

## Creating Board of Regents Support Fund (BoRSF) Proposals

These instructions should be used to create and route BoRSF proposals. BoRSF programs include Department Enhancement (Comprehensive and Targeted), Industrial Ties Research Subprogram (ITRS), Proof of Concept/Prototyping Initiative (P-o-C/P), Research Competitive Subprograms (2-3 years and 1 year), and Awards to LA Artists and Scholars Program (ATLAS).

**BoRSF Notices of Intent are not routed in GeauxGrants.**

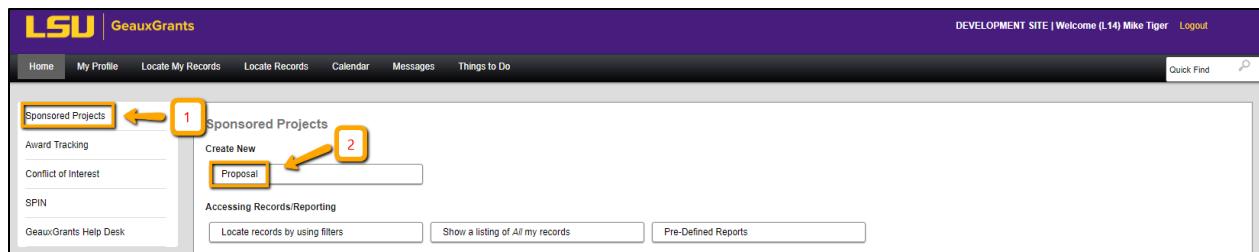


Visit [OSP's Board of Regents Support Fund Programs webpage](#) for budget and budget justification templates, At-A-Glance documents, deadlines, and other useful information.

### 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"?

Continue

Create a New Proposal  
Copy From Existing Proposal

- **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"?

Continue

Create a New Proposal  
Copy From Existing Proposal

- **Step 1 Continued:** Choose Setup Proposal Manually and click Continue.

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"?

Step 1: Continued

Continue

Create a New Proposal  
Setup Proposal Manually

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

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"?

Step 2: Please Select a Proposal Type

Continue

Create a New Proposal  
New

- **Step 3:** Enter Sponsor Name – LA Board of Regents. This field is progressive text, and you only need to enter part of name (i.e., La Board). Make sure you click on correct name and click Continue.

New Proposal Questionnaire [Back](#)

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

Step 1: "New" or "Copy From Existing"?

Step 2: Proposal Type

Step 3: Select a Sponsor

Continue

Create a New Proposal  
New

LA Board of Regents (BOR)

- **Step 4:** Will be automatically numbered by the system.
- **Step 5:** Enter Proposal's Title and click Continue. ***This must match the NOI submitted in LOGAN for ITRS, P-o-C/P, RCS, RCS 1Yr, and ATLAS.***

- **Step 6:** Enter Project Start and End Dates and click Continue. ***Start date should be June 1, 2025, for all programs End dates should be June 30.***

- **Step 7:** You will need to adjust number of budget periods since Year 1 is 13 months. After updating. Click Continue.
  - Targeted ENH, P-o-C/P, RCS 1Yr, and ATLAS = 1 Period
  - RCS and ITRS = 1-3 Periods
  - Comprehensive ENH = 1-5 Periods

- 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**

<p>Step 0: Confirm you intend for the PI of this proposal to be</p> <p>Step 1: "New" or "Copy From Existing?"</p> <p>Step 2: Proposal Type</p> <p>Step 3: Selected Sponsor</p> <p>Step 4: "Tracking" Number or "Proposal" Number</p> <p>Step 5: Proposal's Title</p> <p>Step 6: Project Start and End Dates</p> <p>Step 7: Number of Budget Periods</p> <p>Is all of the above information correct?</p> <p>Step back through responses    <input type="button" value="Create Proposal"/></p>	<p>Tiger, Mike the Change</p> <p>Create a New Proposal</p> <p>New</p> <p>LA Board of Regents (BOR)</p> <p>This proposal will be automatically numbered.</p> <p>Test Proposal for BORSF</p> <p>01-Jun-2025 to 30-Jun-2028</p> <p>3</p> <p><small>*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.</small></p>
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**Click Done on top left to close out the proposal. Do not close browser using X on top right.**

This is a test manual proposal for Dept Admin.  
(114) Mike the Tiger - LSUAM | Sch of VETM | Pathobiological Sciences (Alfred P. Sloan Foundation)

