Updated 01/28/2026

Proposals must be completed and routed seven (7) business days before the deadline for OSP to submit the proposal.

Creating National Institutes of Health (NIH) Proposals

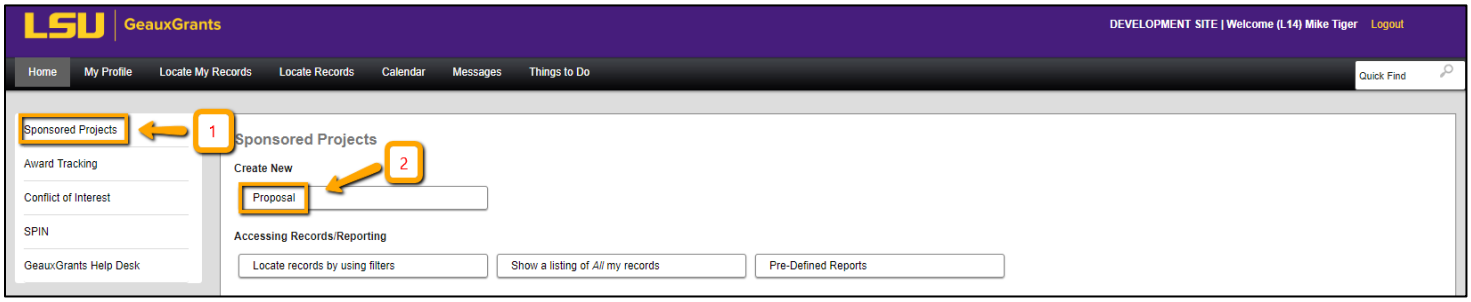
NIH Proposals are submitted via GeauxGrants as a System-to-System (S2S) proposal. All sections will be uploaded into GeauxGrants, and the Office of Sponsored Programs (OSP) will submit from GeauxGrants to Grants.gov.

NOTE: NIH multi-component proposals will follow the Creating Manual Proposals user guide. Examples of multi-component proposals, include Center grants and proposals that contain foreign components. Multi-component proposals will need to separately be loaded into ASSIST for submission.

How to Create a Proposal Development (PD) Record

It is recommended that you use Chrome or Firefox. Login through myLSU.

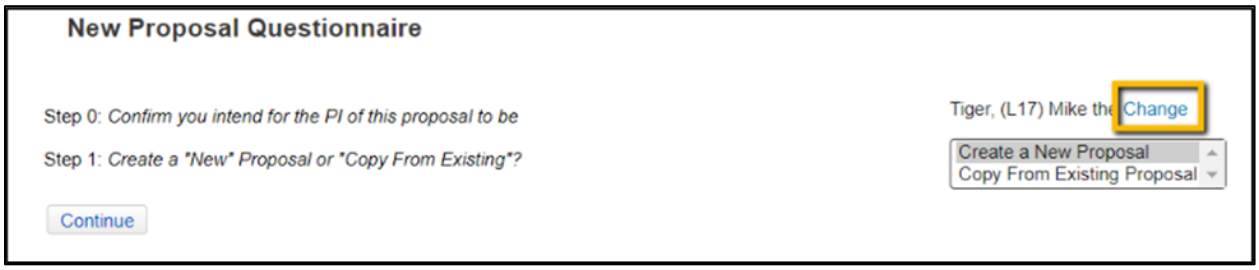
- Step 1: From the home screen, select "Sponsored Projects" on the left-hand navigation tabs
- Step 2: From the Sponsored Projects screen, select "Proposal" under Create New



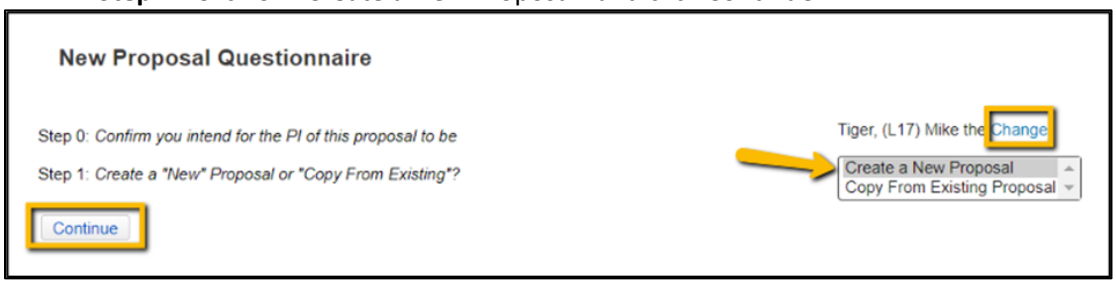
New Proposal Questionnaire

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.

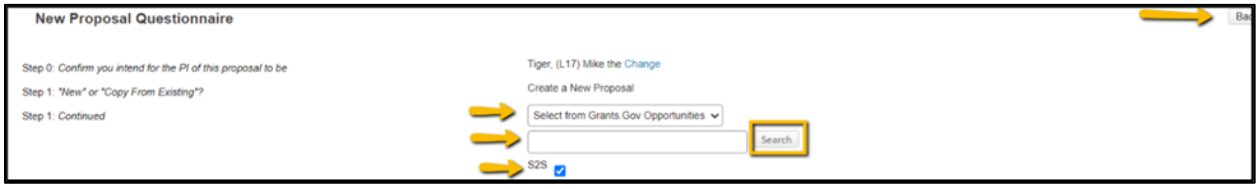
- **Step 0**: Defaults to user. You can change to another Principal Investigator (PI) by clicking Change. Type last name, first name of PI and click Select.



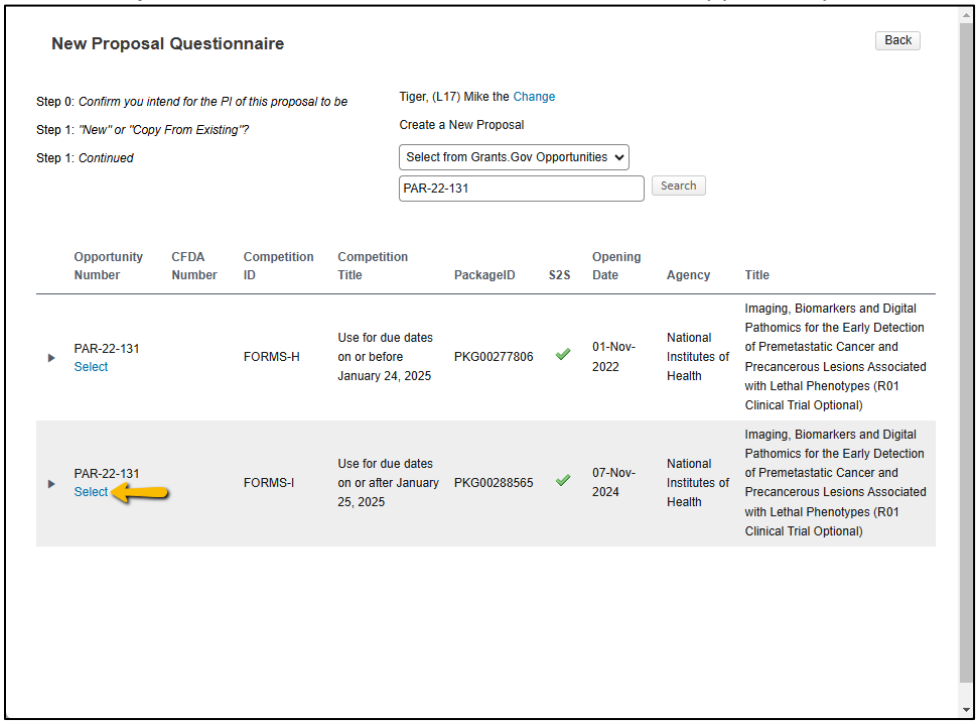
- **Step 1**: Click on “Create a New Proposal” and click Continue



- **Step 1 Continued**: Choose Select from Grants.Gov Opportunities and enter the opportunity number or partial number (i.e. R01) and click Search. A list will populate with all possible opportunity numbers.

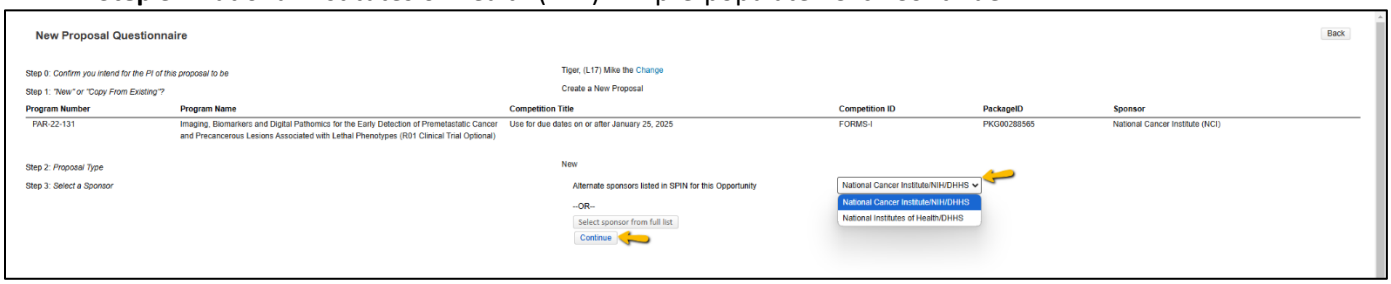


- **Step 1 Continued**: Click Select next to the correct opportunity number.

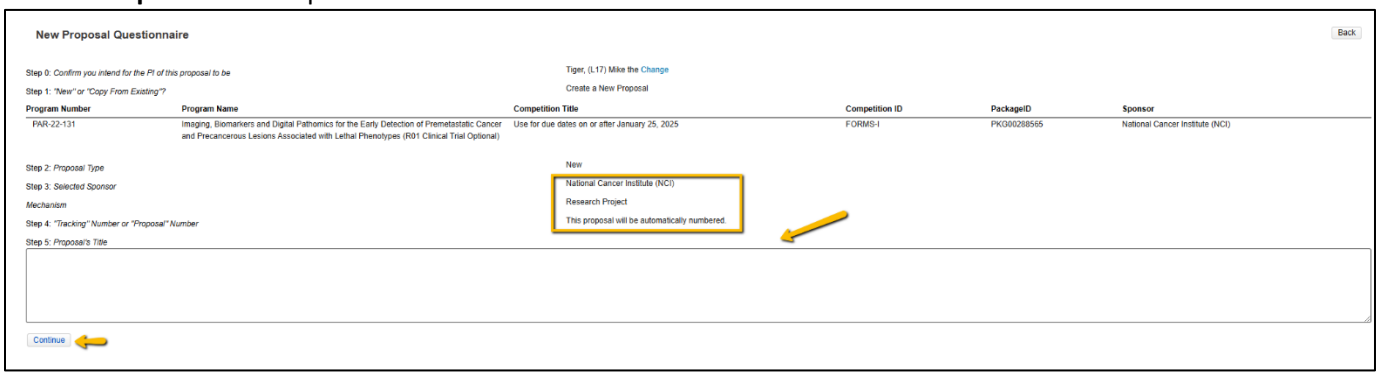


- **Step 2**: Choose “New”, “Resubmission” or “Renewal” as applicable and Click Continue.

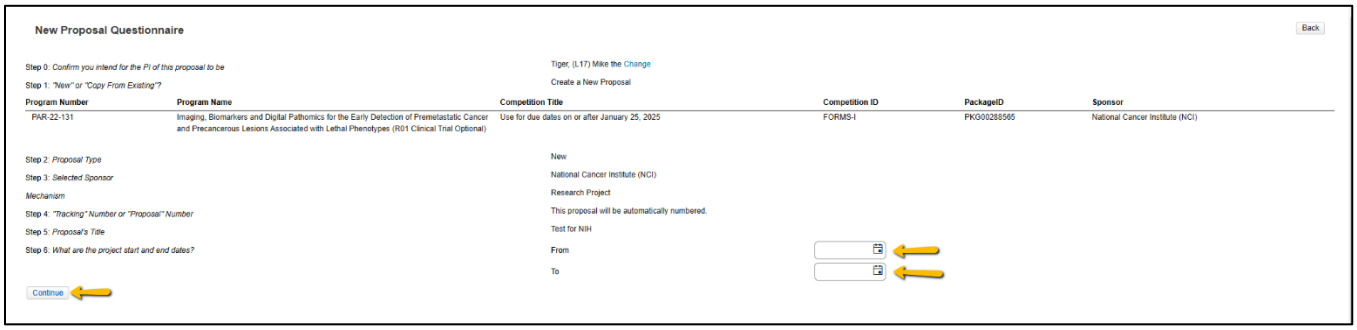
- **Step 3**: National Institutes of Health (NIH) will pre-populate. Click Continue.



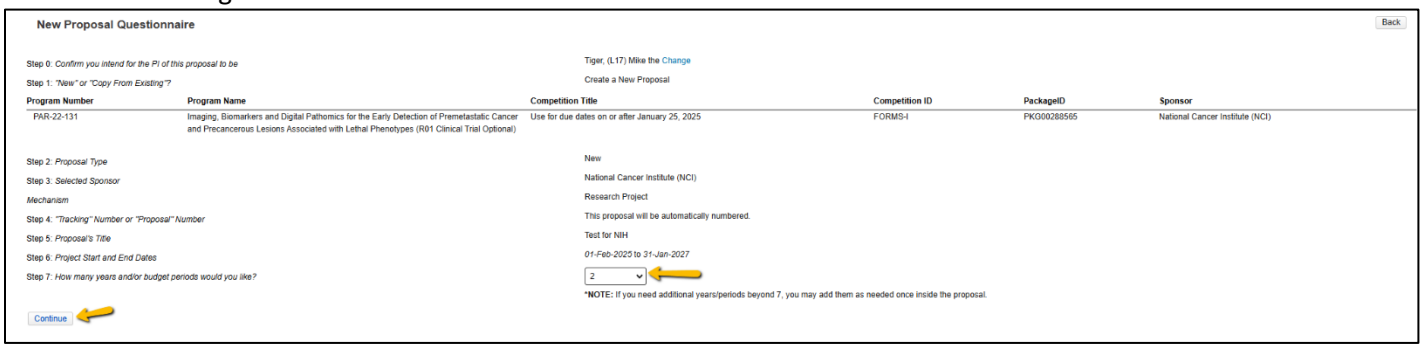
- **Step 4**: Will be automatically numbered by the system
- **Step 5**: Enter Proposal's Title and click Continue



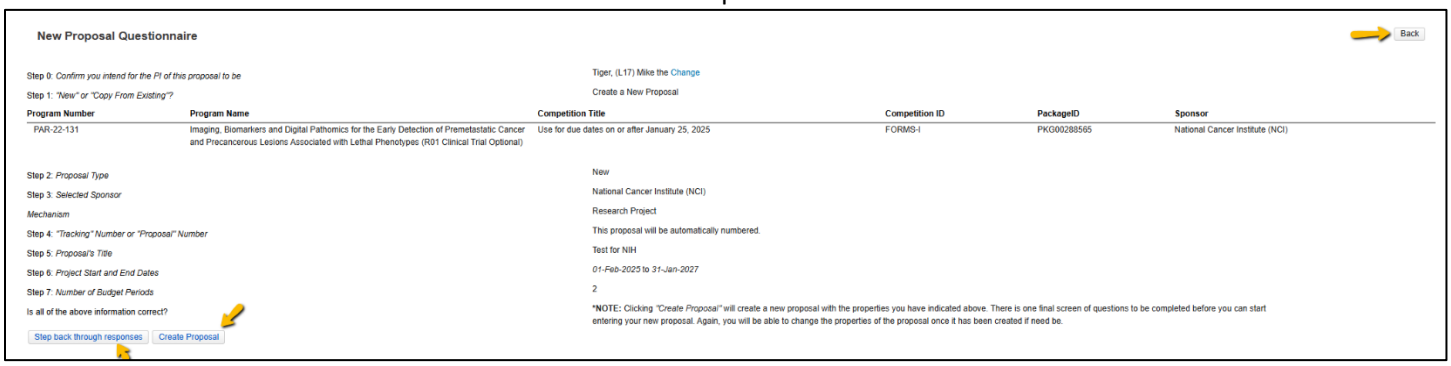
- **Step 6**: Enter Project Start and End Dates and click Continue
  - We recommend the start date to be the first of the month and the end date to be the last day of the month for budget calculation purposes.



