

Other Miscellaneous Agreement Review and Approval

All Proposal Development records will need to capture institutional approvals. The Principal Investigators (PI) and their respective department head will also need to approve the proposal development records. Answers on the LSU Agreement 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 Other Miscellaneous Agreement AM250335; PI Test (L17) Mike the Tiger due

ITS BA Test Account
To: ITS BA Test Account

Retention Policy: 1 Month Delete (30 days) Expires: 11/16/2024

This item will expire in 30 days. To keep this item longer apply a different Retention Policy.

Thu 10/17/2024 10:56 AM

The above referenced Other Miscellaneous Agreement needs your review and decision.

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

The Proposal Development Record opens the request. The LSU Agreement Questionnaire includes the Data Collection items unique to LSU and the full text of the certifications for the Principal Investigator Department/Unit Head and Dean.

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 routing process.

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

If you need assistance, please contact the [Office of Sponsored Programs](#).

Sincerely,
LSU GeauxGrants

Please do not reply to this message. This email is an automated notification, which is 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.**

Assignments								Open	Your action items
Module	Record Number	Record Owner	Object	Assignment Type	Record Status	Subject	Assigned		
Award Tracking	AWD-AM241277	Tiger, (L17) Mike the	Award Increment	Action Item	PI Award Review	AWD-AM241277 REQUIRES YOUR APPROVAL!	08-Nov-2024 1:09:12 PM		
Proposal Tracking	AM241277-01	Tiger, (L17) Mike the	Initial Application	Dashboard	Routing	Review needed for Modification Request for Proposal AM241277-01; PI Test (L17) Mike the Tiger due	08-Nov-2024 1:15:35 PM		
Proposal Tracking	AM250645	Tiger, (L17) Mike the	Initial Application	Dashboard	Routing	Review needed for Other Miscellaneous Agreement AM250645; PI Test (L17) Mike the Tiger due	12-Nov-2024 8:43:59 AM		
Proposal Tracking	AM250650	Tiger, (L17) Mike the	Initial Application	Dashboard	Routing	Review needed for Proposal AM250650; PI Test (L17) Mike the Tiger due	15-Nov-2024 11:24:22 AM		
Proposal Tracking	AM250646	Tiger, (L17) Mike the	Initial Application	Dashboard	Routing	Review needed for Proposal AM250646; PI Test (L17) Mike the Tiger due	18-Nov-2024 8:50:03 AM		

Reviewer Dashboard

- From the Reviewer Dashboard, you can click the Proposal Development record to access the Other Miscellaneous Agreement.
- The Review Summary provides a quick snapshot of the Other Agreement elements for reviewers and the certifications that reviewers are agreeing to by Approving.

Proposal - *Initial Application*
Number: [AM250329](#)
Title: Shell master Agreement
PI: Tiger, (L17) Mike the
Sponsor/Scheme: Shell
Submitted:

Form/Document	Document Type	Added
Proposal Development Record		11-Oct-2024 9:55:08 AM
LSU Agreement Questionnaire	Proposal Documentation	11-Oct-2024 10:26:00 AM PDF
Test Upload 1.docx	Other Documentation	11-Oct-2024 10:07:37 AM Replace

To Review the other Agreement, click the Proposal Development Record

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

Add Comments:
To be shared with everyone

Select a decision:

- Approve as is
- Approve with changes
- Disapproved (Terminates Route)
- OSP Use Only

- You can also see comments posted by previous reviewers:

Proposal - *Initial Application*
Number: [AM250329](#)
Title: Shell master Agreement
PI: Tiger, (L17) Mike the
Sponsor/Scheme: Shell
Submitted:

Form/Document	Document Type	Added
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Test Upload 1.docx	Other Documentation	11-Oct-2024 10:07:37 AM Replace

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

Add Comments:
To be shared with everyone

Select a decision:

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- Step 1: If you would like to see who else has approved the proposal, click blue Route tab on left side.

