

## Proposal Review and Approval

All Proposal Development records will need to capture institutional approvals. The Principal Investigators (PI), Co-Investigators (Co-I), and key personnel listed on the proposal will need to approve their corresponding proposal development records. Their respective department chairs/head and dean/director will also need to approve the proposal development records. Answers on the LSU Questionnaire also may trigger the need for additional approvals from institutional officials.

## Notification from GeauxGrants

- An email will be sent to the reviewer from GeauxGrants. Reviewer can access the record from the email by clicking the Reviewer Dashboard.

Review needed for Proposal AM250324; PI Test (L17) Mike the Tiger due

IB ITS BA Test Account  
 To: ITS BA Test Account  
 Cc: ITS BA Test Account

Retention Policy: 1 Month Delete (30 days)  
 This item will expire in 30 days. To keep this item longer apply a different Retention Policy.

Expires: 11/16/2024

Thu 10/17/2024 8:49 AM

The above referenced proposal to Australian Catholic University needs your review and decision as senior personnel or their respective department head or dean/director.

Click the Reviewer Dashboard link to access the proposal. On the [Reviewer Dashboard](#), review each Form/Document and then select your decision. By approving, you are agreeing to all proposal certifications on the Review Summary.

The Proposal Development Record opens the proposal. The LSU Questionnaire includes the Data Collection items unique to LSU and the Investigator % Credit Allocation table. The Review Summary includes summary information and the full text of the proposal certifications for the Principal Investigator Co-Investigator(s), Department/Units Heads and Deans.

If you feel changes are needed before you can approve, add comments on left of Reviewer Dashboard and click "Approve With Changes." Please note that clicking "Disapproved (Terminates Route)" will stop the proposal routing process.

The Proposal cannot move to the next level review step until you approve.

If this proposal was routed less than seven (7) business days prior to the Submission Deadline, you understand that the proposal will be assigned "at risk" status. OSP will give first priority to the proposals in the queue that have met the 7 business day internal routing deadline. OSP will only submit "at risk" proposals by the Submission Deadline entered in GeauxGrants provided no timely proposals are in the queue ahead of it, and there is sufficient time for OSP to conduct a streamlined review and electronically submit the application (if applicable). Ultimately, OSP cannot guarantee submission of "at risk" proposals.

If you need assistance, please contact [osp@lsu.edu](mailto:osp@lsu.edu).

Sincerely,  
 LSU GeauxGrants

Please do not reply to this message. This email is an automated notification and unable to receive replies.

- Alternatively, the PI can log in to GeauxGrants using their myLSU Credentials at <https://www.lsu.edu/geauxgrants/>. Under Assignments, click on the corresponding Record Number to open your Reviewer Dashboard. **Recommended method.**

LSU | GeauxGrants Welcome Test (L17) Mike Tiger Logout

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Sponsored Projects

Award Tracking

Human Protocol

IACUC

Conflict of Interest / PM-11

SPIN

GeauxGrants Help Desk

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Contact info

Conflict of Interest / PM11  
SPIN Database  
Office of Research & Economic Development  
(225) 578-5833  
oredcompliance@lsu.edu

Sponsored Projects  
Award Tracking  
Office of Sponsored Programs  
(225) 578-2760  
osp@lsu.edu

