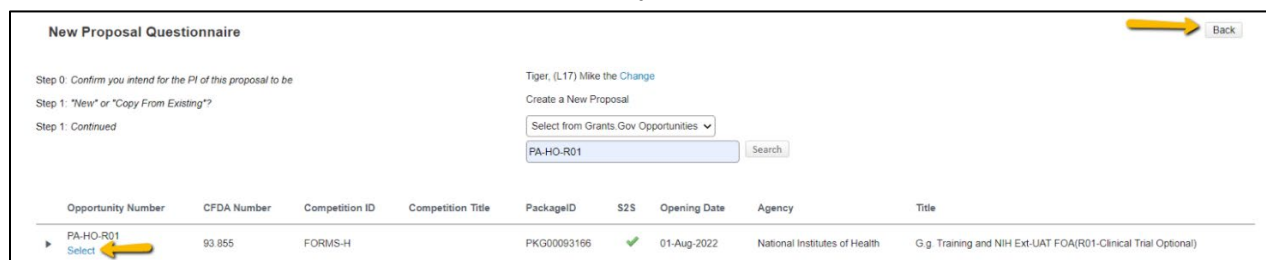
- **Step 1:** Click on “Create a New Proposal” and click Continue



- **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.



- Click Select next to the correct opportunity number



Opportunity Number	CFDA Number	Competition ID	Competition Title	PackageID	S2S	Opening Date	Agency	Title
PA-HO-R01 <a href="#">Select</a>	93.855	FORMS-H		PKG00093166	✓	01-Aug-2022	National Institutes of Health	G.g. Training and NIH Ext-UAT FOA(R01-Clinical Trial Optional)

- **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 [Tiger, \(L17\) Mike the Change](#)

Step 1: "New" or "Copy From Existing?" [Create a New Proposal](#)

Program Number	Program Name	CFDA	Competition ID	PackageID	Sponsor
PA-HO-R01	G.g. Training and NIH Ext-UAT FOA(R01-Clinical Trial Optional)	93.855	FORMS-H	PKG00093166	

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

**New Proposal Questionnaire** Back

Step 0: Confirm you intend for the PI of this proposal to be [Tiger, \(L17\) Mike the Change](#)

Step 1: "New" or "Copy From Existing?" [Create a New Proposal](#)

Program Number	Program Name	CFDA	Competition ID	PackageID	Sponsor
PA-HO-R01	G.g. Training and NIH Ext-UAT FOA(R01-Clinical Trial Optional)	93.855	FORMS-H	PKG00093166	National Institutes of Health (NIH)

Step 2: Proposal Type  
New

Step 3: Selected Sponsor  
National Institutes of Health (NIH)

Step 4: "Tracking" Number or "Proposal" Number  
This proposal will be automatically numbered.

Step 5: Proposal's Title

[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.

**New Proposal Questionnaire** Back

Step 0: Confirm you intend for the PI of this proposal to be [Tiger, \(L17\) Mike the Change](#)

Step 1: "New" or "Copy From Existing?" [Create a New Proposal](#)

Program Number	Program Name	CFDA	Competition ID	PackageID	Sponsor
PA-HO-R01	G.g. Training and NIH Ext-UAT FOA(R01-Clinical Trial Optional)	93.855	FORMS-H	PKG00093166	National Institutes of Health (NIH)

Step 2: Proposal Type  
New

Step 3: Selected Sponsor  
National Institutes of Health (NIH)

Step 4: "Tracking" Number or "Proposal" Number  
This proposal will be automatically numbered.

Step 5: Proposal's Title  
Title for this Proposal

Step 6: What are the project start and end dates?

From

To

[Continue](#)

- **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.