Step 7: Confirm number of budget periods. If this changes, the dates will need to be changed on the Budget Setup section of the Budget. Click Continue.



- 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.



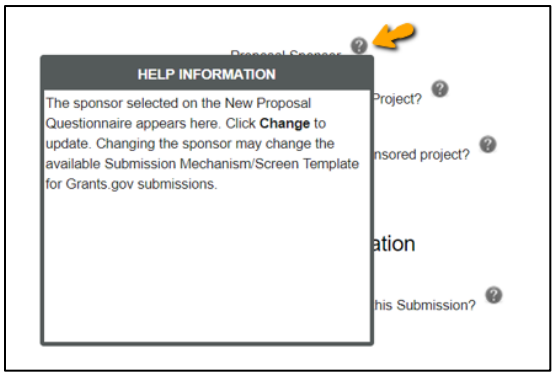
Setup Questions

GeauxGrants will automatically generate a Proposal/Record/Institution #. GeauxGrants numbering will be AMFYXXXX. For Fiscal Year (FY) 2026, all numbers begin with AM26.

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

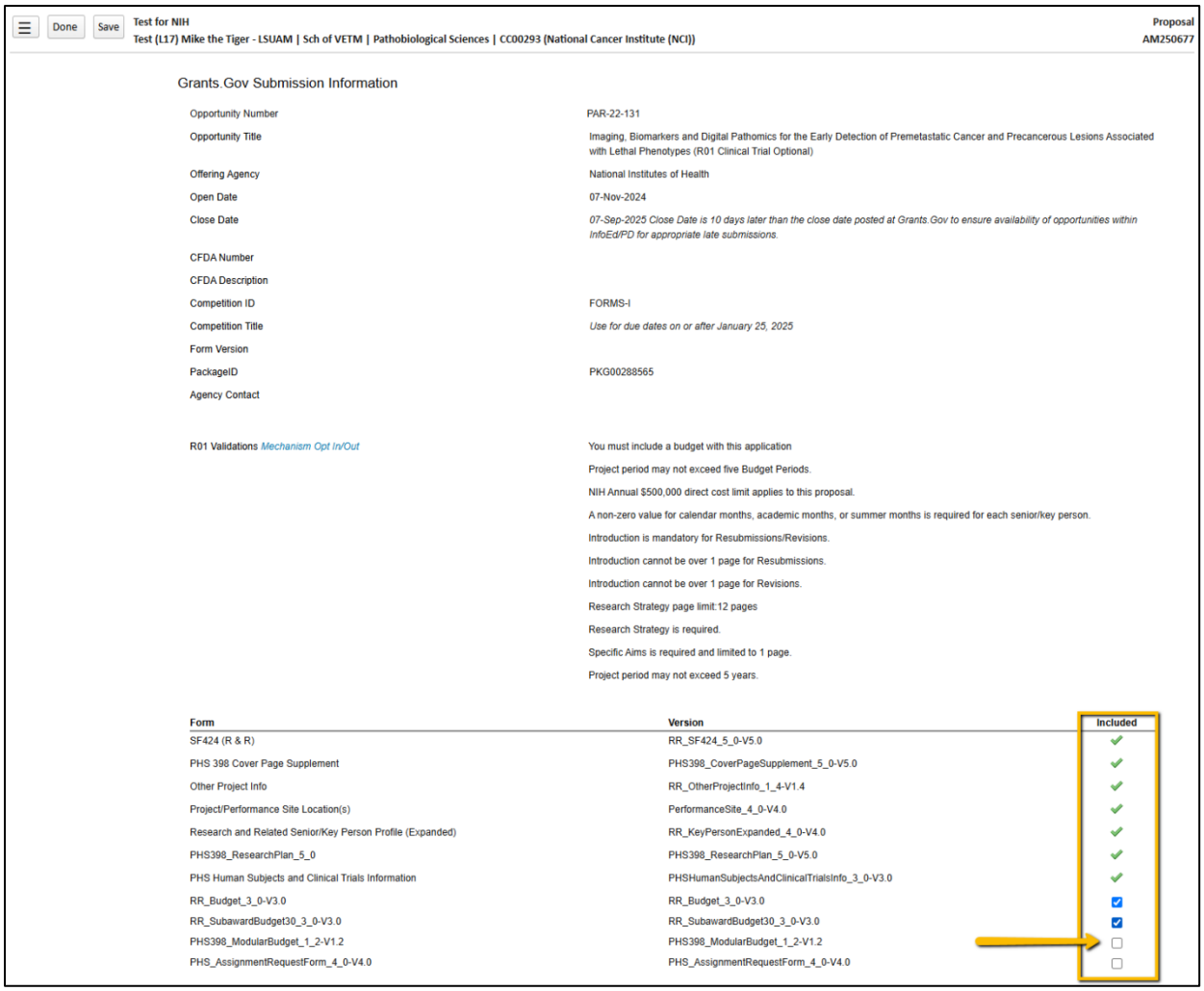
Click Done on top left to close out the proposal. Do not close browser using X on top right.

Hover your mouse over ? icons to see instructions or definitions.

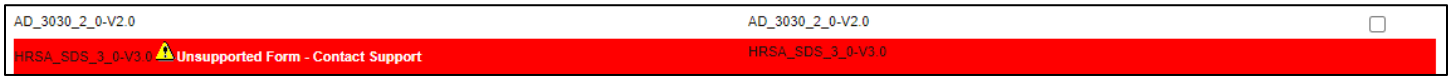


- Read instructions at the top of the page, answer all questions. Click Save at any point to preserve all date entered. Clicking Save and Continue at the bottom right corner will validate the form.

- Grants.Gov submission Information will populate based on the opportunity number including a forms section that will allow you to select optional forms.



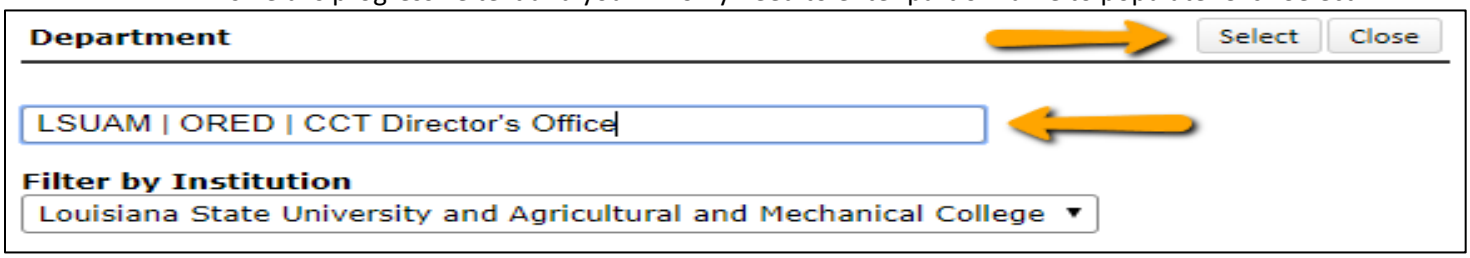
- If there are forms that are in the opportunity package that are not updated in GeauxGrants to the current version, the form will be outlined in red, and you will need to email osp@lsu.edu to request the form to be updated.



- Deadline: Enter deadline date as the date you would like OSP to submit your proposal. If submission has a deadline then you must also enter deadline time. Use Central Time Zone. NIH deadline time is usually 5:00 PM local time. All proposal must be submitted by OSP before 5:00 PM.

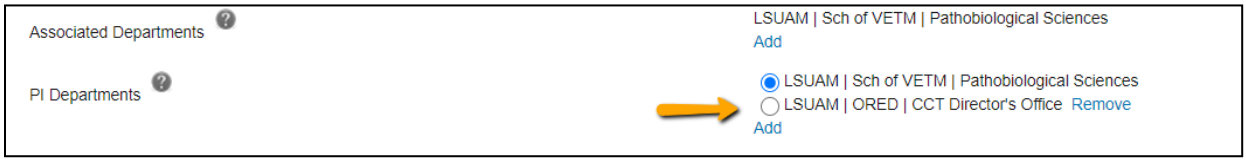
- Associated Departments: If the proposal includes investigators from multiple units, the Associated Department will need to be added in order for these investigators and their associated unit heads/administrators to view the proposal.
    - To add associated departments (i.e. CCT, CAMD, joint appointments, etc.), click Add under associated Departments. This will allow these departments access to this specific proposal.
    - If the PI has a joint appointment, click Add next to PI Departments.

- This field is progressive text and you will only need to enter part of name to populate. Click Select.

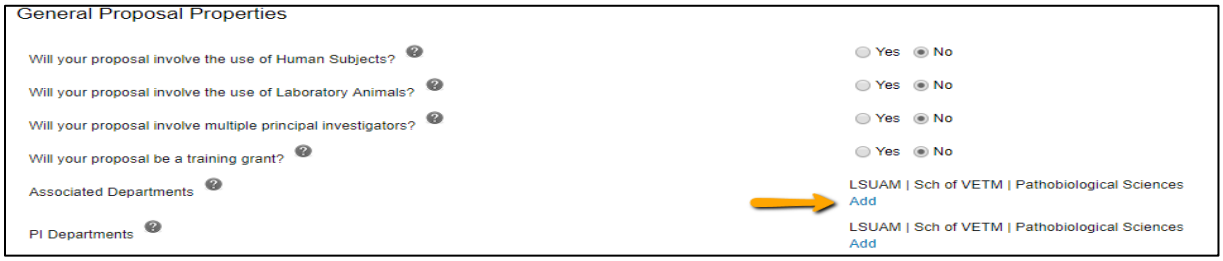


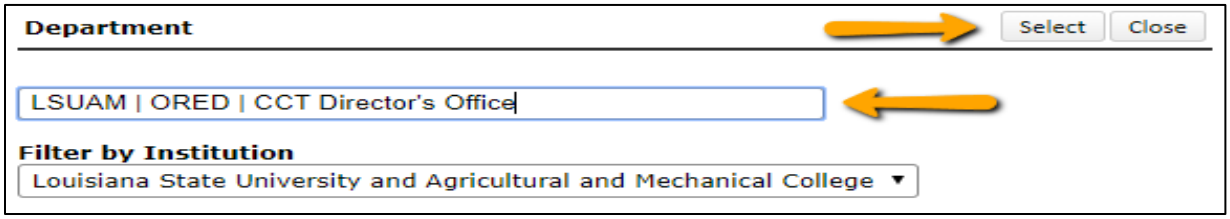
- You will then see a toggle by the PI Departments. The unit that is marked will be the Primary Department for the proposal and any resulting award. Select and then click Save in top Left.

The Primary Department will administer the award in Workday.



- Click Add to add the additional department. This field is progressive text and you only need to enter part of name to populate. Click Select.





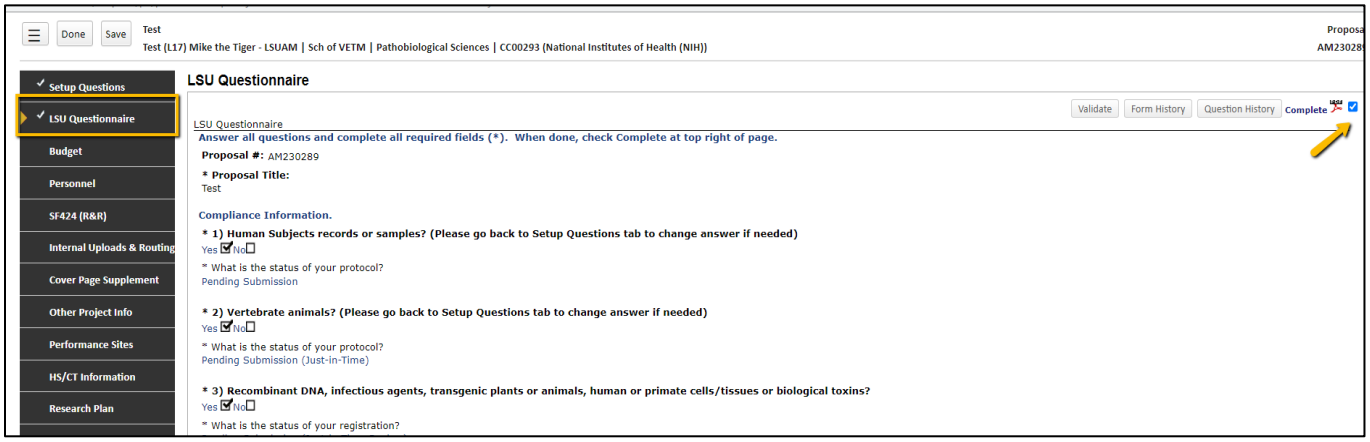
LSU Questionnaire

This is where we capture compliance, budget and specific information about your proposal, including investigators for F&A & Project % Credits.

- To change the title, enter new title in the Proposal Title box.

- 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.

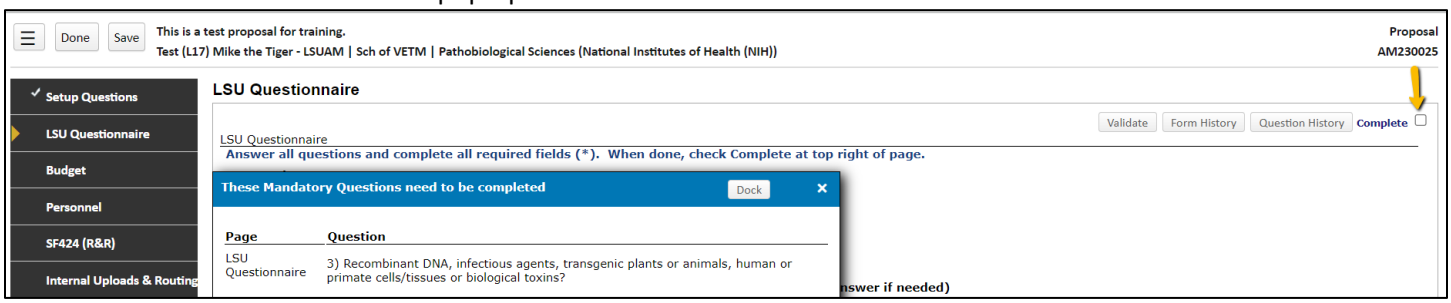
TIP! Make sure to answer correctly before routing as many of these questions trigger an approval step in the route.



- Investigators % F&A Distribution & % Project Credit are collected in #26 of the LSU Questionnaire. You will enter the Investigator Name, Role, Department, and %. If an investigator has a joint appointment and 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.

- To enter the Investigator Name or Department, click the pencil icon. For Department, begin typing the cost center name or cost center number in Find Department. Once it appears, click on unit name and then click Select.

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



Budget

NIH does not recognize the Co-PD/PI role. The appropriate selection is Co-Investigator or PI/PD if submitting a multi-PI proposal.

SF424 R&R Budget

The SF424 R&R Detailed Budget is used for any budget with more the $250,000 of direct costs in any year of the budget or as required by the funding opportunity number (FOA).

