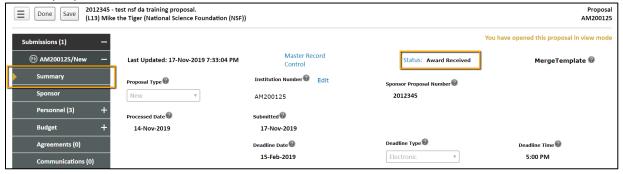**LSU** | **GeauxGrants**

Award Overview

Workday is the official system of record for Sponsored Awards. GeauxGrants is used to capture additional award information, store award documents, and capture Principal Investigator (PI) approval of award terms and conditions.

In Proposal Tracking (PT) you can see the status of a proposal record as "Award Received." The PT Award tab also provides details on the awarded amount to date.

In Award Tracking (AT) you can view details on each award increment including award documents. PIs will approve award document in AT. You can also see the status of each award increment.
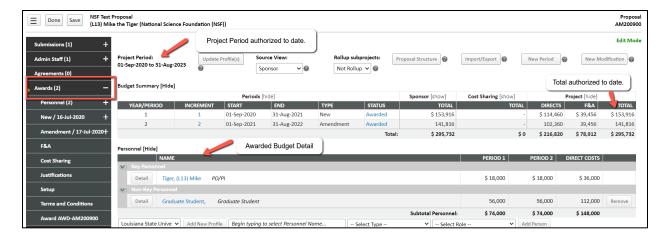
Proposal Tracking (PT) Submissions - Summary Tab

- Each submission (proposal, modification request, etc.) under the proposal record will appear in the left menu under Submissions. To expand a specific submission, click the plus sign next to the record. Information specific to that submission will appear.

- You can find the status of the proposal on the Summary tab. The status for Awarded proposals will be **Award Received.**
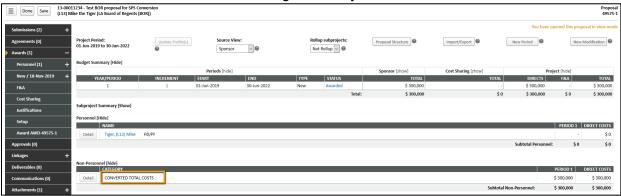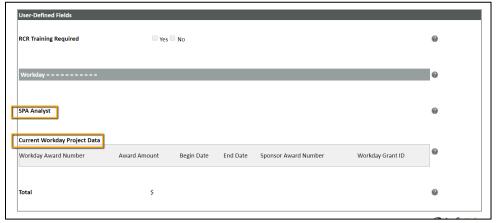

Proposal Tracking (PT) Award Tab

- The award tab provides an overview of the award. You can see project period and amount awarded to date. The awarded budget will also appear on this page.

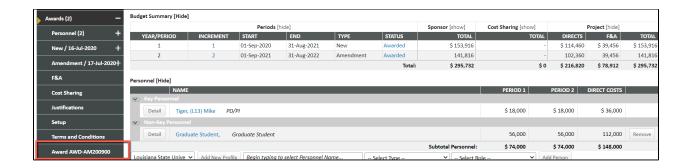- For SPS converted records, the budget will only show CONVERTED TOTAL COSTS.

- Scroll to the bottom of the Award tab to see the assigned Sponsored Program Accounting (SPA) Analyst and the Workday award and grant line information.
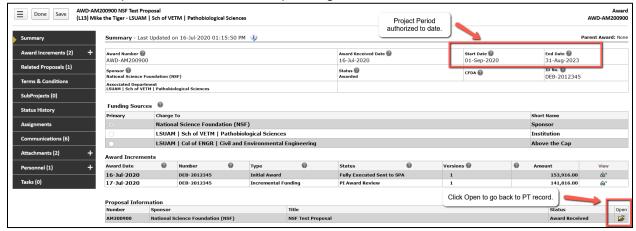

Navigating between PT Awards to Award Tracking (AT)

- Under Awards tab, click Award AWD-XXXXXXXX

	Awards (2)	—
	Personnel (2)	+
	New / 16-Jul-2020	+
	Amendment / 17-Jul-2020	+
	F&A	
	Cost Sharing	
	Justifications	
	Setup	
	Terms and Conditions	
	Award AWD-AM200900	—

Budget Summary [Hide]

		Periods [hide]					Sponsor [show]	Cost Sharing [show]	Project [hide]		
YEAR/PERIOD	**INCREMENT**	**START**	**END**	**TYPE**	**STATUS**		**TOTAL**	**TOTAL**	**DIRECTS**	**F&A**	**TOTAL**
1	1	01-Sep-2020	31-Aug-2021	New	Awarded		$ 153,916	-	$ 114,460	$ 39,456	$ 153,916
2	2	01-Sep-2021	31-Aug-2022	Amendment	Awarded		141,816	-	102,360	39,456	141,816
						Total:	**$ 295,732**	**$ 0**	**$ 216,820**	**$ 78,912**	**$ 295,732**

Personnel [Hide]