**New Proposal Questionnaire** Back

Step 0: Confirm you intend for the PI of this proposal to be [Tiger, \(L17\) Mike the Change](#)

Step 1: "New" or "Copy From Existing?" [Create a New Proposal](#)

Program Number	Program Name	CFDA	Competition ID	PackageID	Sponsor
PA-HO-R01	G.g. Training and NIH Ext-UAT FOA(R01-Clinical Trial Optional)	93.855	FORMS-H	PKG00093166	National Institutes of Health (NIH)

Step 2: Proposal Type  
New

Step 3: Selected Sponsor  
National Institutes of Health (NIH)

Step 4: "Tracking" Number or "Proposal" Number  
This proposal will be automatically numbered.

Step 5: Proposal's Title  
Title for this Proposal

Step 6: Project Start and End Dates  
01-Nov-2024 to 31-Oct-2026

Step 7: How many years and/or budget periods would you like?  
2

[Continue](#)

\*NOTE: If you need additional years/periods beyond 7, you may add them as needed once inside the proposal.

- 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.

**New Proposal Questionnaire** Back

Step 0: Confirm you intend for the PI of this proposal to be Tiger, (L17) Mike the Change  
 Step 1: "New" or "Copy From Existing?" Create a New Proposal

Program Number	Program Name	CFDA	Competition ID	PackageID	Sponsor
PA-HQ-R01	G.g. Training and NIH Ext-UAT F0A(R01-Clinical Trial Optional)	93.855	FORMS-H	PKG00093166	National Institutes of Health (NIH)

Step 2: Proposal Type New  
 Step 3: Selected Sponsor National Institutes of Health (NIH)  
 Step 4: "Tracking" Number or "Proposal" Number This proposal will be automatically numbered.  
 Step 5: Proposal's Title Title for this Proposal  
 Step 6: Project Start and End Dates 01-Nov-2024 to 31-Oct-2026  
 Step 7: Number of Budget Periods 2

Is all of the above information correct?

Step back through responses Create Proposal

**\*NOTE:** Clicking "Create Proposal" will create a new proposal with the properties you have indicated above. There is one final screen of questions to be completed before you can start entering your new proposal. Again, you will be able to change the properties of the proposal once it has been created if need be.

## Setup Questions

GeauxGrants will automatically generate a Proposal/Record/Institution #. GeauxGrants numbering will be AMFYXXXX. For Fiscal Year (FY) 2026, all numbers begin with AM26.

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.**

Done Save Title for this Proposal  
 Test (L17) Mike the Tiger - LSUAM | Sch of VETM | Pathobiological Sciences | CC00293 (National Institutes of Health (NIH))

Record/Institution Number Proposal AM250327

Show Reset Defaults

**Setup Questions** Setup Questions



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

**HELP INFORMATION**

The sponsor selected on the New Proposal Questionnaire appears here. Click **Change** to update. Changing the sponsor may change the available Submission Mechanism/Screen Template for Grants.gov submissions.

Project? ?  
 Sponsored project? ?  
 ation  
 this Submission? ?

- 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 Close Date is 10 days later than the close date posted at Grants.Gov to ensure availability of opportunities within InfoEd/PD for appropriate late submissions.	
CFDA Number		
CFDA Description		
Competition ID		
PackageID	PKG00286167	
Agency Contact		

Form	Version	Included
SF424 (R & R)	RR_SF424_5_0-V5.0	<input checked="" type="checkbox"/>
NSF_CoverPage_2_3	NSF_CoverPage_2_3-V2.3	<input checked="" type="checkbox"/>
NSF Senior Key Person Profile (Expanded)	NSF_KeyPersonExpanded_3_3-V3.3	<input checked="" type="checkbox"/>
Research & Related Budget	RR_Budget_3_0-V3.0	<input checked="" type="checkbox"/>
Project/Performance Site Location(s)	PerformanceSite_4_0-V4.0	<input checked="" type="checkbox"/>
Other Project Info	RR_OtherProjectInfo_1_4-V1.4	<input checked="" type="checkbox"/>
NSF_DeviationAuthorization-V1.1	NSF_DeviationAuthorization-V1.1	<input type="checkbox"/>
NSF_SuggestedReviewers-V1.1	NSF_SuggestedReviewers-V1.1	<input type="checkbox"/>
RR_SubawardBudget_3_0-V3.0	RR_SubawardBudget_3_0-V3.0	<input type="checkbox"/>