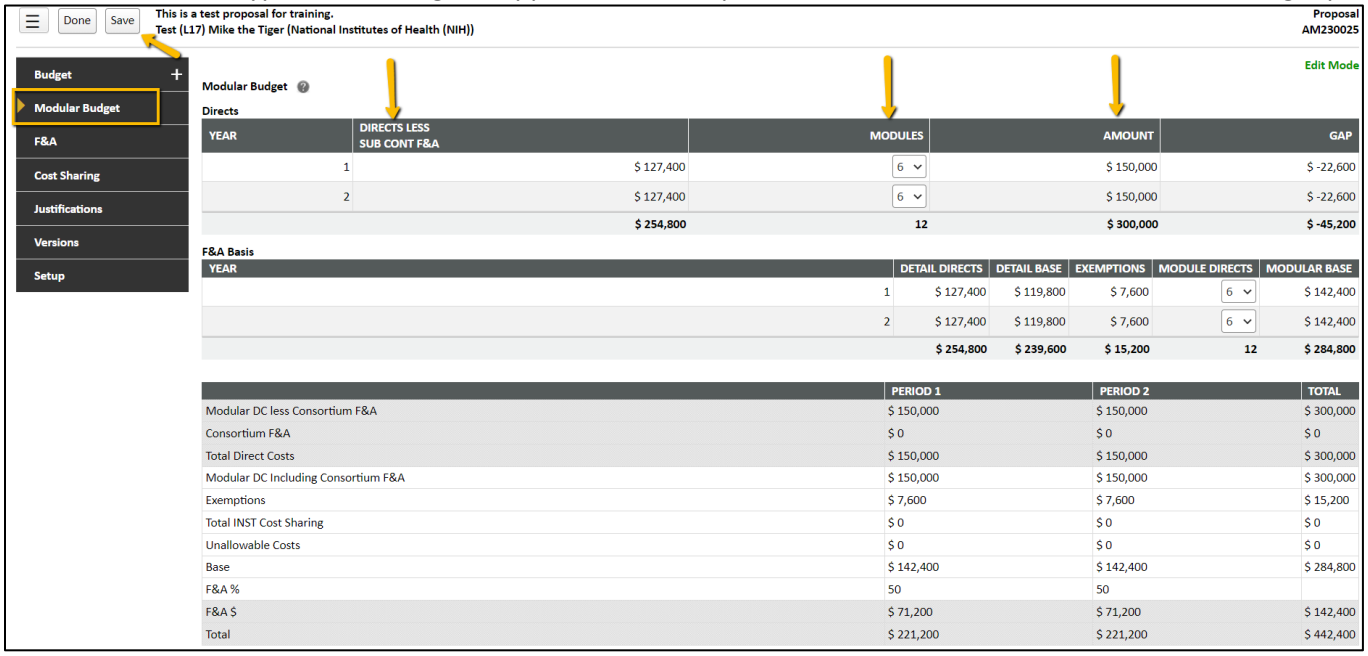
- On Setup Tab, answer "No" for modular budget.
- For proposals submitting a SF 424 R&R Detailed Budget follow the instructions for Creating a Detailed Budget.

Modular Budget

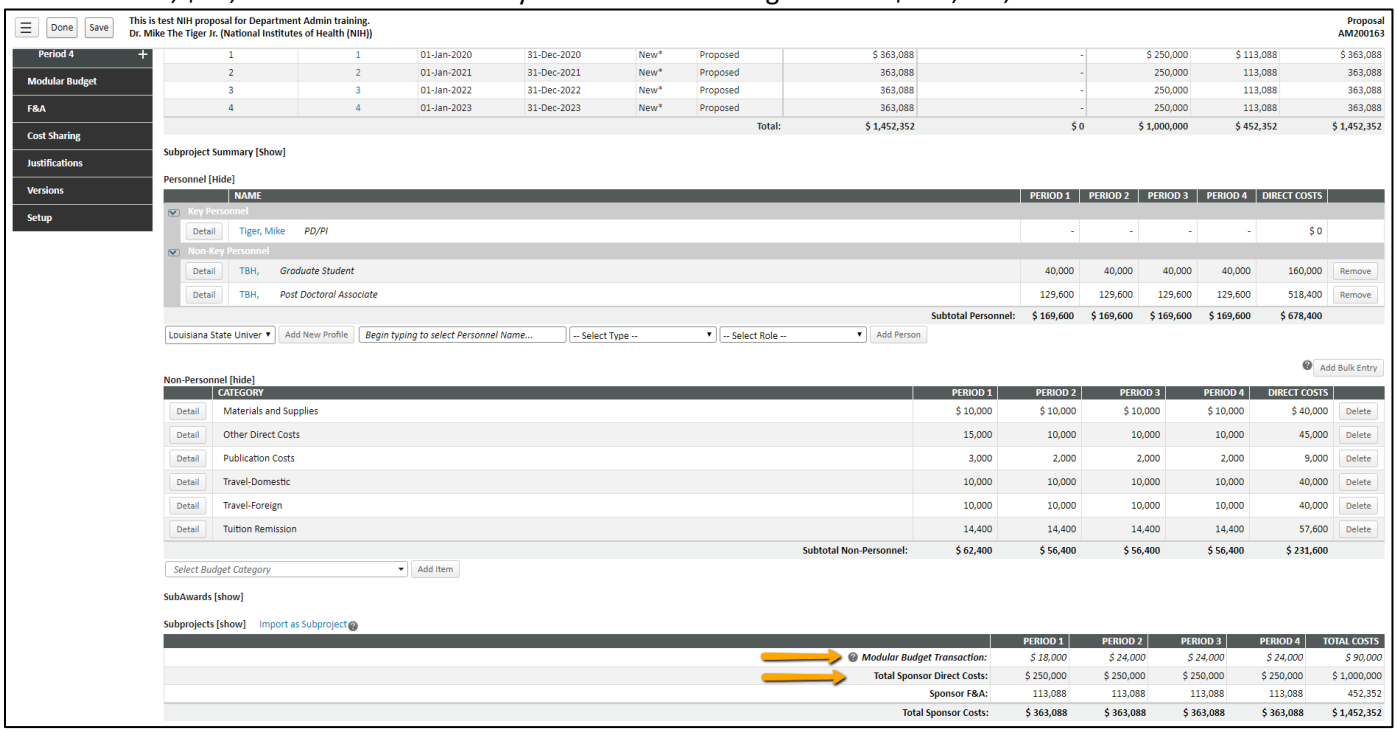
The Modular Budget is used when applying for $250,000 or less direct costs each budget period or when specified in the funding opportunity announcement (FOA). Refer to your FOA for guidance.

- On Setup Tab, answer "Yes" for modular budget.

- Click on Modular Budget tab first and enter number of modules in each budget period. Modules are equal to $25,000. A typical modular grant application will request the same number of modules in each budget period.



- Click Save.
- Go back to the Budget tab and enter the details of the budget in each cost category to correctly calculate F&A by following the Creating a Detailed Budget instructions.
- On the Budget tab, the Modular Budget Transaction shows the difference in the requested funds and the Total Sponsor Direct Costs, which is the total amount of the number of modules that you selected. In the example below, $18,000 is the difference in year 1 of what is budgeted and $250,000, the 10 modules chosen.

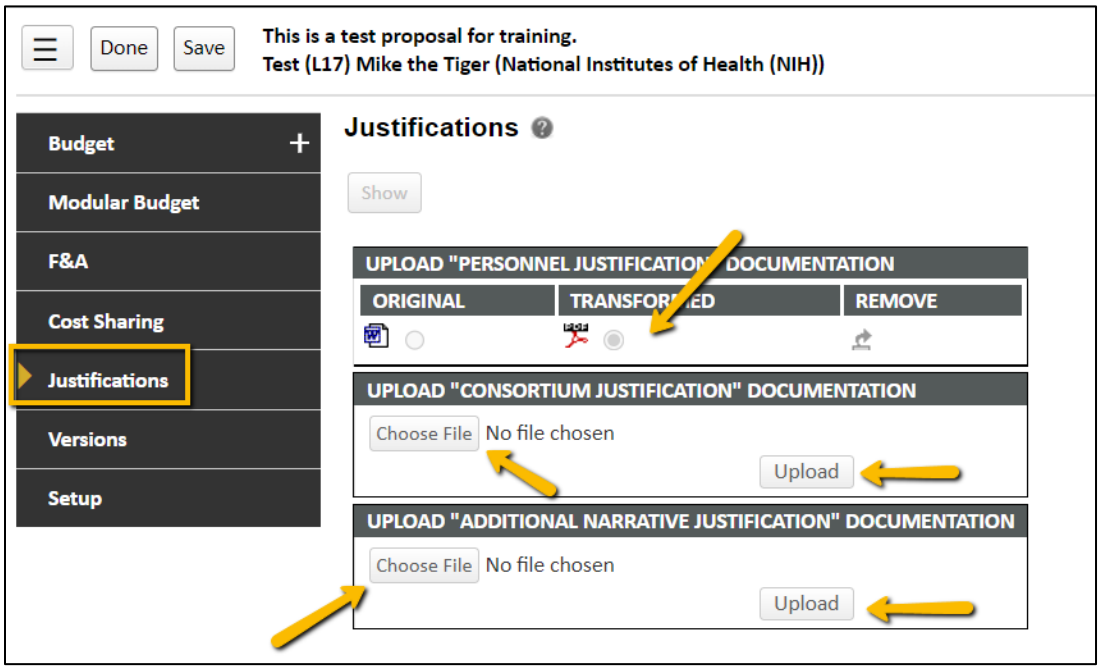


Budget Justification

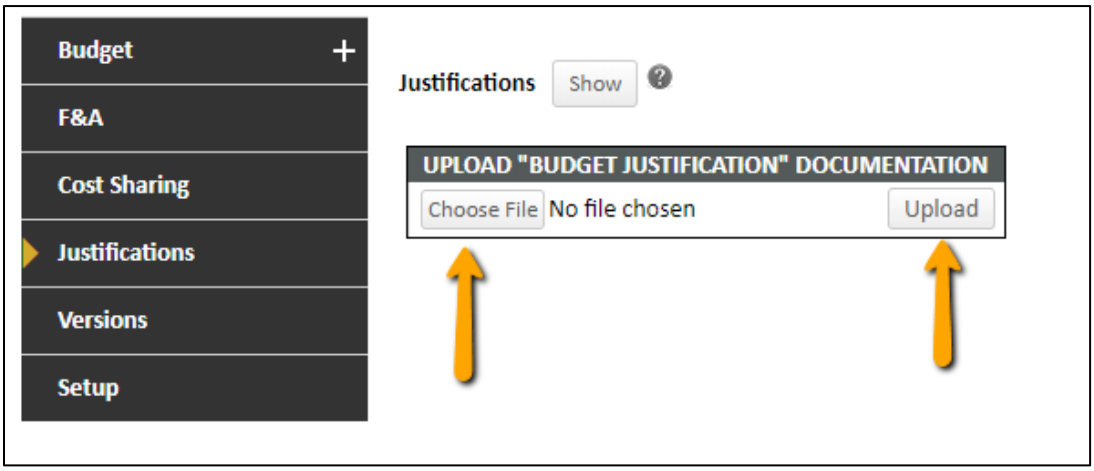
- Click Choose File to find budget justification document and click Upload.
- Can upload Word or PDF documents. GeauxGrants will convert Word documents to a PDF. To open the uploaded file, click the PDF logo.
- File appears as the type of document uploaded. Remove option is also available if new version needs to be uploaded.

For Modular Budgets:

- Personnel Justification required for all modular budget.
- Consortium Justification is required if you have Subawards.
- Additional Narrative Justification is required for any variation in the number of modules requested.



- **For SF424 R&R Detailed Budgets:**
  - Only one Budget Justification is required.
  - Click Choose File to select the budget justification and click Upload.
  - GeauxGrants will convert all documents to PDF.



Personnel

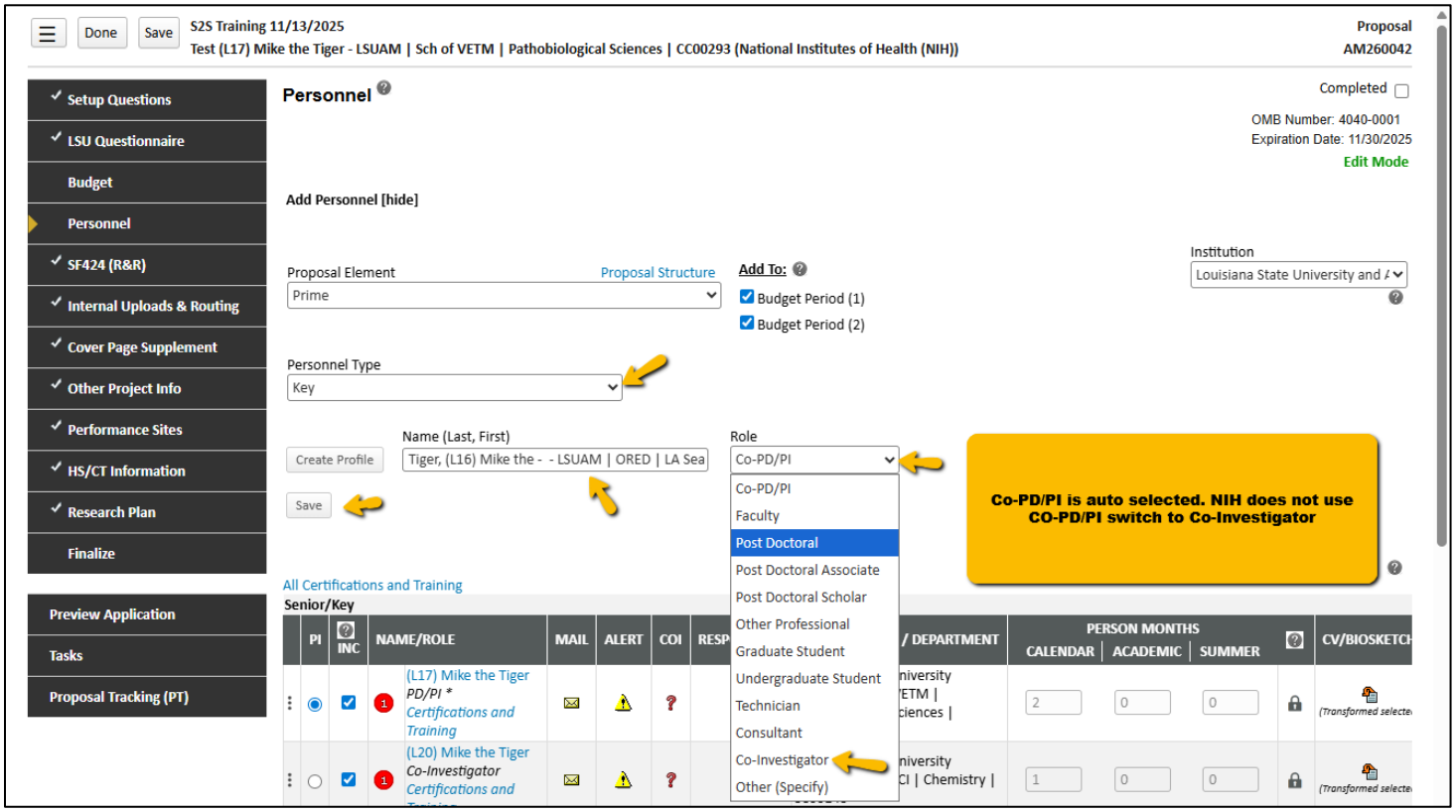
All personnel listed on the budget will populate on this tab. If you enter individuals on the Personnel tab, that person will automatically populate on the Budget tab and vice versa. Other Significant Contributors will be added to the personnel tab only.

When proposals for federal funding are routed, to ensure Research Security Training is completed, all Covered Individuals per Section 10634 of the CHIPS and Science Act of 2022 should be added in the Senior/Key section of the Personnel tab.

