

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

Creating a Simplified Budget

If a sponsor requires the use of their sponsor budget template then a simplified budget may be entered on the Budget Tab in GeauxGrants. **The sponsor’s detailed budget template must be attached to the Internal Uploads and Routing tab in GeauxGrants.**

Examples of Manual Proposals with required sponsor budget templates:

- NSF Research.gov
- NASA NSPIRES
- LA Board of Regents Support Fund

When submitting a Grants.gov System-to-System (S2S) Proposal, use these instructions if the budget tab is italicized. Italicized S2S tabs are 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.

Setup Questions	Setup Questions
LSU Questionnaire	
Budget	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 each 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.
Personnel	
SF424	If this is a modification request, please click 'Show' at the top of the page and select the Modification Request Template.
Internal Uploads & Routing	If this is an Other Miscellaneous Agreement, please click 'Show' at the top of the page and select the Other Miscellaneous Agreement Template.
S2S Forms	
Finalize	Submission Mechanism/Form Information

When submitting all other Grants.gov (S2S) proposals or when the sponsor does not have a required budget template follow [Creating a Detailed Budget](#).

Budget Tips

- The Budget tab will open in a new window. Clicking Done will close just the budget screen and return user to Proposal Development record.
- It is recommended that you enter budget as a whole instead of by each budget period.
- The Budget Summary will summarize the total costs of the entire institution budget.

Budget – Subawards

- If your proposal budget includes subawards, you must add them first. To add a Subaward to a budget, click Show next to SubAwards on the Budget tab to expand this section.

Non-Personnel [hide] Add Bulk Entry

CATEGORY	PERIOD 1	DIRECT COSTS
No records to display.		
Subtotal Non-Personnel:	\$ 0	\$ 0

Select Budget Category Add Item

SubAwards **Show**

- GeauxGrants requires you to list the Subaward Institution Name and Subaward PI Name in the budget. Both fields are progressive text. Enter both and click Add Subaward

SubAwards [hide]

INST/CONTRACTOR NAME	SHORT FORM	PERIOD 1	PERIOD 2	DIRECT COSTS
No records to display.				
Subtotal SubAwards:	\$ 0	\$ 0	\$ 0	\$ 0

Begin typing to select a Subaward Institution name Begin typing to select a subawardPI Add SubAward Import



If Subaward Institution is not in GeauxGrants, complete Request to Add Subrecipient form at

https://lsu.edu/geauxgrants/sponsored_projects/request_new_subrecipient.php

- If Subaward PI is not in GeauxGrants, enter Subaward Institution and click Add New Profile to enter the Subaward PI's information.

SubAwards [hide]

INST/CONTRACTOR NAME	SHORT FORM	PERIOD 1	PERIOD 2	DIRECT COSTS
No records to display.				
Subtotal SubAwards:	\$ 0	\$ 0	\$ 0	\$ 0

Nicholls State University Add New Profile Begin typing to select a subawardPI Add SubAward Import

Annotations: Type Subaward Institution Name, Click if Subaward PI's name is not in GeauxGrants, Type Subaward PI's name, Click to Add Subaward to budget

- At minimum you need to enter the Subaward PI's First and Last Name and Department. For Grants.gov applications that require the Senior/Key Person Profile, you will be prompted on the Personnel tab to enter more information. Click Save.

- Click Add Subaward on Budget tab.

New Profile

Salutation First Middle Last Suffix

Title

Address

City State Zip County

Country

Phone Fax Email

Department - Or Add New - Department of Biology

- When you click Add Subaward, the subaward budget pops-up.
- Enter the Subaward's Direct & F&A amounts per year and click Save and Close.

Nicholls State University

Costs by "Budget Period"

Budget Category Subawards/Subcontracts

PERIOD	START DATE	END DATE	DIRECTS	F&A	TOTAL	
1	01-Jan-2020	31-Dec-2020	0	0	0	Remove
2	01-Jan-2021	31-Dec-2021	0	0	0	Remove
			\$ 0	\$ 0	\$ 0	

- You will notice the SubAwards (1) tab to the left. Click this and then the SubAward Number link to edit the subaward budget, if needed.

Budget – Non-Personnel

- Enter additional budget items that are excluded from MTDC. You will enter Graduate Student Tuition Remission, Participant Support Costs, Equipment, and any other line items excluded from MTDC. For a list of excluded costs consult [LSU's Rate agreement](#).
- Since the calculation is simplified, Tuition Remission is not an automatic transaction. Under non-personnel costs section begin typing Tuition Remission and select Tuition Remission from the drop down. Click add Item.