Record/Institution #  
equivalent to SPS#

Proposal  
AM200151

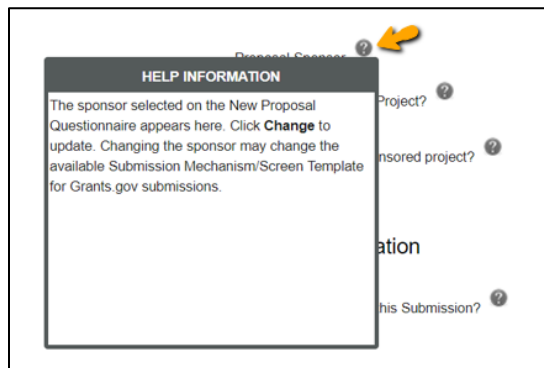
## Setup Questions

GeauxGrants will automatically generate a Proposal/Record/Institution #. GeauxGrants numbering will be AMFYXXXX. For Fiscal Year (FY) 2025, all numbers begin with AM25.

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



**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 Completed will validate form and will prompt user to save changes by clicking OK.

- **Deadline:** Enter deadline date as the date you would like OSP to submit your proposal. This should not be the OSP internal deadline. All proposal must be submitted by OSP before 4:30 PM on the following days:
  - Department ENH: 10/24/2024
  - ITRS and P-o-C/P: 10/31/2024
  - RCS and RCS 1Yr: 11/07/2024
  - ATLAS: 11/21/2024
- **Associated Departments:** If the proposal includes investigators from multiple units or the PI has a joint appointment, the Associated Department will need to be added in order for the investigator's associated unit heads/administrators to view the proposal.
  - To add associated departments (i.e., CCT, CAMD, joint appointments, etc.), click the Add button. If the PI has a joint appointment, click Add next to PI Departments also.

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

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

- This field is progressive text, and you only need to enter part of name of the Cost Center 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

## LSU Questionnaire

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

- 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.**

- For BoRSF, Question #17 “F&A Reduction or Waiver (including sponsor limited rate)” should be answered Yes – Sponsor Published Rate
- For BoRSF Question #18 “Is Tuition Remission allowed per sponsor published guidelines” should be answered No. BoRSF does allow cost sharing of Graduate Assistant Tuition Remission.
- For BoRSF Question #19 “Cost sharing/matching” should be answered Yes – Sponsor Mandated. Cost sharing is a review consideration so it is allowed but should not exceed 1:1 with the exception of ATLAS.

**\* 17) F&A Reduction or Waiver (including sponsor limited rate)?**  
Yes  No

\* Select Type:

**\* 18) Is Tuition Remission allowed per sponsor published guidelines?**  
Yes  No

**\* 19) Cost sharing/matching?**  
Yes  No

\* Select Type:

- For BoRSF Question #23 “RFP/Announcement – Enter URL or Attach RFP on Internal Uploads and Routing tab” – you do not need to include link to RFP. Instead type in the program name for the proposal (e.g., Comprehensive ENH, Targeted ENH, ITRS, P-o-C/P, RCS, RCS 1Yr, or ATLAS.)

- Question #26 - Investigators % F&A Distribution & % Project Credit:
  - **Step 1:** You will enter the Investigator Name, Role, Department, and %. If an investigator has a joint appointment and is 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

* 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	X
Tiger, (L14) Mike the	a) Principal Investigator	LSUAM   Sch of VETM   Pathobiological Sciences	50.00	100.00	X

**Add**

- **Step 2:** To enter the Investigator Name or Department, click the pencil icon. For Department, begin typing the Cost Center Number (CC00XXX) or name in Find Department. Once it appears, click on unit name and then click Select.

Departments Close

Find Department:  Locate **Select**

- Louisiana State University and A&M College 
  - Conversion
  - Louisiana State University A and M
  - School 1

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

The screenshot shows a web-based proposal form with a sidebar on the left containing 'Setup Questions', 'LSU Questionnaire', 'Budget', 'Personnel', and 'Internal Uploads & Routing'. The main content area displays a 'Data Collection' section with a blue pop-up window that says 'These Mandatory Questions need to be completed'. A yellow arrow points to the 'Complete' button in the top right corner of the form.

## Budget Tab

- The Budget tab will open in a new window. Clicking Done will close just the budget screen and return user to Proposal Development record.
- You must use required excel budget templates found on the [OSP Board of Regents Support Fund Programs website](#) and upload in GeauxGrants on the Internal Uploads and Routing tab.



**You will only enter, total direct costs and F&A on the Budget Tab.**

## Budget – Setup (Updates Dates and Add Cost Sharing Sources)

- First, you need to update the budget period dates. Click Budget and then click Setup in left menu.