- 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 ?	LSUAM   Sch of VETM   Pathobiological Sciences Add
PI Departments ?	LSUAM   Sch of VETM   Pathobiological Sciences Add

- 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>

PI Departments <sup>?</sup>

LSUAM | Sch of VETM | Pathobiological Sciences Add

☒ LSUAM | Sch of VETM | Pathobiological Sciences Add

☐ 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>

PI Departments <sup>?</sup>

LSUAM | Sch of VETM | Pathobiological Sciences Add

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.**

- 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.

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](#).

## 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.

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

Setup Questions  
LSU Questionnaire  
Budget  
**Personnel**  
SF424 (R&R)  
Internal Uploads & Routing  
Other Project Info  
S2S Forms  
Performance Sites  
Finalize

Personnel

Add Personnel (hide)

Prime  Proposal Structure  Institution

Personnel Type

Create Profile  Name (Last, First)  Role

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
<input type="radio"/>	(L13) Mike the Tiger PD/PI * Certifications and Training					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					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.

Contact Information for - (L14) Mike the Tiger

Salutation  First  Middle  Last  Suffix

Title

Address

City  State  Zip

County  Country

Phone  Fax  Email

Sponsor Credential

Proposal Element  Department  Personnel Type  Role  Budget Roles  Specified Role

Update Role for checked Period/Increment(s)

☐ New\* Period 1 - Co-Investigator

☐ New\* Period 2 - Co-Investigator

☐ New\* Period 3 - Co-Investigator

☒ Personnel

- 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
		(L13) Mike the Tiger PD/PI * Certifications and Training					Louisiana State University and A&M College LSUAM   Sch of VETM   Pathobiological Sciences
		(L14) Mike the Tiger Co-Investigator Certifications and Training					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										
PI	NAME/ROLE	MAIL	ALERT	COI	RESPONSIBLE	ORGANIZATION / DEPARTMENT	PERSON MONTHS			CV/BIO SKETCH
							CALENDAR	ACADEMIC	SUMMER	
1	(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	
2	Bob Nicholls SubAward PI Certifications and Training				<input type="checkbox"/>	Nicholls State University Nicholls State University	0	0	0	
Need to uncheck for Subaward senior/key personnel										
Non-Key										
PI	NAME/ROLE	MAIL	ALERT	COI	RESPONSIBLE	ORGANIZATION / DEPARTMENT	PERSON MONTHS			CV/BIO SKETCH
							CALENDAR	ACADEMIC	SUMMER	
1	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:

- 1 Prime
- 2 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										
PI	NAME/ROLE	MAIL	ALERT	COI	RESPONSIBLE	ORGANIZATION / DEPARTMENT	PERSON MONTHS			CV/BIO SKETCH
							CALENDAR	ACADEMIC	SUMMER	
1	(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

CV/Biographical Sketch Choose File NSF Biosket...2-1\_flat.pdf 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										
PI	NAME/ROLE	MAIL	ALERT	COI	RESPONSIBLE	ORGANIZATION / DEPARTMENT	PERSON MONTHS			CV/BIO SKETCH
							CALENDAR	ACADEMIC	SUMMER	
1	(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										
PI	NAME/ROLE	MAIL	ALERT	COI	RESPONSIBLE	ORGANIZATION / DEPARTMENT	PERSON MONTHS			CV/BIO SKETCH
							CALENDAR	ACADEMIC	SUMMER	
1	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	

Missing: Credentials

Message from webpage

Missing: Credentials

OK

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

Salutation:  First:  Middle:  Last:  Suffix:

Title:

Address:  Degree:  Degree Year:

City:  State:  Zip:

County:  Country:

Phone:  Fax:  Email:

Sponsor Credential: Other (Specify)

Proposal Element	Department	Personnel Type	Role	Specified Role
<span>1</span> 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 ☐ Changed/Corrected Application

