

## Sponsored Programs – December 1, 2022 Upgrade Highlights



It is recommended that all users clear their cache (CTRL+F5) when you first open GeauxGrants after the upgrade.

Below is a list of highlights related to sponsor programs. We expect the “Coming Soon” items to be in place in the next few weeks.

### Proposal Development - Highlights

- 1) On the Internal Uploads & Routing tab, you will now have a “Submit” button to route the proposal instead of the “Thumbs Up” icon.

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				

- 2) LSU Questionnaire changes –
  - a. Question #8 has been added to collect information on whether the immediate family members are involved in the proposal for compliance with PS-25. This has also been added to the Review Summary.

**\* 8) Does proposal involve immediate family members working together? PS-25 compliance.**

Yes  No

**\* Please Explain:**

Input information on relationship

- b. Previous Questions 8-24 have been renumbered.
  - c. Question 25 – Grant Coordinator has been moved to Question 29.
  - d. An updated fillable PDF of the LSU Questionnaire can be found on the [GeauxGrants HelpDesk](#).
- 3) NIH Forms H applications can now be created for due dates on or after January 25, 2023. See [NOT-OD-32-012](#) for a summary of changes.
- 4) **Coming Soon** – ability to manually enter salary without deleting an individual’s appointment.

## Proposal Tracking - Highlights

- 1) **Coming Soon** – The bottom of the Awards tab will include the Anticipated Total from Workday for awards that include out-year funding in the award document.

Workday =====

SPA Analyst

**Current Workday Project Data**

Workday Award Number	Award Amount	Begin Date	End Date	Sponsor Award Number	Workday Grant ID
AWD-000000	\$300,000.00	01-Sep-2020	31-Aug-2022	DE-XXXXXXXXXX	GR-00000000

Total

**Anticipated Total**

## Home Screen – New Proposal Deadlines Widget.

This new widget will show you all proposals that have routed by deadline date based on your security. Investigators will see proposals they are named on. Department Administrators and Department Heads will see proposals for their units only.

- 1) Go to bottom right of Home screen and click Portal Configurations.
- 2) Under Available Widgets, select Proposal Deadlines With Security and click Use.

**Portal User Preferences** Save Close

Double Widgets	Enable/Disable	Available Widgets	Infoed	Third Party	Institution
Messages	<input type="button" value="Disable"/>	Agreements - Recent Activity	Use		Yes
Assignments	<input type="button" value="Enable"/>	Agreements Expiration	Use		Yes
SPIN	<input type="button" value="Disable"/>	Awards by Sponsor (top 10)	Use		Yes
		Awards by Sponsor Type	Use		Yes
		Bookmarks	Use		Yes
		COI - Annual Disclosure	Use		Yes
		ENT - Meeting Calendar	Use		Yes
		My Projects	Use		Yes
		My Recent Awards (column)	Use		Yes
		<b>Proposal Deadlines With Security</b>	Use		Yes
		Requested Dollars vs Awarded by Year	Use		Yes
		Saved Browse Template	Use		Yes

- 3) At bottom you can decide where you want this on your home screen by using the Arrows to move from left to right column and up and down.

Left Column Widgets			Right Column Widgets		
Widget Name	Sequence	Switch Column	Widget Name	Sequence	Switch Column
Instructions	↓	→	Recent Activity	↓	←
System Messages	↑ ↓	→	Proposal Deadlines With Security	↑ ↓	←
Messages Widget	↑	→	Records I am Named On	↑	←

## **GeauxGrants Help Desk**

User guides have been updated to reflect changes in screenshots related to the upgrade.

Highlighted Updates:

- 1) Updated LSU Questionnaire – fillable PDF
- 2) NIH Grants.gov Proposal guide
- 3) Post Award Modifications have been split into two guides:
  - a. Post Award Modifications (Change of Investigator)
  - b. Post Award Modifications (excluding Change in Investigator)
- 4) Review guide added for Modification/Prior Approvals
- 5) Review guide added for Other/Miscellaneous Agreements
- 6) Overview added to Proposals to include both Proposal Development and Proposal Tracking along with list of proposal statuses.