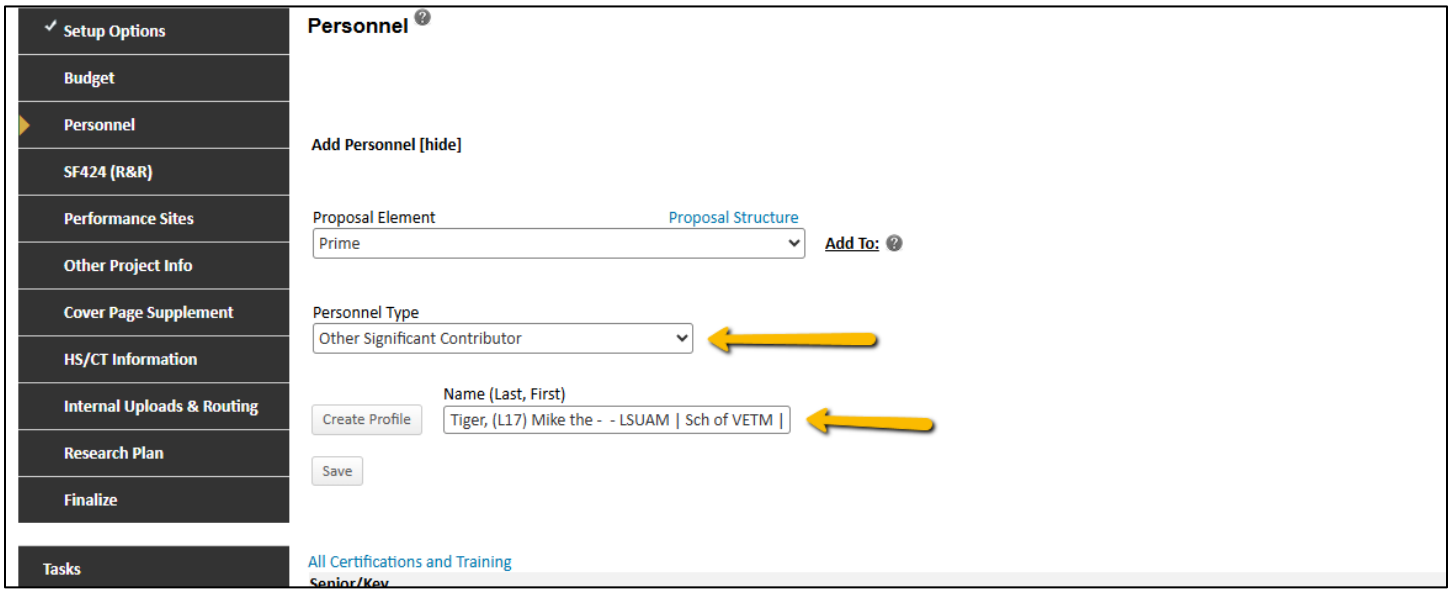
Other Significant Contributors (OSC) are listed in the GeauxGrants Senior/Key section with the role of Other-Other Significant Contributor. Research Security Training for OSCs is not required. You can view completed CITI trainings by clicking Certifications and Training under each individual's name in the Personnel chart.

You must add all investigators that are in #26 of the LSU Questionnaire to the Personnel tab. This helps ensure that all necessary routing approvals are received.

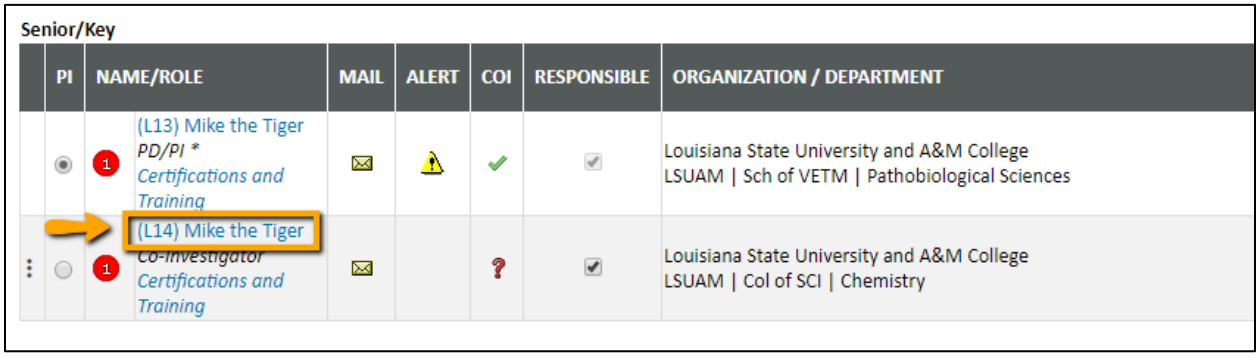
- To add investigators, type in their name, choose role using the dropdown, begin typing name, and click Save.



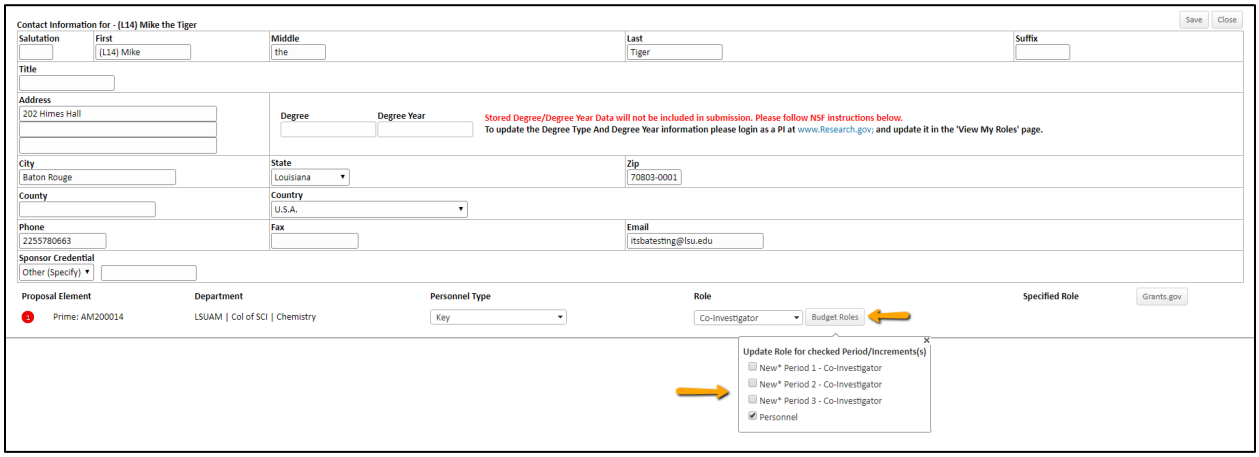
- Other Significant Contributors are individuals who have committed to contribute to the scientific development or execution of the project but are not committing any specified measurable effort (i.e., person months) to the project. These individuals are typically presented at "effort of zero person months" or "as needed." Individuals with measurable effort may **not** be listed as Other Significant Contributors (OSCs). Consultants should be included if they meet this definition. This is also an appropriate designation for mentors on Career awards.
- To add an LSU Other Significant Contributor, choose the personnel type of Other Significant Contributor and then type the LSU investigator's name and hit Save.



- For Non-LSU employees listed as Other Significant Contributors, they should be entered into GeauxGrants as "External Consultant – Other Significant Contributor." See directions here: https://lsu.edu/geauxgrants/sponsored_projects/pdf_documents/adding_non-lsu_personnel.pdf
- To remove a person from the budget:
    - Click on person's name after you add them to the Personnel tab.

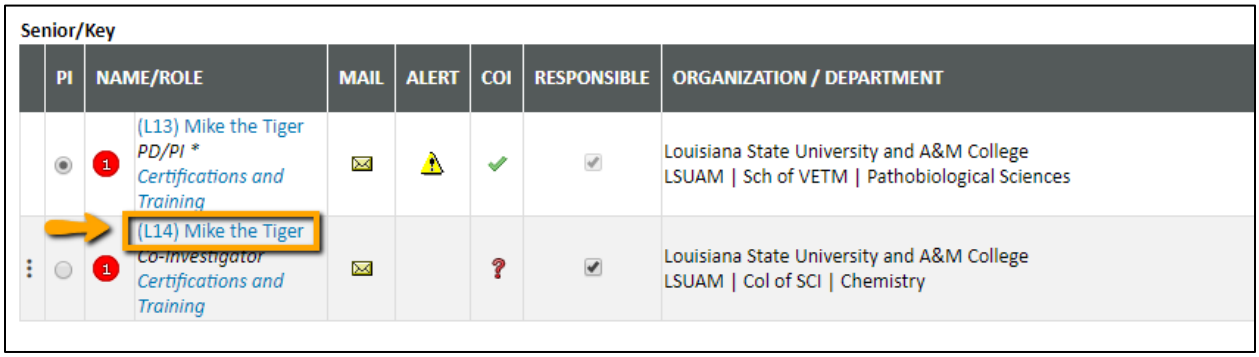


- Click Budget roles and check the budget periods that you wish to remove them from the budget.



- To update a person's address for this proposal only, click on the person's name. Enter address on pop-up and click Save.

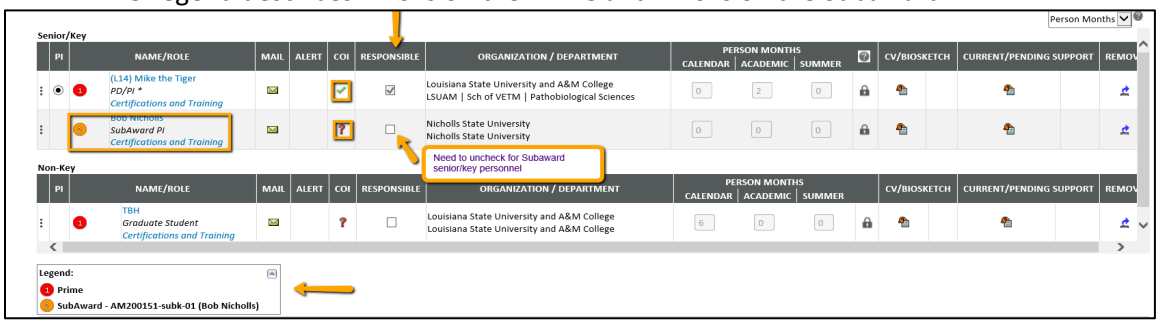
TIP! To update address on all records, the investigator must edit their address under the My Profile tab at the top of the GeauxGrants Home page



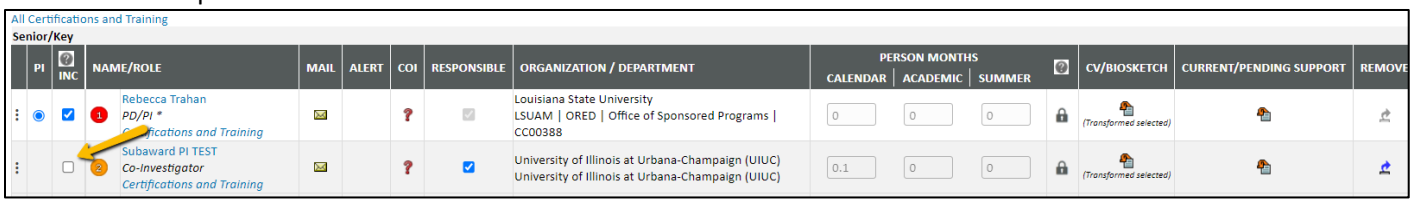
- The Responsible column indicates who is an Investigator per PS-98 for Financial Conflict of Interest. PD/PI and Co-Investigators are automatically checked. All LSU PI and Co-Investigators should be checked. Indicate other responsible investigators by clicking the checkbox by their name.

- COI column will either have a green check, yellow sign, 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, an SFI disclosure has either been "Created; No Disclosure" or "No Disclosure on record for the person". SFI needs to be submitted.

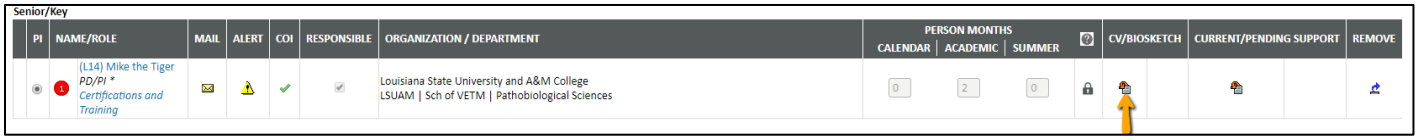
- The Legend describes who is on the Prime and who is on the Subaward.



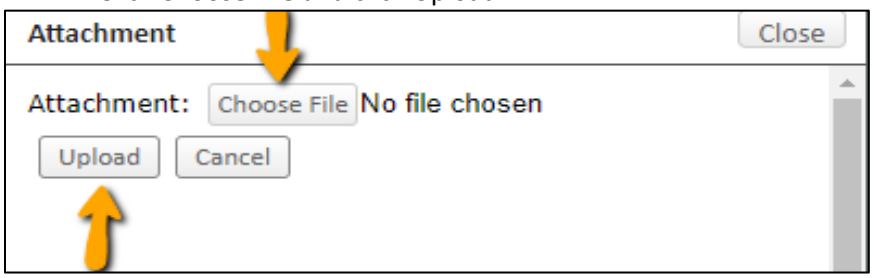
- If subaward investigators are not considered overall senior/key person and a biosketch should not be included in the proposal you will need to uncheck the INC column next to their name. If this is unchecked, a biosketch will not be uploaded.



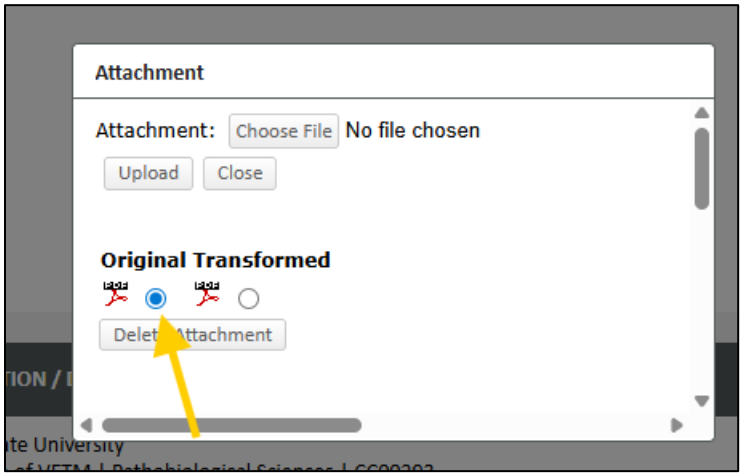
- Biosketches are uploaded on this tab. Refer to the FOA for required documents. If the FOA requires Other Support, then you would upload here. **Note:** Most NIH FOAs do not require Other Support.



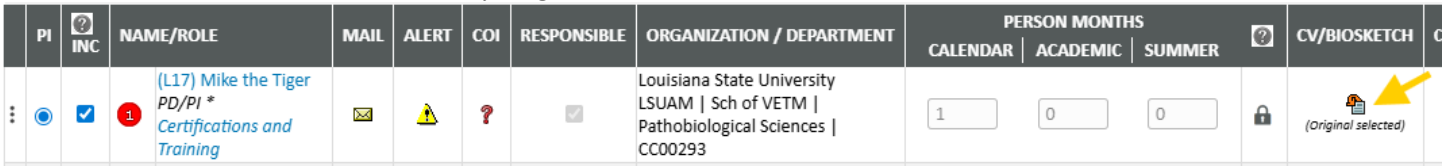
- NIH Biosketches are required to be certified in SciENcv by selecting NIH Biographical Sketch Common Form. In addition, your ORCID must be linked to your ERA commons Personnel profile (see Link Your ORCID iD to Your eRA Commons Account for instructions).
- Click Choose File and click Upload



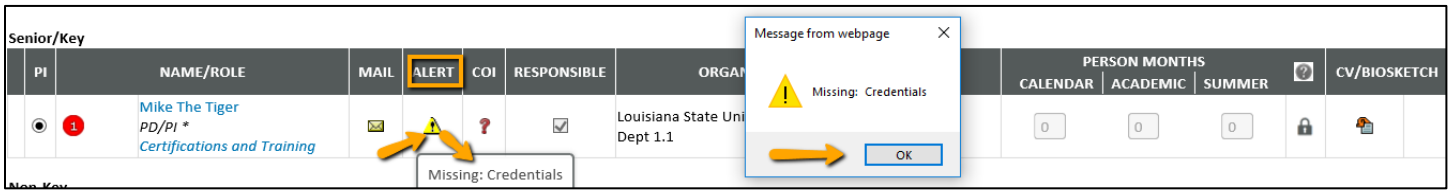
- After clicking upload, the file will be automatically transformed, you will need to select the box for the document to be the original document and hit close.