Non-Personnel [Hide]

CATEGORY	PERIOD 1	PERIOD 2	DIRECT COSTS
No records to display.			
Tuition Remission *			
Subtotal Non-Personnel:	\$ 0	\$ 0	\$ 0

- Add any other line items excluded from MTDC costs in the same way.

- Next enter the yearly total direct costs less items excluded from MTDC in the Other Direct Cost category by typing Other, and select Other Direct Costs from drop down. Click Add Item

The screenshot shows the 'Non-Personnel Costs' interface. At the top, there is a 'Non-Personnel [hide]' label. Below it, a table shows 'Subtotal Non-Personnel' with values of \$0 for Period 1, Period 2, Period 3, and Direct Costs. A dropdown menu is open, showing options: 'other', 'Other Services', 'Participant Support Costs - Other', and 'Other Direct Costs'. The 'Add Item' button is to the right of the dropdown. Yellow arrows point to the dropdown, the 'Add Item' button, and the 'Other Direct Costs' option.

- On the popup, Enter total direct costs less any subawards and any line items excluded from MTDC costs for each year. Click Save and Close.

The screenshot shows the 'Non-Personnel Costs' popup window. It has tabs for 'Detail', 'Justifications', and 'Cost Sharing'. There are buttons for 'Show Calculations', 'Save and Close', 'Save', and 'Close'. The 'Save and Close' button is highlighted with a yellow box and an arrow. Below the buttons is a table with columns: 'PERIOD', 'START DATE', 'END DATE', 'Description', and 'TOTAL'. The table has two rows: Period 1 (01-Dec-2020 to 30-Nov-2021) with a total of 100,000, and Period 2 (01-Dec-2021 to 30-Nov-2022) with a total of 100,000. The total for both periods is \$200,000. The '100,000' values in the 'TOTAL' column are also highlighted with a yellow box.

F&A Tab

- The federally negotiated rate for Program Type and Location (on-campus vs. off-campus) of the project will automatically populate. The requested F&A should match your internal budget sheet. If the numbers are correct, skip to the budget complete section. If it does not match your internal budget sheet, check to make sure all MTDC excluded costs are added to the budget. If they are all there and it is still now adding up correctly, click Apply to see if the F&A calculation is corrected. If it is not, then you may need to manually adjust the F&A.

F&A instructions manually adjusting F&A while using federally negotiated rate

- **Step 1:** Click Manual F&A to edit.

InfoFed Test - Awards
Test (L17) Mike the Tiger (National Science Foundation (NSF))

Proposal AM250656

Source View: Sponsor

Calculation rate method: Prevailing Blended

Institution Base/Target Scheme: Research On-Campus

Base: MTDC, Rate: Research On-Campus, Effective: 50.000

Manual F&A

Personnel Costs	PERIOD 1	PERIOD 2	TOTAL
Tiger, (L17) Mike			
Sponsor Directs	17,625	17,625	35,250
Sponsor F&A Base	17,625	17,625	35,250
Requested F&A	8,813	8,813	17,626
Directs & F&A Total	\$ 26,438	\$ 26,438	\$ 52,876

- **Step 2:** Scroll down to the F&A Breakdown section at the bottom. Enter the F&A base each year from your sponsor budget template. Click Save in top left.

F&A Breakdown

PERIOD	START DATE	END DATE	INDIRECT COST TYPE	RATE	BASE	AMOUNT	
1 Detail	01-Oct-2024	30-Sep-2025	MTDC	50.000	20,000	10,000	Clear
2 Detail	01-Oct-2025	30-Sep-2026	MTDC	50.000	20,645	10,323	Clear
Total					\$ 40,645	\$ 20,323	

F&A instructions using sponsor limited or ORED approved reduced rate

- **Step 1:** Change Rate to Manual, and type in sponsor limited rate. Click Apply. Clicking Apply allows rate to populate on Reviewer Summary. If the breakdown needs to be updated, then click Manual F&A.

This is a test for Creating Manual Proposals Training.
(L13) Mike the Tiger (Albemarle Corporation)

Proposal AM210041

Source View: Sponsor

Calculation rate method: Prevailing Blended

Institution Base/Target Scheme: Research On-Campus

Base: MTDC, Rate: Manual Entry, Rate: 25.000

Apply, Manual F&A

Personnel Costs	PERIOD 1	PERIOD 2	TOTAL
Tiger, (L13) Mike			

- **Step 2:** Scroll down to the F&A Breakdown section at the bottom. If there are extra lines, click "Clear" to remove.