2. Date Submitted:  Applicant Identifier:

3. Date Received by State:  State Application Identifier:

4. a. Federal Identifier:  b. Agency Routing Identifier:

5. Previous Grants.gov Tracking ID:

5. Applicant Information

Legal Name: Louisiana State University and A&M College Organizational DUNS:

Department: LSUAM | Sch of VETM | Pathobiological Sciences Division:

Address (Street, city, state, zip/postal code):

Province:

Person to be contacted on matters involving this application

First Name:  Middle Name:  Last Name:  Suffix:

Position Title:  City:  County/Parish:

State:  Country:  Zip/Postal Code:

Phone Number:  Fax Number:  Email:

10. Is this application being submitted to other agencies? ☐ Yes ☒ No

11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT:

12. PROPOSED PROJECT

Start Date:  Ending Date:  13. CONGRESSIONAL DISTRICTS OF:

14. PROJECT DIRECTOR/PRINCIPAL INVESTIGATOR CONTACT INFORMATION

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

Position Title:  Organization Name:  Department:  Division:

Address (Street, city, state, zip/postal code):

Province:  Phone Number:  Fax Number:  Email:

15. ESTIMATED FUNDING:

	Amount
a. Total Federal Funds Requested	1,452,362.00
b. Total Non-Federal Funds	0.00
c. Total Federal & Non-Federal Funds	1,452,362.00
d. Estimated Program Income	0.00

16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?

a. Yes ☐ This PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE Executive Order 12372 process for review on DATE:

b. No ☒ Program is not covered by E. O. 12372

c. 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 ?

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) ?

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 Router: Route Proposal Submit

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

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.

• **the Tiger - LSUAM | Sch of VETM | Pathobiological Sciences | CC00293 (Australian Catholic University)** Proposal AM250324

### Internal Uploads & Routing Completed ☐

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 Submit Button.

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

Current Proposal Status: **Pending**

Components for Initial Application Pre-Review Route: Route Proposal Submit

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 applicable certifications on the Review Summary.

☒ Accept ☐ Decline

Continue

- **Step 5:** If units receiving Investigator Credit are not included in the Route, follow the steps below:
  - **Step 5a:** Insert route after Step 15



**Make sure to click on insert icon after Step 15. 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 **AM250361** - **Test (L17) Mike the Tiger** "Test for budget just" (Pending)

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

Step	Role	Name	Approval Type	Action
Step 1	Gold/Purple Assignment	Darya Delaune Courville	Information Only	<a href="#">Insert After</a>
	Gold/Purple Assignment	Dana Tuminello	Information Only	<a href="#">Insert After</a>
	Gold/Purple Assignment	Tracy Wang	Information Only	<a href="#">Insert After</a>
	Gold/Purple Assignment	Ryan Russell Greer	Information Only	<a href="#">Insert After</a>
Step 15	Gold/Purple Assignment	Rebecca Trahan	Information Only	<a href="#">Insert After</a>
	Investigators/Dept Heads/Deans	Test (L17) Mike the Tiger	Approval Required	<a href="#">Insert After</a>
	Investigators/Dept Heads/Deans	Test (L4) Mike the Tiger	Approval Required	<a href="#">Insert After</a>
	Investigators/Dept Heads/Deans	Test (L5) Mike the Tiger	Approval Required	<a href="#">Insert After</a>
	Investigators/Dept Heads/Deans	<a href="#">Dean's Level Dept Head</a>	Approval Required	<a href="#">Insert After</a>
	Investigators/Dept Heads/Deans	<a href="#">Unit Dept Head</a>	Approval Required	<a href="#">Insert After</a>

- **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.

**Add step** [Begin typing name here](#) [Add](#) [Cancel](#)

☐ Informational Only  
☒ Approval Required

- **Step 5c:** Inserted Investigator will appear after Step 15. Click Submit in top right to route the proposal.