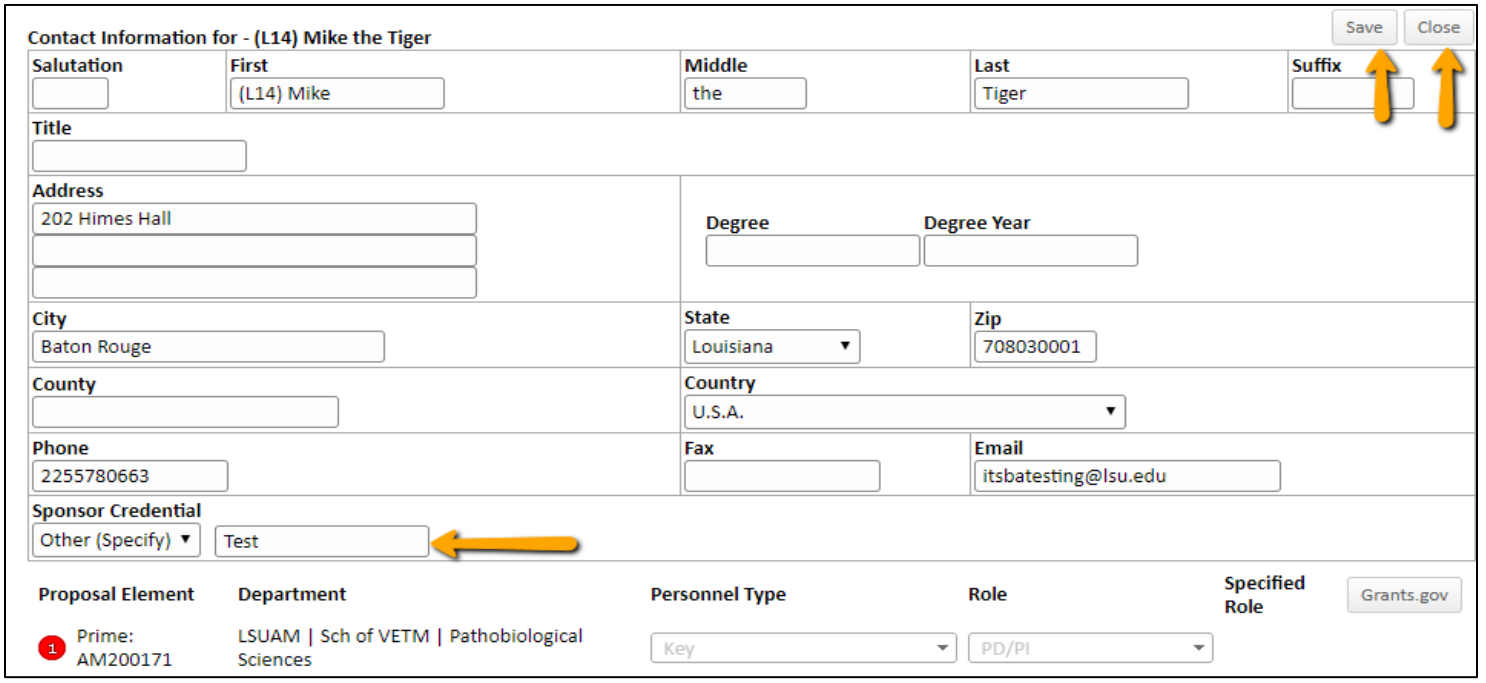
- The CV/Biosketch section will say Original selected.



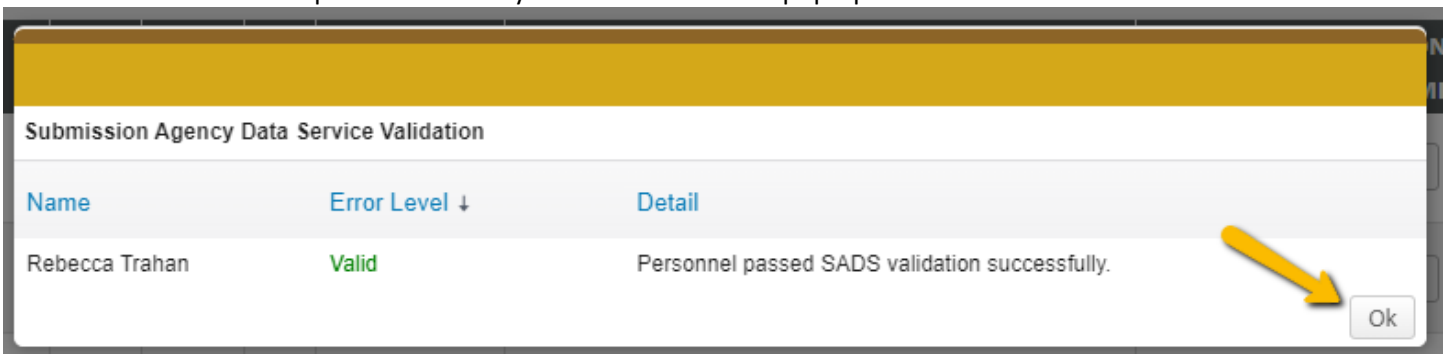
- The Alert column will show a yellow yield sign if information is missing. Click the sign and message will appear. The error below means the PI is missing the eRA Commons sponsor credential. To add, click on the PI's name and add the eRA Commons user ID to their profile. **NOTE**: We recommend having the investigators add their NIH eRA Commons ID to their profile. Adding these credentials on the Personnel tab will not save for future proposals and will need to be entered for every proposal record.



- If PI information needs to be updated, click on the name and enter the information in the profile for this record.
- Click Save and then Close after you enter the PI's information including the sponsor credential.



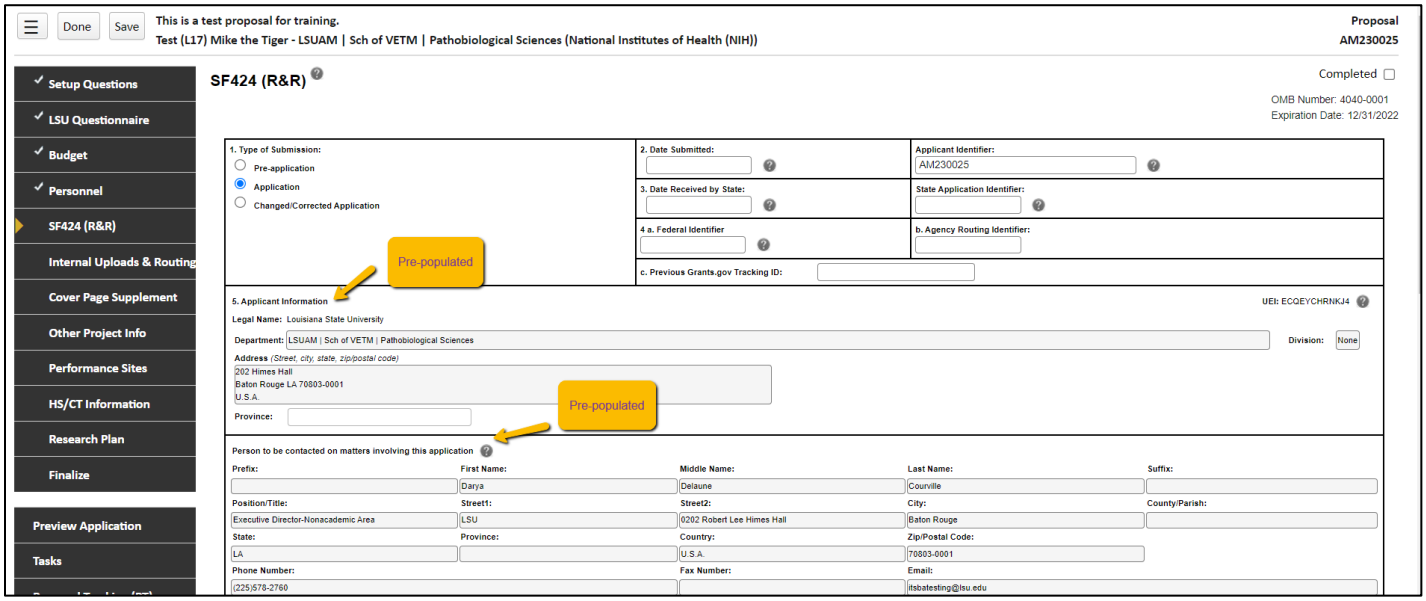
- Check Complete in top right of the personnel screen when done. Completing will run validations for any missing information and a SADS validation to confirm LSU Personnel have valid eRA Commons profiles. The check is not done for non-LSU personnel so they will not show on the pop-up. Click OK to close.

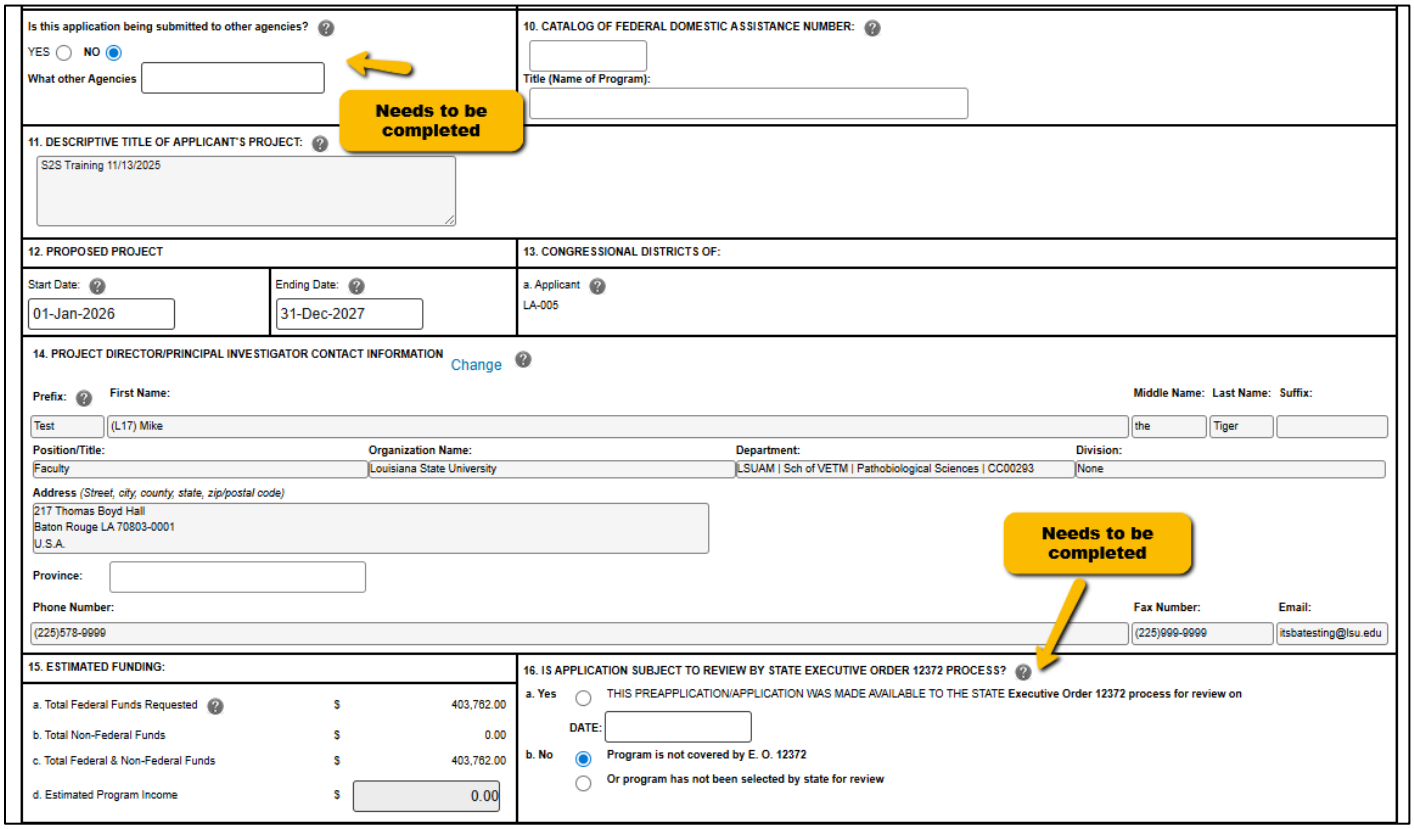


SF424 (R&R)

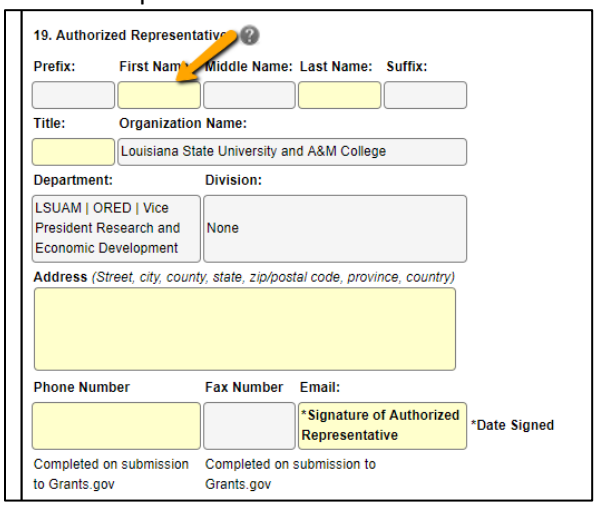
- This is the Grants.gov cover page. Most information will pre-populate.
- Enter missing information highlighted in light yellow.

TIP! DO NOT UPDATE PI INFORMATION ON THIS TAB. Enter this information on the Personnel tab.





- For Section 19 Authorized Representative, click on First Name box and then choose Darya Courville from dropdown and click Set.

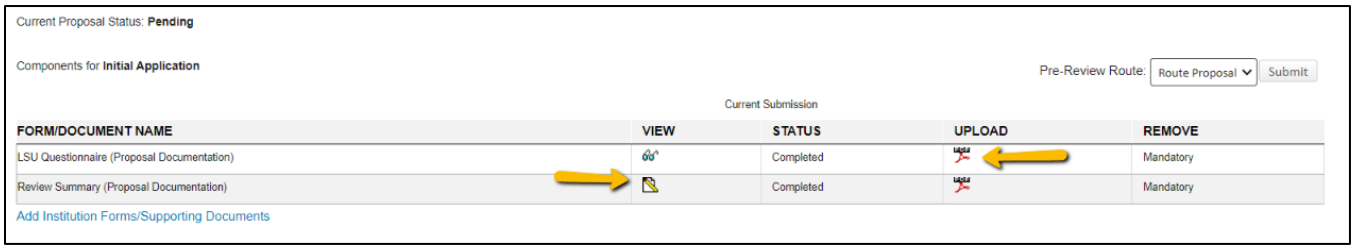


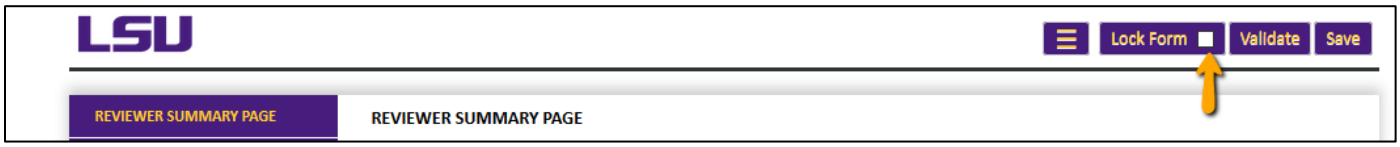
- Once all data is entered, click Completed.