	NAME		**PERIOD 1**	**PERIOD 2**	**DIRECT COSTS**	
☑	**Key Personnel**					
Detail	Tiger, (L13) Mike	PD/PI	$ 18,000	$ 18,000	$ 36,000	
☑	**Non-Key Personnel**					
Detail	Graduate Student,	Graduate Student	56,000	56,000	112,000	Remove
		Subtotal Personnel:	**$ 74,000**	**$ 74,000**	**$ 148,000**	

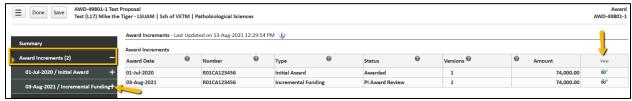| Louisiana State Unive ▾	Add New Profile	Begin typing to select Personnel Name…	-- Select Type -- ▾	-- Select Role -- ▾	Add Person

Award Tracking (AT) - Summary

- Provides a high-level summary of award attributes.

- Shows each Award Increment summary and the

- Under Proposal Information click Open to go back to PT record.

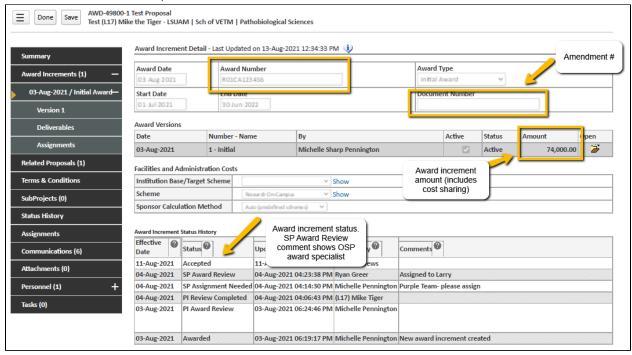## Award Tracking (AT) – Award Increments

- Shows initial award, each amendment, and modification request approval that LSU receives.

- To see details of award increment, click on View or click on the date/type of the increment in the left tab.

- For converted records, increment 1 will include the amount awarded in Workday at the time of conversion (12/06/2019). The award Type will show as Converted.

- Award Increment Detail shows you the sponsor award number, award type, amount of award increment, status of increment.
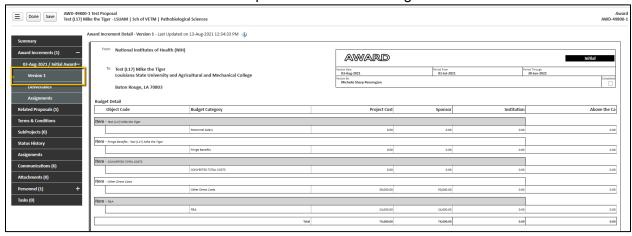

Award Increment Statuses

- **Awarded –** Award Received by OSP

- **PI Award Review** – Award sent in GeauxGrants for PI review. Text of email includes OSP-1 certifications.

- **PI Review Complete** – PI approves award terms. PI has ability to also provide comments on any issues. This replaces OSP-1 form.

- **SP Assignment Needed –** Award with OSP team lead for assignment to a specialist.

- **SP Award Review –** Award is being reviewed/negotiated by OSP specialist.

- **Awaiting Compliance Approvals –** OSP review complete, but cannot accept award until all compliance approvals are received.

- **Accepted by Institution –** OSP specialist approval of award. Awaiting signature and processing by OSP. Sponsor counter-signature is required.

- **Awaiting Sponsor Signature –** OSP has signed award and sent award document to sponsor or returned to PI to send to sponsor. LSU is waiting on sponsor countersignature.

- **Accepted** - OSP specialist approval of award. Awaiting signature (when applicable) and processing by OSP. Sponsor counter-signature is <u>not</u> required.

- **Fully Executed Sent to SPA** – Fully-executed award increment has been sent to SPA. This is final status for most awards.

- **Awarded**: **Declined by Institution/Sponsor** – Award was received but parties could not come to terms.
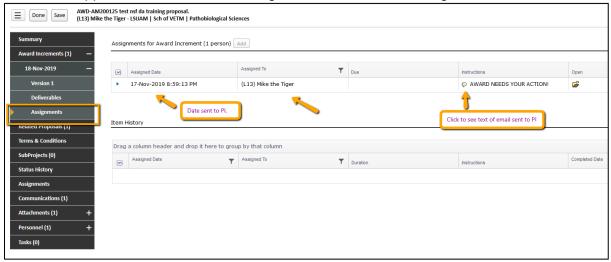
Award Increment Version 1

- This shows you another version of the budget breakdown for this award increment. Breaks out costs between sponsor and cost sharing sources.

Award Increment Assignments

- Shows you who is currently reviewing the award, how long they have had it, and the text of the email message they received. In the scenario below, the status is PI Approval Needed, so it is assigned to our PI, Mike the Tiger.

Award Tracking (AT) - Communications

- Shows copies of emails sent from the system.

Award Tracking (AT) - Attachments

- OSP will attach the award document, plus any amendments or modification request approvals here. Click the file name to open.