Proposal **AM250361 - Test (L17) Mike the Tiger** "Test for budget just!" (Pending)

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

Step 1	Gold/Purple Assignment	Darya Delaune Courville	Information Only	<a href="#">Insert After</a>	
	Gold/Purple Assignment	Tracy Wang	Information Only	<a href="#">Insert After</a>	
	Gold/Purple Assignment	Ryan Russell Greer	Information Only	<a href="#">Insert After</a>	
	Gold/Purple Assignment	Rebecca Trahan	Information Only	<a href="#">Insert After</a>	
	Gold/Purple Assignment	Dana Tuminello	Information Only	<a href="#">Insert After</a>	
Step 15	Investigators/Dept Heads/Deans	Test (L5) Mike the Tiger	Approval Required	<a href="#">Insert After</a>	
	Investigators/Dept Heads/Deans	Test (L17) Mike the Tiger	Approval Required	<a href="#">Insert After</a>	
	Investigators/Dept Heads/Deans	Test (L4) Mike the Tiger	Approval Required	<a href="#">Insert After</a>	
	Investigators/Dept Heads/Deans	<a href="#">Unit Dept Head</a>	Approval Required	<a href="#">Insert After</a>	
	Investigators/Dept Heads/Deans	<a href="#">Dean's Level Dept Head</a>	Approval Required	<a href="#">Insert After</a>	
Inserted Step	Inserted Step	Test (L6) Mike the Tiger	Approval Required	<a href="#">Insert After</a>	<a href="#">Remove</a>

- 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**

Current Submission

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](#)

Route Proposal	Pre-Review					
Route Proposal	Pre-Review	Tracy Wang	20-Jun-2025 1:32:03 PM	Information Only	Informed -	
Route Proposal	Pre-Review	Ryan Russell Greer	20-Jun-2025 1:32:04 PM	Information Only	Informed -	
Route Proposal	Pre-Review	Rebecca Trahan	20-Jun-2025 1:32:04 PM	Information Only	Informed -	
Route Proposal	Pre-Review	Step 15 - Investigators/Dept Heads/Deans	Test (L17) Mike the Tiger	20-Jun-2025 1:32:05 PM	Approval Required	<a href="#">Insert After</a>

- 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 ☐

OMB Number: 4940-0010  
Expiration Date: 12/31/2026  
[Add From Master List](#)

Sequence	Organization Name	Address
1	Louisiana State University UEI: EC0EYCHRNK04 Congressional District: LA-006	Address: 202 Himes Hall City: Baton Rouge State: Louisiana Non-US State/Province (4 Characters only): Province: Zip/Postal Code: 70803-0002 County: Country: U.S.A.
<div style="background-color: orange; color: white; padding: 5px; display: inline-block;">Add Subaward Site information here</div> 		
	UEI: Congressional District:	Address: City: State:

## 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.  
(L14) Mike the Tiger - LSUAM | Sch of VETM | Pathobiological Sciences (Office of Science/Department of Energy)

Proposal AM200099

✓ Setup Questions

✓ LSU Questionnaire

✓ Budget

✓ Personnel

DE-FOA-0002181 Completed ☐

Complete the form(s) below and attach the mandatory documents required from the sponsor in the form.

Form	Version	Completed
SFLLL_1_2	SFLLL_1_2-V1.2	<div style="background-color: orange; color: white; padding: 2px 10px;">▶</div> <a href="#">Edit</a>

- 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 <sup>?</sup> 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) <sup>?</sup>

1.a. If YES to Human Subjects

Is the Project Exempt From federal regulations? ☐ Yes ☒ No <sup>?</sup>

If no, is the IRB review Pending? ☒ Yes ☐ No <sup>?</sup>

Human Subject Assurance Number: 00003892 <sup>?</sup>

2. Are Vertebrate Animals Used? ☐ Yes ☒ No (set on Setup Questions tab) <sup>?</sup>

2.a. If YES to Vertebrate Animals

Is the IACUC review Pending? ☒ Yes ☐ No <sup>?</sup>

Animal Welfare Assurance Number: D16-00372 <sup>?</sup>

3. Is proprietary/privileged information included in the application? ☐ Yes ☒ No <sup>?</sup>

4.a. Does this Project Have an Actual or Potential Impact - positive or negative - on the environment? ☐ Yes ☒ No <sup>?</sup>