Internal Uploads & Routing

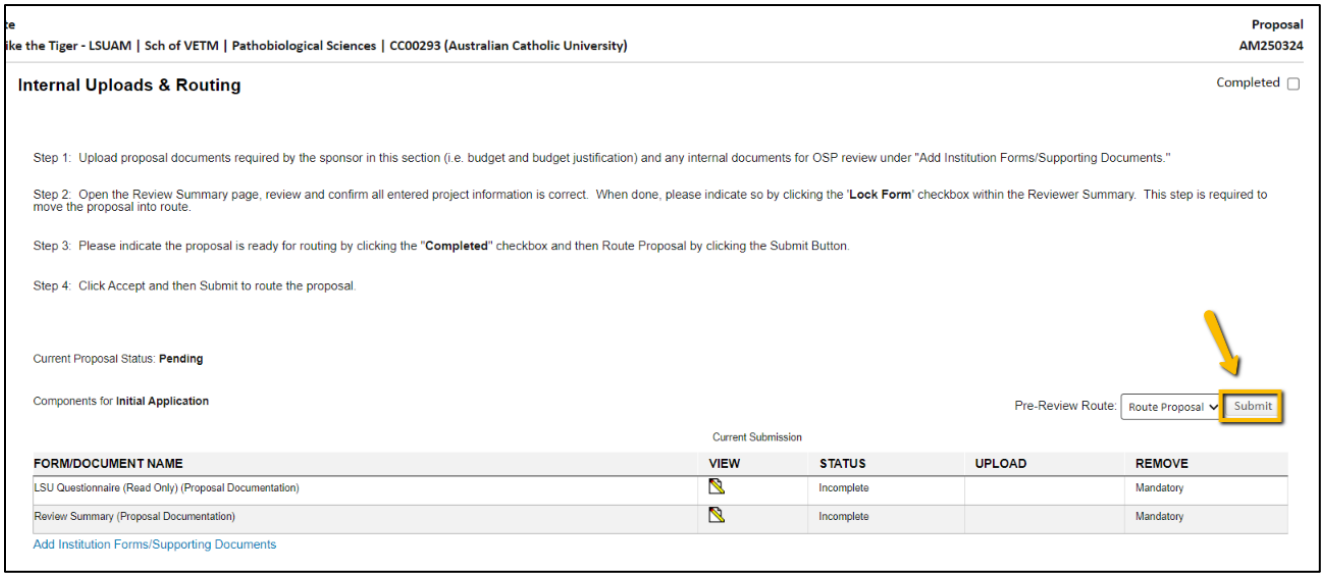
All documents for OSP review **that are not being submitted as part of the application** are uploaded here. Follow instructions at the top of the page. These attachments will not be part of the Grants.gov submission.

- **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. User can view the LSU Questionnaire by clicking the PDF icon under the Upload column. If changes need to be made, go to the LSU Questionnaire tab at the top, Uncomplete the tab, and make the edits. Complete tab again to lock the data.





- **Step 3**: To route proposal for review and approvals, click the Submit button. This step must be completed seven (7) business days before the deadline for OSP to submit the proposal.



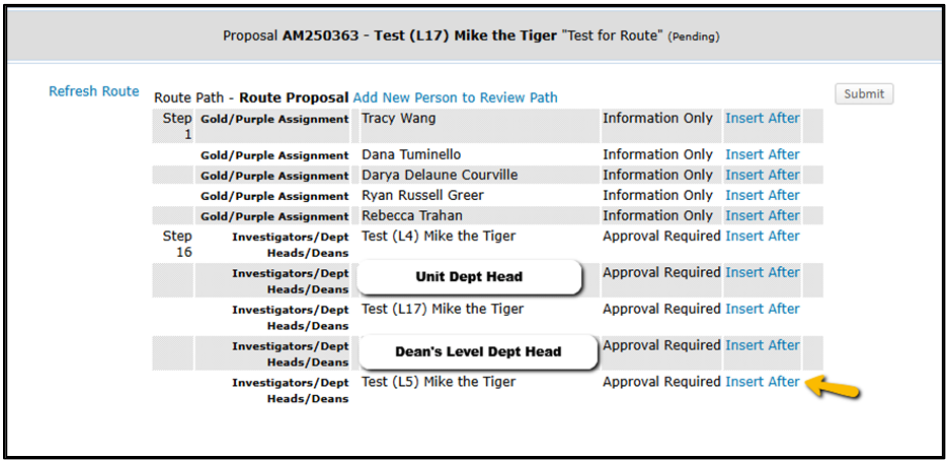
- **Step 4**: Click Accepted and then Continue.

- **Step 5**: If units receiving Investigator Credit are not included in the Route, follow the steps below:

For OSC's not receiving allocation credit, they should not be on the route.

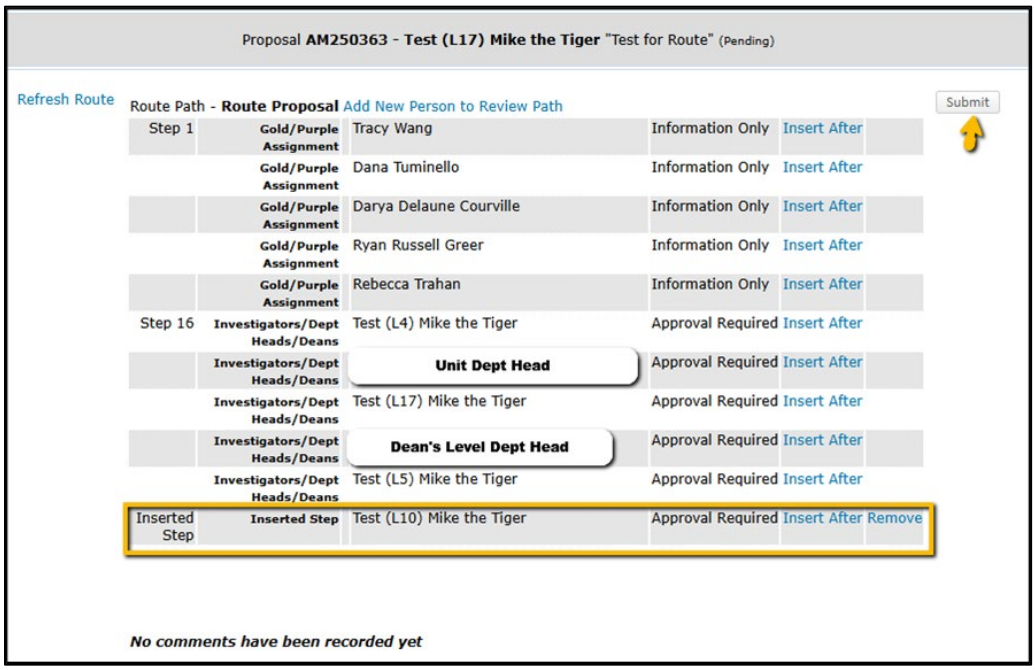
- **Step 5a**: Insert route after Step 16

Make sure to click on insert icon after Step 16. <u>Do not click on Add new Person to Review Path</u>. This button inserts the person at the beginning instead of the end of the route and prevents OSP from being notified of proposal.

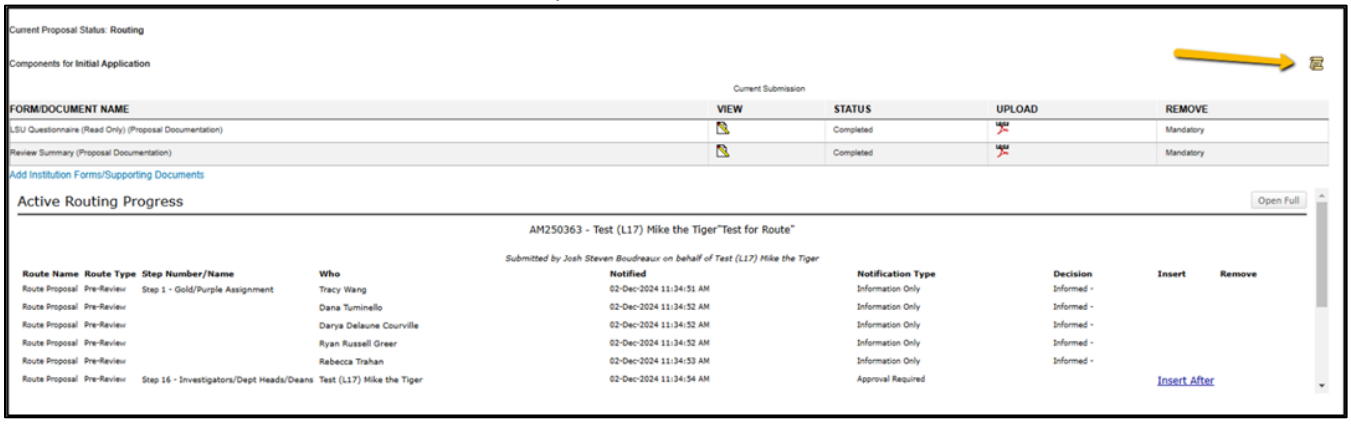


- **Step 5b**: Type Name of Investigator, choose Approval Required and click Add. Newly added Investigator will be added to the Route and a notification will be sent for his/her review and approval.

- **Step 5c**: Inserted Investigator will appear after Step 1. Click Submit in top right to route the proposal.



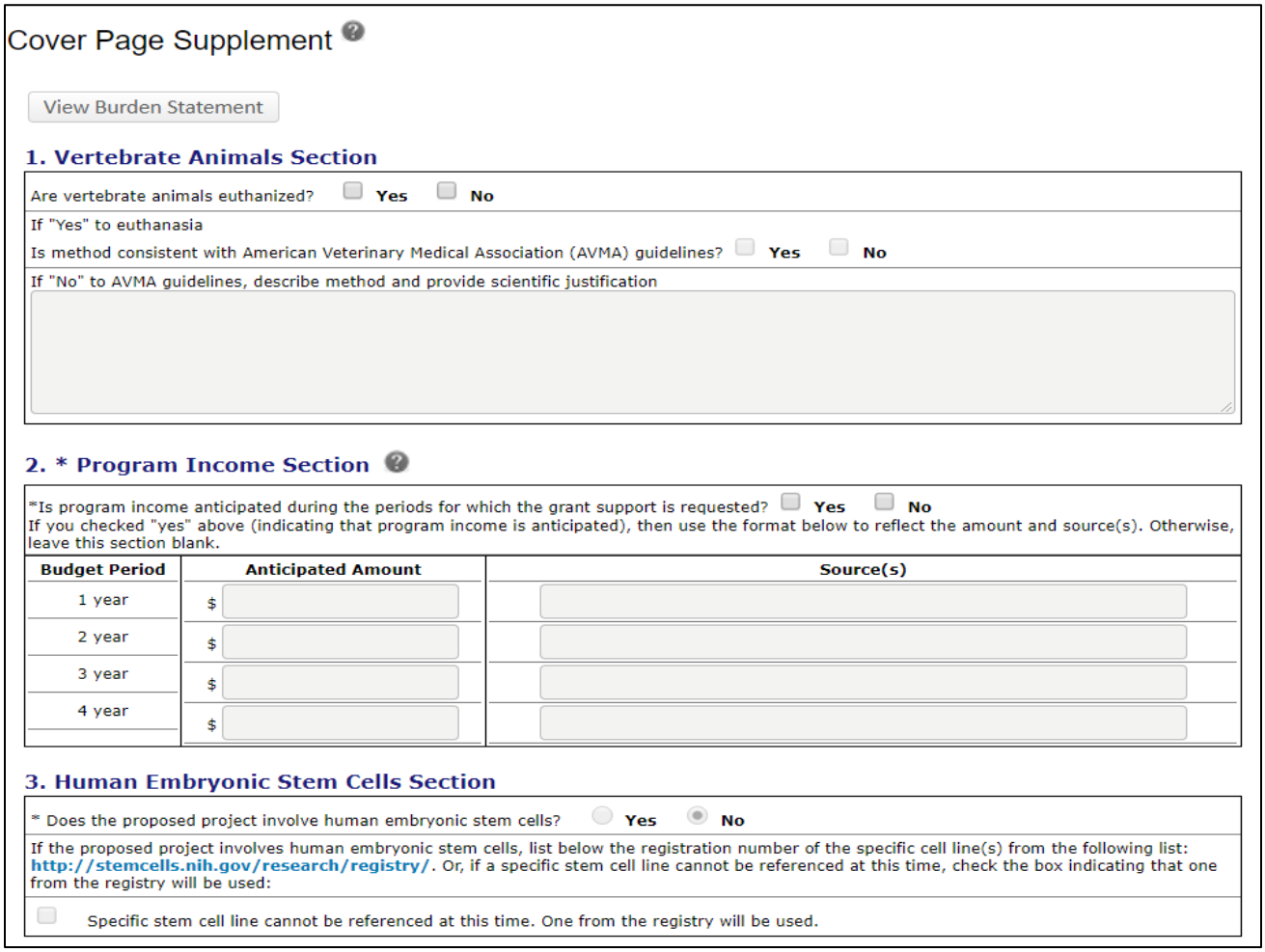
- After proposal is routed, list of required approvals will appear at the bottom of the screen.
- The current status is shown at the top of the documents.
- Click the Scroll to see the Route History.



- You can continue to work on the remainder of the proposal record while it routes for a streamlined review.

Cover Page Supplement

- Complete the required questions on this form.
- If you answered “No” to the use of Vertebrate animals, then you are unable to answer #1.



Cover Page Supplement

View Burden Statement

1. Vertebrate Animals Section

Are vertebrate animals euthanized? ☐ Yes ☐ No

If "Yes" to euthanasia

Is method consistent with American Veterinary Medical Association (AVMA) guidelines? ☐ Yes ☐ No

If "No" to AVMA guidelines, describe method and provide scientific justification

2. * Program Income Section

*Is program income anticipated during the periods for which the grant support is requested? ☐ Yes ☐ No

If you checked "yes" above (indicating that program income is anticipated), then use the format below to reflect the amount and source(s). Otherwise, leave this section blank.