F&A Breakdown

PERIOD	START DATE	END DATE	INDIRECT COST TYPE	RATE	BASE	AMOUNT	
1 Detail	01-Dec-2020	30-Nov-2021	MTDC	25.000	125,000	31,250	Clear
2 Detail	01-Dec-2021	30-Nov-2022	MTDC	25.000	100,000	25,000	Clear
Detail	01-Dec-2021	30-Nov-2022	MTDC	0.000	100,000	0	Clear
Detail							
Detail							
Total					\$ 325,000	\$ 56,250	

- **Step 3:** Change Rate to the sponsor limited rate. Enter the F&A base each year from your sponsor budget template. Do not update the Amount column. This field should populate automatically when you enter the base and rate fields. Click Save in top left.

F&A Breakdown				RATE	BASE	AMOUNT	
PERIOD	START DATE	END DATE	INDIRECT COST TYPE				
1 Detail	01-Dec-2020	30-Nov-2021	MTDC	25.000	10,000	2,500	Clear
2 Detail	01-Dec-2021	30-Nov-2022	MTDC	25.000	90,000	22,500	Clear
Total					\$ 100,000	\$ 25,000	

Budget – Complete

- Once you have completed your budget, go to Budget tab. Confirm the Budget Summary matches the sponsor required budget worksheet and click Complete Button on top right corner.

YEAR/PERIOD	INCREMENT	START	END	TYPE	STATUS	Sponsor [show]	Cost Sharing [show]	Project [hide]		
						TOTAL	TOTAL	DIRECTS	F&A	TOTAL
1	1	01-Jun-2021	30-Jun-2022	New*	Proposed	\$ 120,000	\$ 60,000	\$ 85,000	\$ 95,000	\$ 180,000
2	2	01-Jul-2022	30-Jun-2023	New*	Proposed	70,000	40,000	60,000	50,000	110,000
3	3	01-Jul-2023	30-Jun-2024	New*	Proposed	70,000	40,000	60,000	50,000	110,000
Total:						\$ 260,000	\$ 140,000	\$ 205,000	\$ 195,000	\$ 400,000

- Once Budget is complete, Budget will be in View Mode, and you will need to click on Un-Complete Budget to make edits.

Personnel

- The PI will auto populate on this tab.



You must add all investigators that are in #26 of the LSU Questionnaire to the Personnel tab and any other Senior Personnel. This will 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.

- Since effort was not included on the budget, you will enter senior personnel effort on the Personnel tab. Click the lock button next to Person Months.

PI	NAME/ROLE	MAIL	ALERT	COI	RESPONSIBLE	ORGANIZATION / DEPARTMENT	PERSON MONTHS			CV/BIOSKETCH	CURRENT/PENDING SUPPORT	REMOVE
							CALENDAR	ACADEMIC	SUMMER			
(113) Mike the Tiger PD/PI * Certifications and Training				✓	✓	Louisiana State University LSUAM Sch of VETM Pathobiological Sciences	0	0	0	🔒		

- Type in the annual effort (requested + cost shared). If the effort varies each year, type in the average. Click Save.
- The Responsible column indicates who is an Investigator per PS-98 for Financial Conflict of Interest. Senior Personnel are automatically checked. All LSU PI and Co-Investigators should be checked. Indicate other responsible investigators by clicking the checkbox by their name. If necessary, add other PS-98 investigators to personnel tab.
- COI column will either have a green check 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 there is “No Current Disclosure”. SFI needs to be submitted.

- The Legend describes who is on the Prime and who is on the Subaward. Uncheck any subaward investigators in the Responsible column.

Senior/Key												
PI	NAME/ROLE	MAIL	ALERT	COI	RESPONSIBLE	ORGANIZATION / DEPARTMENT	PERSON MONTHS			CV/BIOSKETCH	CURRENT/PENDING SUPPORT	REMOVE
							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			
Non-Key												
PI	NAME/ROLE	MAIL	ALERT	COI	RESPONSIBLE	ORGANIZATION / DEPARTMENT	CALENDAR	ACADEMIC	SUMMER	CV/BIOSKETCH	CURRENT/PENDING SUPPORT	REMOVE
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:
● Prime
● SubAward - AM200151-subk-01 (Bob Nicholls)

- If Investigator information needs to be updated, click on the individual's name and enter the information in the profile for this record.



When proposals for federal funding (including flow-thru funding) are routed, to ensure Research Security Training is completed, all Covered Individuals per Section 10634 of the CHIPS and Science Act of 2022 should be added in the Senior/Key section of the Personnel tab. You can view completed CITI trainings by clicking Certifications and Training under each individual's name in the Personnel chart.

