

## Updating the Proposal Type

During proposal creation, you will choose the proposal type on the New Proposal Questionnaire. If the incorrect proposal type is chosen, the below are steps to update the proposal.

New Proposal Questionnaire Back

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

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

Step 2: Please Select a Proposal Type New

Continue

## Proposal Development

- 1) On the Setup Questions Tab, click the "Change" button next to the sponsor name.



To edit, uncomplete Setup Questions by unchecking box in top right.

TEST Proposal Done Save

(L13) Mike the Tiger - LSUAM | Sch of VETM | Veterinary Clinical Sciences (National Aeronautics & Space Administration (NASA))

**Setup Questions**

This proposal is broken down into several sections based upon what the institution requires. Once each section is complete, please indicate so by clicking the Completed

If any changes are needed, please contact 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**

Proposal Sponsor <sup>?</sup> National Aeronautics & Space Administration (NASA) Change

Is this a Flow Through Project? <sup>?</sup>  Yes  No

Is this a US federal sponsored project? <sup>?</sup>  Yes  No

please contact the Office of Sponsored Programs at osp@lsu.edu.

Changing the proposal sponsor will cause all previous responses on the setup questions page to be reset to their default state.

OK Cancel

National Aeronautics & Space Administration (NASA) Change

- 3) A new window will open which allows you to update the Sponsor name. Select the correct Proposal Type from the dropdown and click 'Save' on top right of window.

The screenshot shows a web form titled "Sponsor/Template Selection". The form contains several fields: "Proposal Sponsor" (Albemarle Corporation Change), "Originating Sponsor" (Not Set Change), "Is this a Flow Through Project?" (radio buttons for Yes and No, with No selected), "Proposal Type" (a dropdown menu currently showing "New" and a list of other options including Continuation-New, Continuation-Noncompeting, Renewal, Revision, Supplement, Notice/Letter of Intent, Pre-proposal, Resubmission, Modification/Prior Approval Request, and Other Miscellaneous Agreements), and "Opportunity Number". There are also "Save" and "Close" buttons at the top right, and an "S2S" checkbox checked. A yellow arrow points to the "Save" button, and another yellow arrow points to the "Proposal Type" dropdown menu.

- 4) A warning will appear letting you know that updating the opportunity could result in the loss of data already entered or attachments uploaded. Click OK.

The screenshot shows the same "Sponsor/Template Selection" form, but with a warning dialog box overlaid. The dialog box is titled "eratest.lsu.edu says" and contains the text: "Updating the opportunity on this proposal could result in the loss of data entered or attachments uploaded on screens other than the Face Page, Budget, or Personnel pages." There are "OK" and "Cancel" buttons at the bottom of the dialog. In the background, the form fields are partially visible: "Proposal Sponsor", "Originating Sponsor", "Is this a Flow Through Project?" (Yes/No radio buttons), "Proposal Type" (dropdown menu showing "Continuation-New"), and "Opportunity Number" (dropdown menu showing "Select from Grants.Gov Opportunities"). The "S2S" checkbox is also checked.