Budget Period	Anticipated Amount	Source(s)
1 year	$	
2 year	$	
3 year	$	
4 year	$	

3. Human Embryonic Stem Cells Section

* Does the proposed project involve human embryonic stem cells? ○ Yes ◉ No

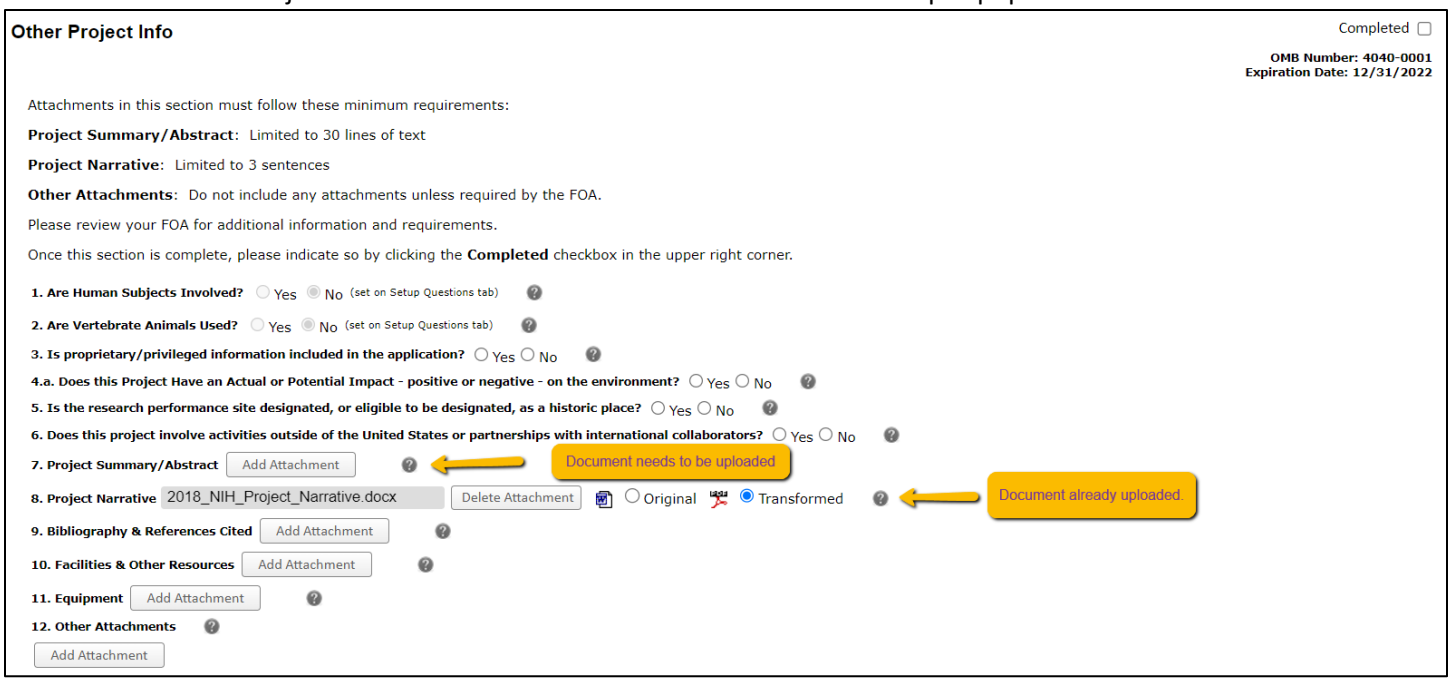
If the proposed project involves human embryonic stem cells, list below the registration number of the specific cell line(s) from the following list: http://stemcells.nih.gov/research/registry/. Or, if a specific stem cell line cannot be referenced at this time, check the box indicating that one from the registry will be used:

☐ Specific stem cell line cannot be referenced at this time. One from the registry will be used.

- Click Save and then the Completed checkbox.

Other Project Info

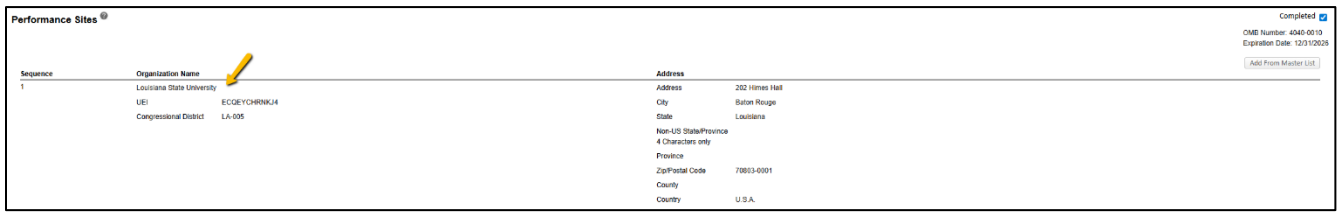
- Complete the required questions
- Attached the mandatory sections required by the FOA.
- The Human Subjects and Vertebrate Animals Assurance Numbers are pre-populated.



- Once all information has been entered/uploaded, click Completed.

Performance Sites

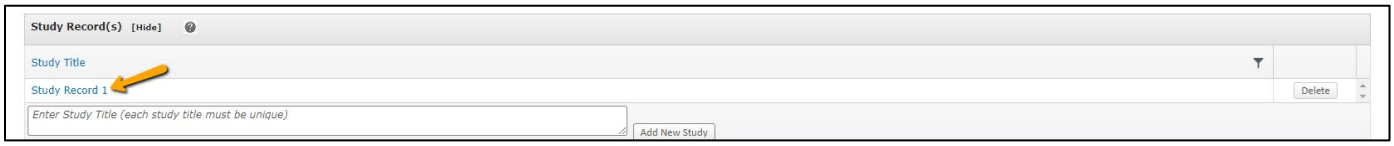
- LSU's site information is pre-populated.
- You can enter Subaward's site information on this form if not prepopulated.
- Click Completed.



HS/CT Information

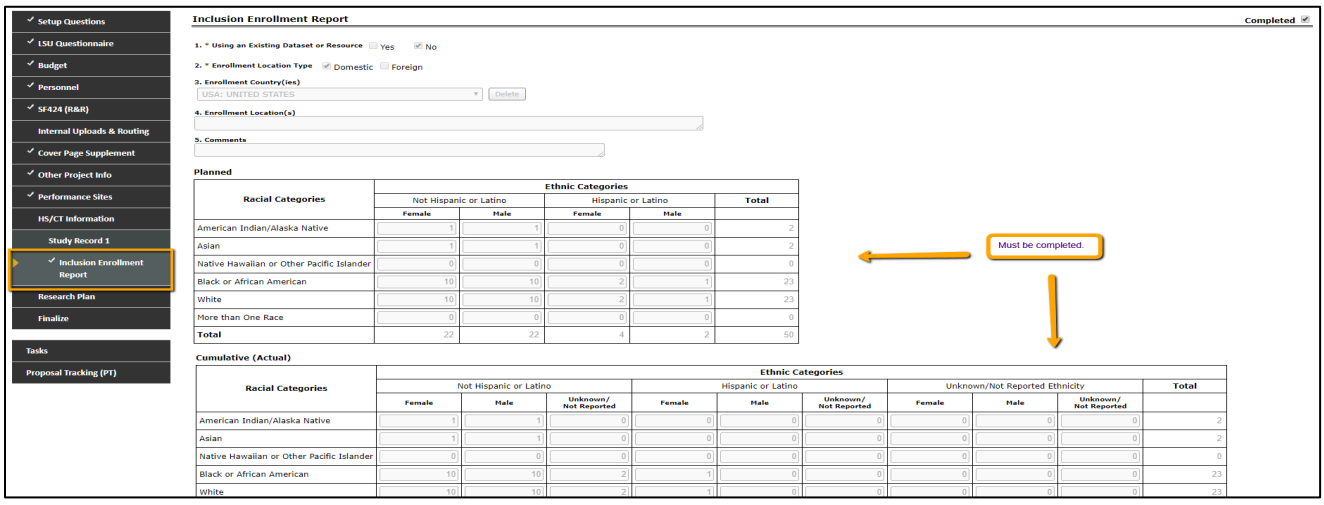
- Enter the mandatory fields. If you answered "Yes" to human subjects, you must enter a study record for each proposed study involving human subjects.
- Enter the Study Title and click Add New Study.

- Click the Title link to enter the Study Record.

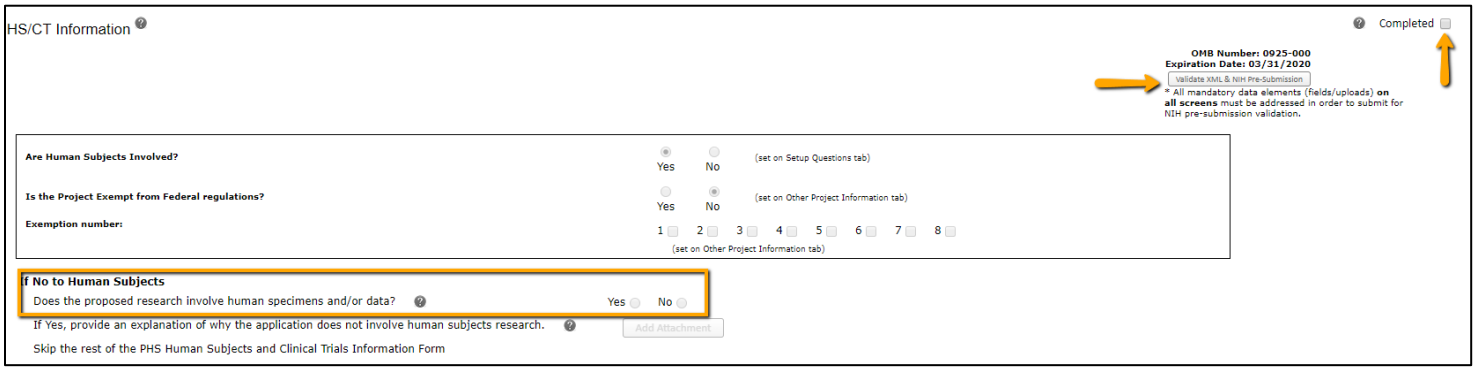


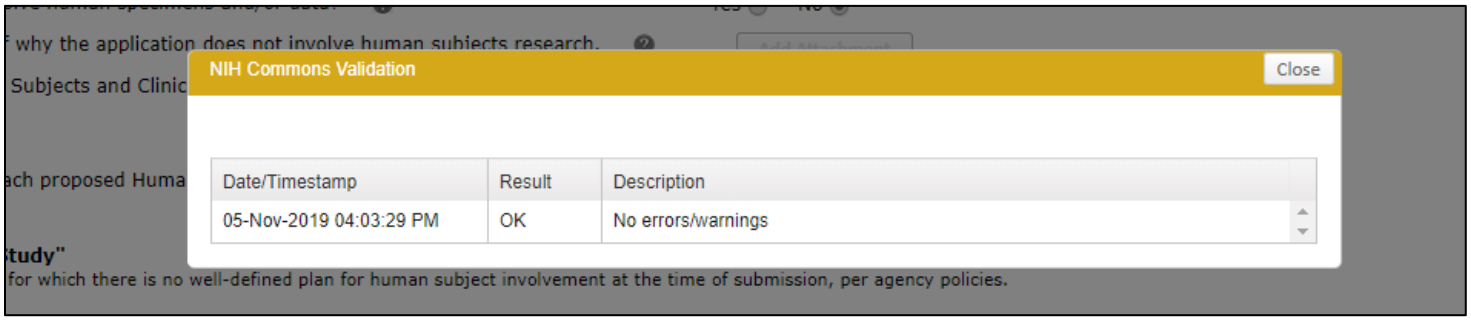
- Answer all necessary fields.

- Click the Inclusion Enrollment Report tab to enter this information, if applicable.



- If you answered “No” to human subjects, you will need to answer the question below.
- After completing all required components. Click Validate XML & NIH Pre-Submission button to run eRA Commons validations.

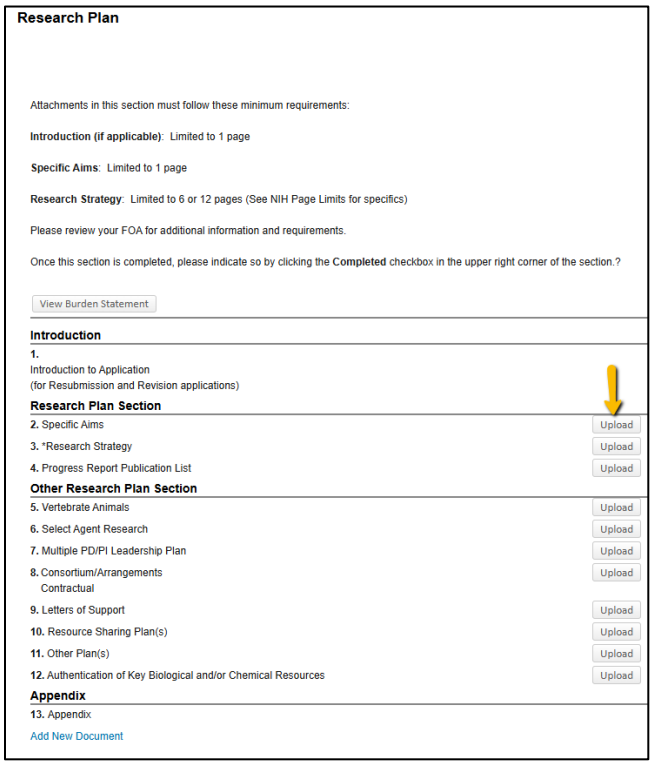




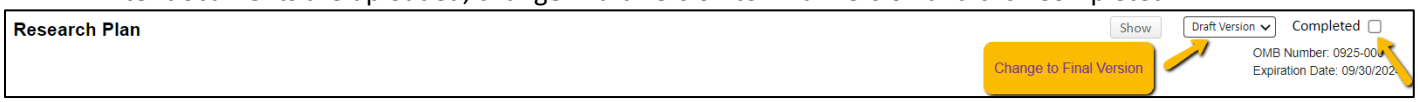
- Once all corrections are made, click Completed.

Research Plan

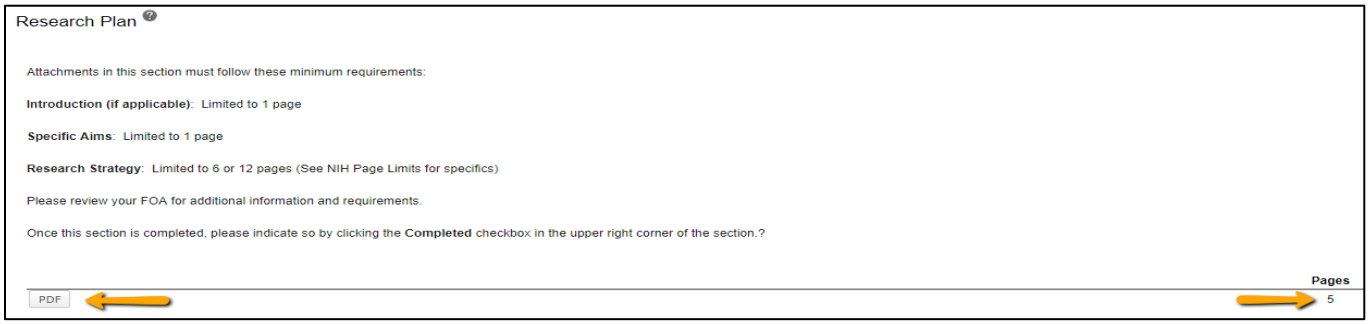
The Research Plan consists of several sections that require documents to be uploaded (e.g. Specific Aims, Research Strategy). Refer to the FOA and NIH’s Instructions for guidance on other attachments.



- After documents are uploaded, change Draft Version to Final Version and click Completed.