Active Routing Progress

AM250329 - Test (L17) Mike the Tiger"Shell master Agreement"

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
Agreement Route	Pre-Review	Step 1 - Gold/Purple Assignment	Ryan Russell Greer	11-Oct-2024 10:26:25 AM	Information Only	Informed	-	-
Agreement Route	Pre-Review		Dana Tuminello	11-Oct-2024 10:26:26 AM	Information Only	Informed	-	-
Agreement Route	Pre-Review		Darya Delaune Courville	11-Oct-2024 10:26:27 AM	Information Only	Informed	-	-
Agreement Route	Pre-Review		Tracy Wang	11-Oct-2024 10:26:27 AM	Information Only	Informed	-	-
Agreement Route	Pre-Review		Rebecca Trahan	11-Oct-2024 10:26:27 AM	Information Only	Informed	-	-
Agreement Route	Pre-Review	Step 12 - Investigators/Dept Heads/Deans	Test (L4) Mike the Tiger	11-Oct-2024 10:26:28 AM	Approval Required		Insert After	
Agreement Route	Pre-Review		[Redacted]	11-Oct-2024 10:26:28 AM	Approval Required			
Agreement Route	Pre-Review		Test (L5) Mike the Tiger	11-Oct-2024 10:26:29 AM	Approval Required			
Agreement Route	Pre-Review		Test (L17) Mike the Tiger	11-Oct-2024 10:26:29 AM	Approval Required			
Agreement Route	Pre-Review		[Redacted]	11-Oct-2024 10:26:29 AM	Approval Required			
Agreement Route	Pre-Review	Step 13 - Inserted Step	Test (L8) Mike the Tiger		Approval Required		Insert After	R

No comments have been recorded yet

- Step 2: On green Review tab, add Comments if needed. Use the comment box appropriate for your audience.
 - **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.

Proposal - *Initial Application*
 Number: [AM250329](#)
 Title: Shell master Agreement
 PI: Tiger, (L17) Mike the
 Sponsor/Scheme: Shell
 Submitted:

Form/Document	Document Type	Added	
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LSU Agreement Questionnaire	Proposal Documentation	11-Oct-2024 10:26:00 AM	PDF
Test Upload 1.docx	Other Documentation	11-Oct-2024 10:07:37 AM	Replace

Add Comments:
 To be shared with everyone

Select a decision:

- Approve as is
- Approve with changes
- Disapproved (Terminates Route)
- OSP Use Only

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

- Step 4: Click Accept to agree to the certifications on the Review Summary.

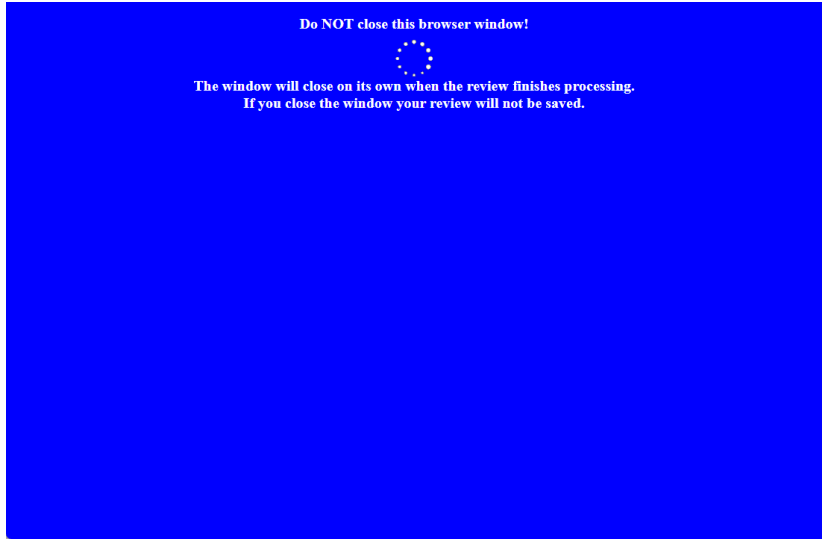
Certification

I have read and agree to the applicable certifications on the LSU Agreement Questionnaire.

Accept Decline

Continue

- Step 5: Wait for the blue screen to finish



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