5. Is the research performance site designated, or eligible to be designated, as a historic place? ☐ Yes ☒ No <sup>?</sup>

6. Does this project involve activities outside of the United States or partnerships with international collaborators? ☐ Yes ☒ No <sup>?</sup>

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

7. Project Summary/Abstract Project Summary.docx Delete Attachment <sup>?</sup>

8. Project Narrative Test Upload 1.docx Delete Attachment <sup>?</sup>

9. Bibliography & References Cited Add Attachment <sup>?</sup>

10. Facilities & Other Resources Add Attachment <sup>?</sup>

11. Equipment Add Attachment <sup>?</sup>

12. Other Attachments Add Attachment <sup>?</sup>

Documents already uploaded.

Document needs to be uploaded.

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

8. Project Narrative Add Attachment <sup>?</sup>

9. Bibliography & References Cited Add Attachment <sup>?</sup>

- 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.

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.

Form Page	Last Built	Built By
Budget	09-Sep-2022 3:24:05 PM	Billiot, Gina
Personnel	09-Sep-2022 3:23:59 PM	Billiot, Gina
SF424 (R&R)	09-Sep-2022 3:24:09 PM	Billiot, Gina
Performance Sites	09-Sep-2022 3:23:54 PM	Billiot, Gina
Other Project Info	09-Sep-2022 3:24:03 PM	Billiot, Gina
NSF_CoverPage_2_0	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.


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 <sup>?</sup>			
✓ LSU Questionnaire	Build PDF / Form Pages			
✓ Budget	Form Page <input type="button" value="Build"/>			
✓ Personnel	Budget	<a href="#">View</a>	Last Built	Built By
✓ SF424 (R&R)	Personnel	<a href="#">View</a>	12-Nov-2019 8:49:38 AM	Tiger, (L14) Mike
✓ Internal Uploads & Routing	SF424 (R&R)	<a href="#">View</a>	12-Nov-2019 8:49:18 AM	Tiger, (L14) Mike
✓ Performance Sites	Performance Sites	<a href="#">View</a>	12-Nov-2019 8:49:44 AM	Tiger, (L14) Mike
✓ Other Project Info	Other Project Info	<a href="#">View</a>	12-Nov-2019 8:49:39 AM	Tiger, (L14) Mike
✓ Personal Data	Personal Data	<a href="#">View</a>	12-Nov-2019 8:49:28 AM	Tiger, (L14) Mike
✓ NSF_CoverPage_1_9	NSF_CoverPage_1_9	<a href="#">View</a>	12-Nov-2019 8:49:30 AM	Tiger, (L14) Mike
✓ NSF Deviation Auth				
✓ NSF Suggested Reviewers				

- **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 <sup>?</sup>			
✓ LSU Questionnaire	Build PDF / Form Pages			
✓ Budget	Form Page <input type="button" value="Build"/>			
✓ Personnel	Budget	<a href="#">View</a>	Last Built	Built By
✓ SF424 (R&R)	Personnel	<a href="#">View</a>	12-Nov-2019 4:52:25 PM	Tiger, (L14) Mike
✓ Internal Uploads & Routing	SF424 (R&R)	<a href="#">View</a>	12-Nov-2019 4:52:31 PM	Tiger, (L14) Mike
✓ Performance Sites	Performance Sites	<a href="#">View</a>	12-Nov-2019 4:52:26 PM	Tiger, (L14) Mike
✓ Other Project Info	Other Project Info	<a href="#">View</a>	12-Nov-2019 4:52:34 PM	Tiger, (L14) Mike
✓ Personal Data	Personal Data	<a href="#">View</a>	12-Nov-2019 4:52:31 PM	Tiger, (L14) Mike
✓ NSF_CoverPage_1_9	NSF_CoverPage_1_9	<a href="#">View</a>	12-Nov-2019 4:52:30 PM	Tiger, (L14) Mike
✓ NSF Deviation Auth	NSF Deviation Auth	<a href="#">View</a>	12-Nov-2019 4:52:36 PM	Tiger, (L14) Mike
✓ NSF Suggested Reviewers	NSF Suggested Reviewers	<a href="#">View</a>	12-Nov-2019 4:52:37 PM	Tiger, (L14) Mike
✓ XML Validation Attachment Filenames				
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 <sup>?</sup>			
✓ 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			