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

Internal Uploads & Routing





All documents for OSP review are uploaded here. Follow instructions at the top of the page. **You must upload the sponsor required budget template and budget justification, if applicable, here.**

- **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:

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](#)

LSU

REVIEWER SUMMARY PAGE REVIEWER SUMMARY PAGE 

- **Step 3:** To route proposal for review and approvals, click the thumbs up icon by Submit Pre-Review.


Pre-Review Route:

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

Certification

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

Accept Decline



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

- **Step 5a:** Insert route after Step 16



Make sure to click on insert icon after Step 16. 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 **AM250363 - Test (L17) Mike the Tiger** "Test for Route" (Pending)

Refresh Route Submit

Step	Gold/Purple Assignment	Tracy Wang	Information Only	Insert After
Step 1	Gold/Purple Assignment	Dana Tuminello	Information Only	Insert After
	Gold/Purple Assignment	Darya Delaune Courville	Information Only	Insert After
	Gold/Purple Assignment	Ryan Russell Greer	Information Only	Insert After
	Gold/Purple Assignment	Rebecca Trahan	Information Only	Insert After
Step 16	Investigators/Dept Heads/Deans	Test (L4) Mike the Tiger	Approval Required	Insert After
	Investigators/Dept Heads/Deans	Unit Dept Head	Approval Required	Insert After
	Investigators/Dept Heads/Deans	Test (L17) Mike the Tiger	Approval Required	Insert After
	Investigators/Dept Heads/Deans	Dean's Level Dept Head	Approval Required	Insert After
	Investigators/Dept Heads/Deans	Test (L5) Mike the Tiger	Approval Required	Insert After

- **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 Add Cancel

Begin typing name here

Informational Only
 Approval Required

- **Step 5c:** Inserted Investigator will appear after Step 16. Click Submit in top right to route the proposal.

Proposal AM250363 - Test (L17) Mike the Tiger "Test for Route" (Pending)

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

Step 1	Gold/Purple Assignment	Tracy Wang	Information Only	Insert After	
	Gold/Purple Assignment	Dana Tuminello	Information Only	Insert After	
	Gold/Purple Assignment	Darya Delaune Courville	Information Only	Insert After	
	Gold/Purple Assignment	Ryan Russell Greer	Information Only	Insert After	
	Gold/Purple Assignment	Rebecca Trahan	Information Only	Insert After	
Step 16	Investigators/Dept Heads/Deans	Test (L4) Mike the Tiger	Approval Required	Insert After	
	Investigators/Dept Heads/Deans	Unit Dept Head	Approval Required	Insert After	
	Investigators/Dept Heads/Deans	Test (L17) Mike the Tiger	Approval Required	Insert After	
	Investigators/Dept Heads/Deans	Dean's Level Dept Head	Approval Required	Insert After	
	Investigators/Dept Heads/Deans	Test (L5) Mike the Tiger	Approval Required	Insert After	
Inserted Step	Inserted Step	Test (L10) Mike the Tiger	Approval Required	Insert After	Remove

No comments have been recorded yet

- 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)		Completed		Mandatory
Review Summary (Proposal Documentation)		Completed		Mandatory

[Add Institution Forms/Supporting Documents](#)

Active Routing Progress Open Full

AM250363 - Test (L17) Mike the Tiger "Test for Route"

Submitted by Josh Steven Boudreaux on behalf of Test (L17) Mike the Tiger

Route Name	Route Type	Step Number/Name	Who	Notified	Notification Type	Decision	Insert	Remove
Route Proposal	Pre-Review	Step 1 - Gold/Purple Assignment	Tracy Wang	02-Dec-2024 11:34:51 AM	Information Only	Informed -		
Route Proposal	Pre-Review		Dana Tuminello	02-Dec-2024 11:34:52 AM	Information Only	Informed -		
Route Proposal	Pre-Review		Darya Delaune Courville	02-Dec-2024 11:34:52 AM	Information Only	Informed -		
Route Proposal	Pre-Review		Ryan Russell Greer	02-Dec-2024 11:34:52 AM	Information Only	Informed -		
Route Proposal	Pre-Review		Rebecca Trahan	02-Dec-2024 11:34:53 AM	Information Only	Informed -		
Route Proposal	Pre-Review	Step 16 - Investigators/Dept Heads/Deans	Test (L17) Mike the Tiger	02-Dec-2024 11:34:54 AM	Approval Required		Insert After	

- Click Save and Done in the top left corner to close out of the proposal. Once OSP receives the proposal, An OSP specialist will be assigned and will reach out with any questions.