- Click on Period/Dates Tab and update the budget period so that year 1 is 01-Jun-2025 to 30-June-2026. Outyears should run 01-July to 30-Jun. Click Save.

BUDGET PERIOD	START	END
1	01-Jun-2025	30-Jun-2026
2	01-Jul-2026	30-Jun-2027
3	01-Jul-2027	30-Jun-2028



- Second, you need to update the sources of cost sharing, if applicable. Click Budget Sources Tab.

SOURCE	CHARGE TO	SHORT NAME	ACTUAL %	AMOUNT	ACCO
SRC 1	LA Board of Regents (BOR)	Sponsor	100.000	175,000	
SRC 2	LSUAM   Sch of VETM   Pathobiological Sciences	Institution	0.000	0	
SRC 3	LSUAM   Sch of VETM   Pathobiological Sciences	Above the Ca	0.000	0	
Total			100.000%	\$ 175,000	

- There are two default sources of cost sharing: Institution and Above the Cap (related to NIH salary cap which LSU does not use). The Charge To sources default to the PI's department.
- Under the Charge To column, change to the department/college providing cost sharing. In the Short Name column, add an acronym for the unit.
- To include external sources, type at the bottom of the chart. Field is progressive text. Choose from name that appears. Click Add New Source. If source is not found, complete [Request to Add New Sponsor](#) form. In Additional Comments to OSP, indicate that this is external cost sharing source for BORSF.
- For institutional cost sharing that will be documented via a journal entry (tuition remission, unrecovered F&A), change Charge to column to Louisiana State University and Short Name of LSU.

SOURCE	CHARGE TO	SHORT NAME	ACTUAL %	AMOUNT	ACCOUNT NUMBER	DELETE
SRC 1	LA Board of Regents (BOR)	Sponsor		0		
SRC 2	LSUAM   ORED   Vice President Research and Economic Develop	ORED		0		
SRC 3	LSUAM   Sch of VETM   Pathobiological Sciences	PBS		0		
Total			100.000%	\$ 0		

## Budget – Subawards

- To add a Subaward to a budget, click Show next to SubAwards on the Budget tab to expand this section.

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

- 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



**If Subaward Institution is not in GeauxGrants, complete [Request to Add Subrecipient](#) form**

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

- At minimum you need to enter the Subaward PI's First and Last Name and Department. Click Save.
- Click Add Subaward on Budget tab.

- 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.

PERIOD	START DATE	END DATE	DIRECTS	F&A	TOTAL
1	01-Jun-2024	30-Jun-2025	0	0	0
2	01-Jul-2025	30-Jun-2026	0	0	0
3	01-Jul-2026	30-Jun-2027	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

- For BoRSF, you will only enter the yearly total direct costs less subaward amount in GeauxGrants under Other Direct Costs. Begin typing Other and select Other Direct Costs from drop down. Click Add Item

The screenshot shows the 'Non-Personnel' section of the GeauxGrants interface. A dropdown menu is open, showing 'Other Direct Costs' selected. An 'Add Item' button is highlighted with a yellow arrow. A summary row shows 'Subtotal Non-Personnel' with values of \$0 for Period 1, Period 2, Period 3, and Direct Costs.

- On the popup, click Cost Sharing and then Cost Sharing by Build Up. Enter total direct costs less any subawards in the applicable Cost line. Enter requested funds under Sponsor and cost sharing funds under the applicable source of cost sharing. These number should match the internal BoRSF spreadsheet. Click Save and Close.

The screenshot shows the 'Non-Personnel Costs' popup window. The 'Cost Sharing' tab is active, and the 'COST SHARING BY BUILD UP' sub-tab is selected. The table shows three rows: SPONSOR, PBS, and LSU. Each row has input fields for Percent and Cost for Period 1, Period 2, and Period 3. Yellow arrows point to the Cost input fields. A 'Save and Close' button is highlighted with a yellow box.

	PERIOD 1	PERIOD 2	PERIOD 3
<b>SPONSOR [Hide]</b>			
Percent	100.000	100.000	100.000
Cost	75,000	50,000	50,000
Type			
Category			
<b>PBS [Hide]</b>			
Percent	0.000	0.000	0.000
Cost	10,000	10,000	10,000
Type			
Category			
<b>LSU [Hide]</b>			
Percent	0.000	0.000	0.000
Cost	0	0	0
Type			
Category			

## F&A

- F&A is automatically calculated based on the federally negotiated rate for Program Type and Location (on-campus vs. off-campus) of the project.
- For BoRSF, you will need to adjust the base/rate at the top of the page.
  - For RCS, RCS 1Yr, ITRS and P-o-C/P change base to SWF and change rate to Manual, and type in 25. Click Apply. This allows 25% to populate Review Summary. Click Save. We will update amounts in next steps.