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

✓ Setup Questions

✓ LSU Questionnaire

✓ Budget

✓ Personnel

✓ SF424 (R&R)

✓ Internal Uploads & Routing

✓ Performance Sites

✓ S2S Forms

✓ Other Project Info

Finalize

Tasks

Proposal Tracking (PT)

Finalize

Build PDF / Form Pages

Assemble Application

Submit for Internal Review

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.

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.

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.

Current Proposal Status: **Routing**

Components for **Initial Application**

Current Submission

FORM/DOCUMENT NAME	EDIT	STATUS	UPLOAD	REMOVE
Assembled Doc		Completed		
LSU Questionnaire		Completed		Mandatory
Review Summary		Completed		Mandatory

Add Institution Forms/Supporting Documents

Active Routing Progress

AM200178 - (L14) Mike the Tiger "This is a test Grants.gov NSF submission for Dept Admin training."

Route Name	Route Type	Step Number/Name	Who	Notified	Decision	Insert	Remove
Route Proposal Pre-Review	Step 1 - Goals/Purpose Assignment		Evan Russell Greer	12-Nov-2019 9:00:23 AM	Inform		
Route Proposal Pre-Review			Dana Turnelle	12-Nov-2019 9:00:24 AM	Inform		
Route Proposal Pre-Review			Danya Delaine Courville	12-Nov-2019 9:00:25 AM	Inform		
Route Proposal Pre-Review			Rebecca Trehan	12-Nov-2019 9:00:27 AM	Inform		
Route Proposal Pre-Review			Tracy Wang	12-Nov-2019 9:00:28 AM	Inform		
Route Proposal Pre-Review	Step 3 - IACUC (Vertebrate Animals)		Krista Adams	12-Nov-2019 9:00:29 AM	Inform		
Route Proposal Pre-Review			Rhett Whitman Stout	12-Nov-2019 9:00:30 AM	Inform		
Route Proposal Pre-Review	Step 12 - Investigators/Dept Heads/Deans		(L14) Mike the Tiger	12-Nov-2019 9:00:31 AM			
Route Proposal Pre-Review			Dr. Text the Department Head 1	12-Nov-2019 9:00:32 AM			
Route Proposal Pre-Review			Dr. Text the Department Head 2	12-Nov-2019 9:00:33 AM			

Submit to Grants.gov

Submit to Grants.gov

Submitted Date

Grants.gov ID

Receipt Date

Receipt Status

XML Validation

Authorized institutional officials can submit/submit 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 <RR\_SF424\_2\_0:RR\_SF424\_2\_0>  
 ✓ PASSED

Validation for RR\_Budget\_1\_4:RR\_Budget\_1\_4 XML <RR\_Budget\_1\_4:RR\_Budget\_1\_4>  
 ✓ PASSED

Validation for PerformanceSite\_2\_0:PerformanceSite\_2\_0 XML <PerformanceSite\_2\_0:PerformanceSite\_2\_0>  
 ✓ PASSED

Validation for RR\_OtherProjectInfo\_1\_4:RR\_OtherProjectInfo\_1\_4 XML <RR\_OtherProjectInfo\_1\_4:RR\_OtherProjectInfo\_1\_4>  
 ✓ PASSED

Validation for SFLLL\_1\_2-V1.2:LobbyingActivitiesDisclosure\_1\_2 XML <LobbyingActivitiesDisclosure\_1\_2:SFLLL\_1\_2-V1.2>  
 ✓ PASSED

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