Assignments

Open Your action items

Drag a column header and drop it here to group by that column

<input checked="" type="checkbox"/>	Module	Record Number	Record Owner	Object	Assignment Type	Record Status	Subject	Assigned
▶	Proposal Tracking	AM250242	Nikitopoulos, Dimitris E	Initial Application	Dashboard	Routing	Review needed for Proposal AM250242. PI Dimitris E Nikitopoulos due 10-Sep-2024	19-Sep-2024 7:46:41 AM
▶	Proposal Tracking	AM250321	Tiger, (L17) Mike the	Initial Application	Dashboard	Routing	Review needed for Proposal AM250321. PI Test (L17) Mike the Tiger due 05-Oct-2024	04-Oct-2024 9:50:16 AM
▶	Proposal Tracking	AM250275-01	Tiger, (L17) Mike the	Initial Application	Dashboard	Routing	Review needed for Modification Request for Proposal AM250275-01. PI Test (L17) Mike the Tiger due	11-Oct-2024 8:17:13 AM
▶	Proposal Tracking	AM250303	Tiger, (L17) Mike the	Initial Application	Dashboard	Routing	Review needed for Proposal AM250303. PI Test (L17) Mike the Tiger due 11-Oct-2024	11-Oct-2024 8:38:25 AM
▶	Proposal Tracking	AM250329	Tiger, (L17) Mike the	Initial Application	Dashboard	Routing	Review needed for Other Miscellaneous Agreement AM250329. PI Test (L17) Mike the Tiger due	11-Oct-2024 10:26:29 AM
▶	Proposal Tracking	AM250239	Tiger, (L17) Mike the	Agreement	Action Item	PI Review	AM250239: New subaward or subaward amendment needs your approval	15-Oct-2024 11:35:43 AM
▶	Proposal Tracking	AM250324	Tiger, (L17) Mike the	Initial Application	Dashboard	Routing	Review needed for Proposal AM250324. PI Test (L17) Mike the Tiger due	17-Oct-2024 8:49:00 AM

## Reviewer Dashboard

- From the Reviewer Dashboard, you can click the Proposal Development record to access the full proposal including the budget details. See the [Proposal Overview guide](#).
- The Review Summary provides a quick snapshot of the proposal elements for reviewers and the proposal certifications that reviewers are agreeing to by Approving the proposal.

REVIEW

Close

Proposal - Initial Application  
 Number: [AM250324](#)  
 Title: Test for Route  
 PI: Tiger, (L17) Mike the  
 Sponsor/Scheme: Australian Catholic University  
 Submitted:

**To Review the proposal, Click the Proposal Development Record**

**Comments I can see...**  
*No Comments have been recorded*

Form/Document	Document Type	Added
<a href="#">Proposal Development Record</a>		07-Oct-2024 12:59:33 PM
<a href="#">LSU Questionnaire (Read Only)</a>	Proposal Documentation	17-Oct-2024 8:48:00 AM <a href="#">PDF</a>
<a href="#">Review Summary</a>	Proposal Documentation	17-Oct-2024 8:48:00 AM <a href="#">PDF</a>

**Add Comments:**

To be shared with everyone

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Comments to be shared with PI(s)

**Select a decision:**

Approve as is

Approve with changes

Disapproved (Terminates Route)

OSP Use Only

- You can also see comments posted by previous reviewers:



- **To be shared with everyone** – Anyone with view access to proposal can see.
  - **Comments to be shared with PI(s)** – Only PI will see. OSP and other Reviewers will not see. **Not recommended.**
  - **Comments to be shared with Reviewers** – OSP and all Reviewers will see.
  - **Comments to be shared with Administrators** – Only OSP will see.
- Step 3: Select Decision.
    - **Approve as is** – Approve proposal and agree to certifications on Review Summary
    - **Approve with changes** – Add comments first. Approval is contingent on these changes. Reviewers also agrees to certifications on Review Summary
    - **Disapproved (Terminates Route)** – Add comments first. This will kick the proposal out of route and send back to the PI. This requires the routing process to start over if the proposal is to move forward.
    - **OSP Use Only** – should only be used by OSP staff.

- Step 4: Click Accept to agree to the certifications on the Review Summary and then click Continue.

- Step 4: Wait for the Blue Screen to close to save your Decision.



The window will close on its own when the review finishes processing.  
If you close the window your review will not be saved.

- Click Close to exit.
- Proposal will then move to next step in route.
- Once all routing approvals are received, the proposal status will automatically change to Routing Approvals Received.