- For ENH and ATLAS, change the Rate to No IDC. Click Apply.

- Click Cost Sharing and then Detail next to F&A to enter F&A amounts from internal BoRSF budget worksheet.

		PERIOD 1	PERIOD 2	PERIOD 3	TOTAL
<b>Personnel Costs</b>					
Detail	Tiger, (L13) Mike				
	Sponsor	0	0	0	0
	PBS	0	0	0	0
	LSU	0	0	0	0
	<b>Subtotal Personnel:</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>
<b>Non-Personnel Costs</b>					
Detail	Other Direct Costs				
	Sponsor	75,000	50,000	50,000	175,000
	PBS	10,000	10,000	10,000	30,000
	LSU	0	0	0	0
	<b>Subtotal Non-Personnel:</b>	<b>\$ 85,000</b>	<b>\$ 60,000</b>	<b>\$ 60,000</b>	<b>\$ 205,000</b>
<b>Budget Summary</b>					
		PERIOD 1	PERIOD 2	PERIOD 3	TOTAL
<b>Direct Costs:</b>					
	Sponsor	\$ 75,000	\$ 50,000	\$ 50,000	\$ 175,000
	PBS	\$ 10,000	\$ 10,000	\$ 10,000	\$ 30,000
	LSU	\$ 0	\$ 0	\$ 0	\$ 0
Detail	<b>F&amp;A:</b>				
	Sponsor	\$ 36,000	\$ 24,000	\$ 24,000	\$ 84,000
	PBS	\$ 4,800	\$ 4,800	\$ 4,800	\$ 14,400
	LSU	\$ 0	\$ 0	\$ 0	\$ 0
	<b>Total Project Costs:</b>	<b>\$ 125,800</b>	<b>\$ 88,800</b>	<b>\$ 88,800</b>	<b>\$ 303,400</b>

- On Cost Sharing by Breakdown tab, enter 100% for sponsor for each year. Click Save.

The screenshot shows the 'COST SHARING BY BREAKDOWN' tab selected. The 'SPONSOR [Hide]' section is visible with the following data:

	PERIOD 1	PERIOD 2	PERIOD 3
Percent	100.000	100.000	100.000
Cost	0	0	0
Type			
Category			

The 'Save' button is highlighted with a yellow box. The 'COST SHARING BY BUILD UP' tab is also visible but not selected.

- Click on Cost Sharing by Build Up. Enter F&A on the applicable Cost line. Enter requested funds under Sponsor and cost sharing funds under the applicable source of cost sharing. These number should match the internal BoRSF spreadsheet. Click Save and Close.

The screenshot shows the 'COST SHARING BY BUILD UP' tab selected. The 'SPONSOR [Hide]' and 'PBS [Hide]' sections are visible with the following data:

	PERIOD 1	PERIOD 2	PERIOD 3
<b>SPONSOR [Hide]</b>			
Percent	47.368	40.000	40.000
Cost	45,000	20,000	20,000
Type			
Category			
<b>PBS [Hide]</b>			
Percent	52.632	60.000	60.000
Cost	50,000	30,000	30,000
Type			
Category			
<b>LSU [Hide]</b>			
Percent	0.000	0.000	0.000
Cost	0	0	0
Type			
Category			
Percent Total	100.00%	100.00%	100.00%
Cost Total	\$ 95,000	\$ 50,000	\$ 50,000

The 'Save and Close' button is highlighted with a yellow box. The 'COST SHARING BY BREAKDOWN' tab is also visible but not selected.

## Budget – Complete

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

Test Proposal for BoRSF  
Mike the Tiger (LA Board of Regents (BOR))

Proposal AM250005

Budget Summary

Project Period: 01-Jun-2025 to 30-Jun-2028

Source View: Sponsor

Rollup subprojects: Not Rollup

Proposal Structure

Import/Export

Complete Budget

YEAR/PERIOD	INCREMENT	Periods (hide)		TYPE	STATUS	Sponsor (show)		Cost Sharing (show)		Project (hide)	
		START	END			TOTAL	TOTAL	TOTAL	F&A	TOTAL	
1	1	01-Jun-2025	30-Jun-2026	New*	Proposed	\$ 105,000	\$ 50,000	\$ 60,000	\$ 95,000	\$ 155,000	
2	2	01-Jul-2026	30-Jun-2027	New*	Proposed	80,000	30,000	60,000	50,000	110,000	
3	3	01-Jul-2027	30-Jun-2028	New*	Proposed	80,000	30,000	60,000	50,000	110,000	
Total:						\$ 265,000	\$ 110,000	\$ 180,000	\$ 195,000	\$ 375,000	

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

This is a test Grants.gov for other federal sponsors for Dept Admin trainings.  
(L14) Mike the Tiger (Office of Science/Department of Energy)

Proposal AM200099

Budget Summary

Project Period: 01-Jan-2020 to 31-Dec-2021

Source View: Sponsor

Rollup subprojects: Not Rollup

Proposal Structure

Import/Export

Build PDF

Un-Complete Budget

View Mode

## 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 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 manual proposal for Dept Admin.  
(L14) Mike the Tiger - LSUAM | Sch of VETM | Pathobiological Sciences (Alfred P. Sloan Foundation)

Proposal AM200151

Personnel

Add Personnel (hide)

Prime

Proposal Structure

Institution: Louisiana State University and ...

Personnel Type: Key

Name (Last, First): Begin typing to select Personnel Name...

Role: Co-PO/PI

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.

Sample BOR proposal.  
(L13) Mike the Tiger - LSUAM | Sch of VETM | Pathobiological Sciences (LA Board of Regents (BOR))

Personnel

Add Personnel [hide]

Proposed Element: Prime | Institution: Louisiana State University and A&M College

Personnel Type: Key

Name (Last, First): [Create Profile] | Role: Co-PD/PI

Person Months: CALENDAR | ACADEMIC | SUMMER

PI	NAME/ROLE	MAIL	ALERT	COI	RESPONSIBLE	ORGANIZATION / DEPARTMENT	PERSON MONTHS			CV/BIOSKETCH	CURRENT/PENDING SUPPORT	REMOVE
							CALENDAR	ACADEMIC	SUMMER			
(L13) Mike the Tiger PD/PI * Certifications and Training				✓	<input checked="" type="checkbox"/>	Louisiana State University LSUAM   Sch of VETM   Pathobiological Sciences	0	0	0	<input type="lock"/>		

- 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. The 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 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.

Person Months

PI	NAME/ROLE	MAIL	ALERT	COI	RESPONSIBLE	ORGANIZATION / DEPARTMENT	PERSON MONTHS			CV/BIOSKETCH	CURRENT/PENDING SUPPORT	REMOVE
							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	<input type="lock"/>		
Bob Nicholls SubAward PI Certifications and Training				?	<input type="checkbox"/>	Nicholls State University Nicholls State University	0	0	0	<input type="lock"/>		
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	<input type="lock"/>		

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.

- 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 BoRSF internal budget worksheet and budget justification 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:

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

[Add Institution Forms/Supporting Documents](#)

**LSU**

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**REVIEWER SUMMARY PAGE** REVIEWER SUMMARY PAGE

- **Step 3:** To route proposal for review and approvals, click the Submit button next to Rouge Proposal. This step must be completed by the following dates:
  - Department ENH: 10/10/2024
  - ITRS and P-o-C/P: 10/17/2024
  - RCS and RCS 1Yr: 10/24/2024
  - ATLAS: 11/07/2024

Pre-Review Route:

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

**Certification**

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

Accepted  Declined



- **Step 5:** If investigators or units receiving Investigator Credit are not included in the Route, first confirm all senior personnel were included on the Personnel tab. If the Personnel tab is correct all senior personnel should show in route. If a unit is on the allocation table, but not 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 **AM250005 - Mike the Tiger** "Test Proposal for BORSF" (Pending)

Refresh Route   Route Path - **Route Proposal**   Add New Person to Review Path   Submit

Step 1	Gold/Purple Assignment	Rebecca Trahan	
	Gold/Purple Assignment	Darya Delaune Courville	
	Gold/Purple Assignment	Dana Tuminello	
	Gold/Purple Assignment	Ryan Russell Greer	
	Gold/Purple Assignment	Tracy Wang	
<b>Step 15</b>	Investigators/Dept Heads/Deans	Department Head	
	Investigators/Dept Heads/Deans	Dean	
	Investigators/Dept Heads/Deans	Test (L4) Mike the Tiger	
	Investigators/Dept Heads/Deans	Mike the Tiger	

*No comments have been recorded yet*

- **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

2. Begin typing name here.

Type Name

Informational Only

Approval Required

Add   Cancel

- **Step 5c:** Inserted Investigator will appear after Step 15.
- **Step 6:** Click Submit in top right to route the proposal.