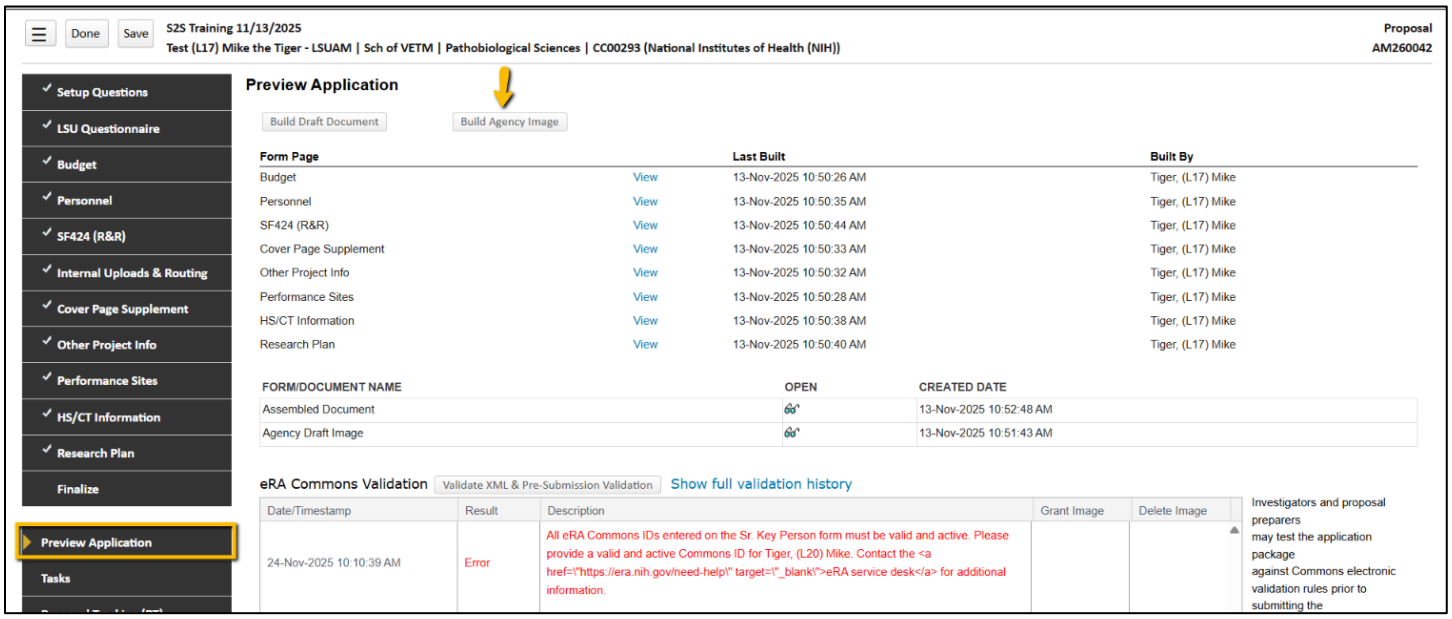
- Click PDF to view a full version of all the documents uploaded on this form. Page number of all uploads are listed.



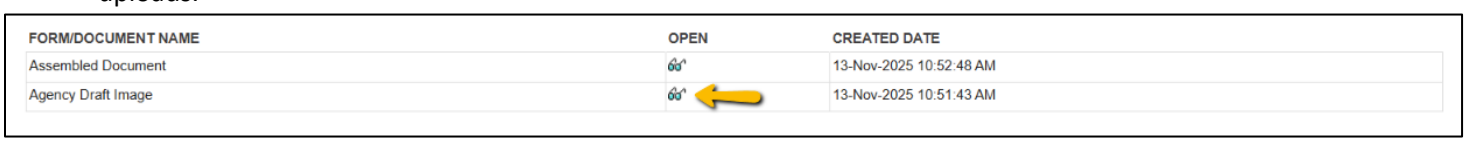
Preview Application

User can build the whole NIH package to preview.

- Click on the Preview Application tab and click Build Agency Image.

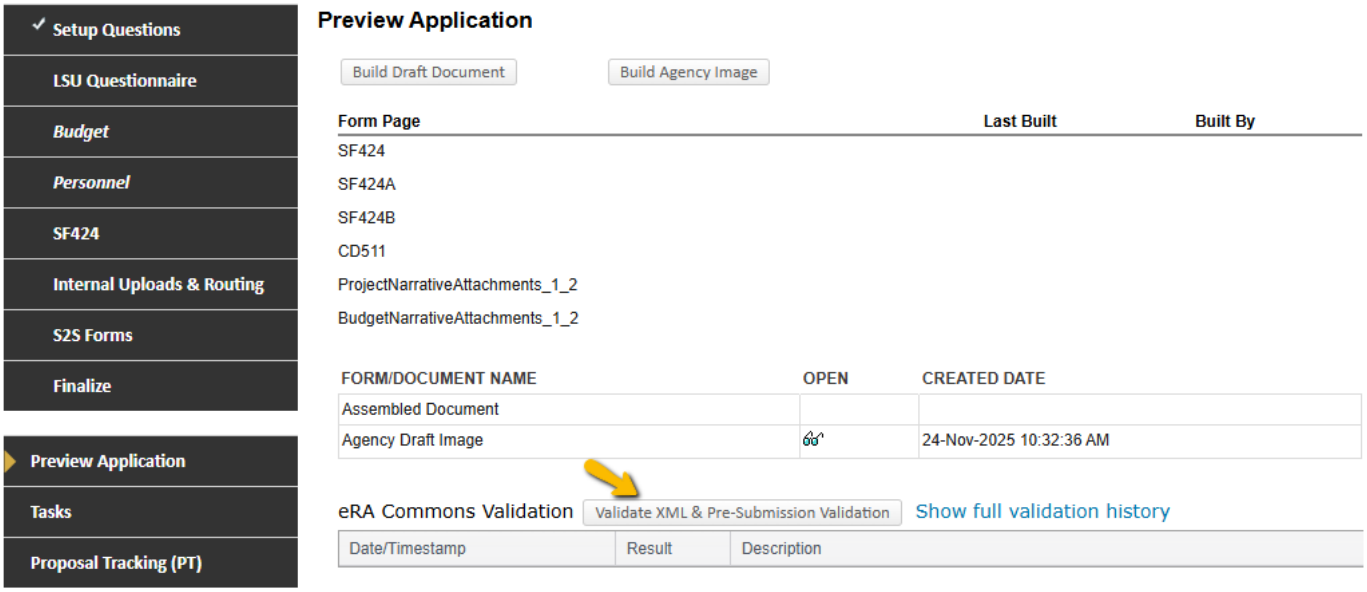


- Click on the glasses icon next to the Agency Draft Image to preview. This will include all the NIH forms and uploads.

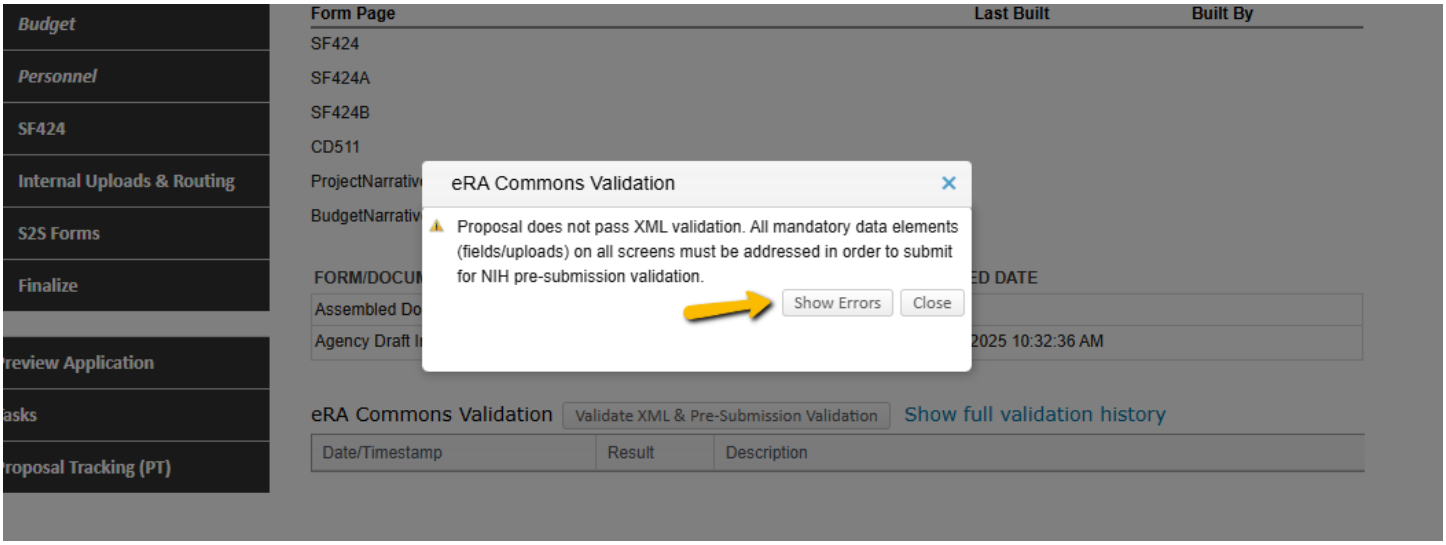


If the proposal has components that are still in progress, you can now validate the XML and Pre-Submission Validations prior to tabs being finalized. This is recommended to allow ample time to address any potential errors.

- Click on the Validate XML & Pre-Submission Validation Button. If the required pages have been reviewed, it should allow the validations to run.

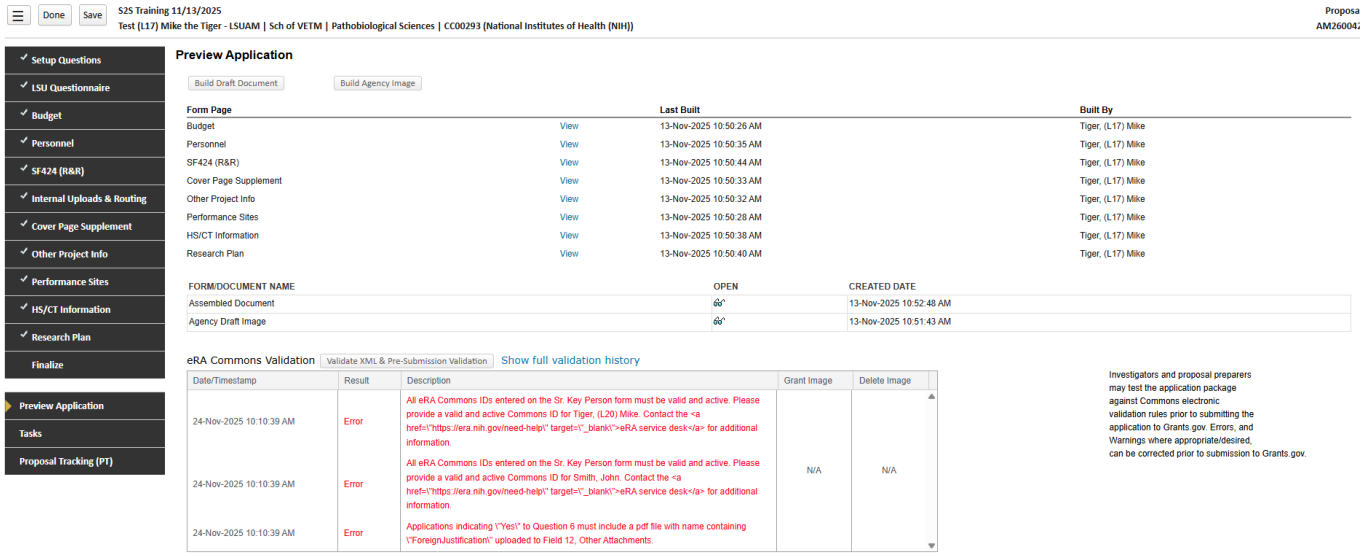


- If some pages have not been reviewed, you may get a popup that says errors exist. Click show errors to see the XML data to determine what needs to be reviewed to run validations.



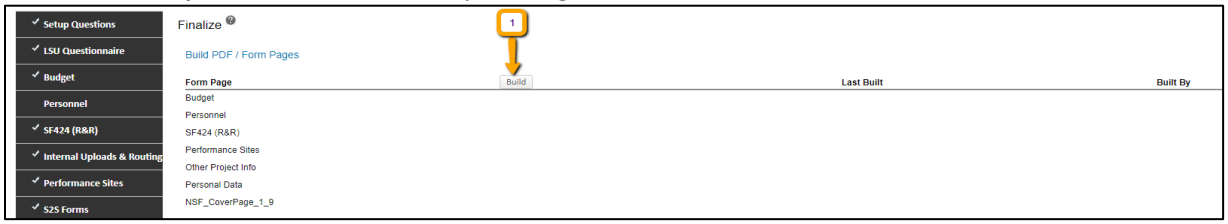
- Once the required fields are completed the validations will run like the eRA commons validations on the Finalize tab (Red for errors and black text for warnings).

This is useful since you do have to complete the tabs to run the validations.

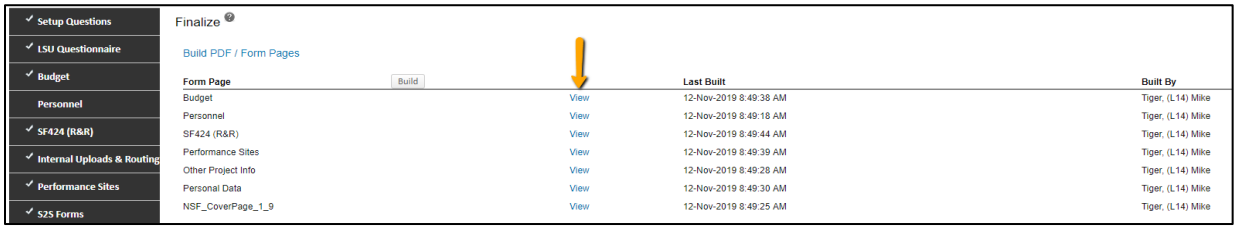


Finalize

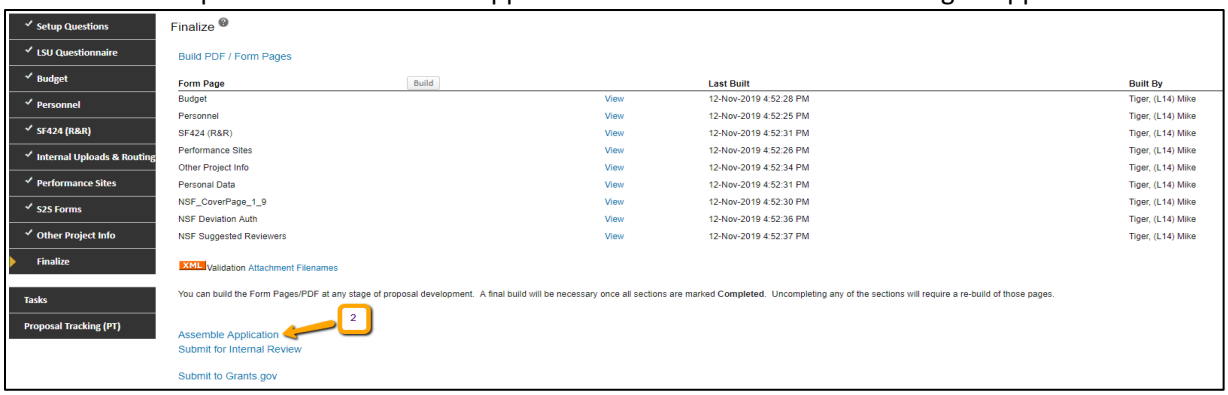
- Once all tabs are completed, you will build and validate the proposal to run Grants.gov error checks.
- Follow these steps to finalize the proposal:
  - **Step 1a**: Build the forms by clicking Build.

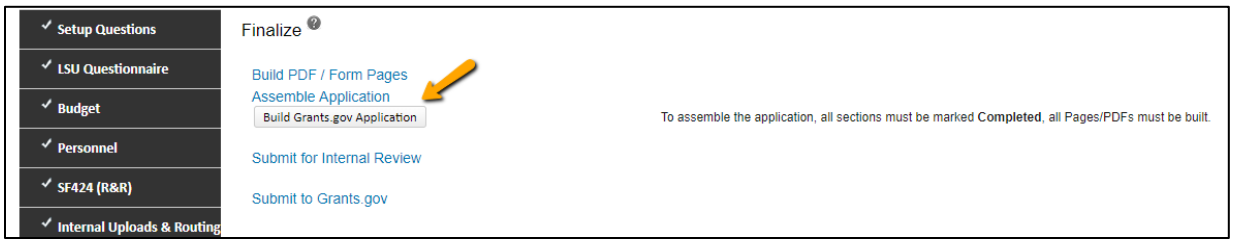


  - **Step 1b**: After the Build is complete, you can view each form as a PDF by clicking View.

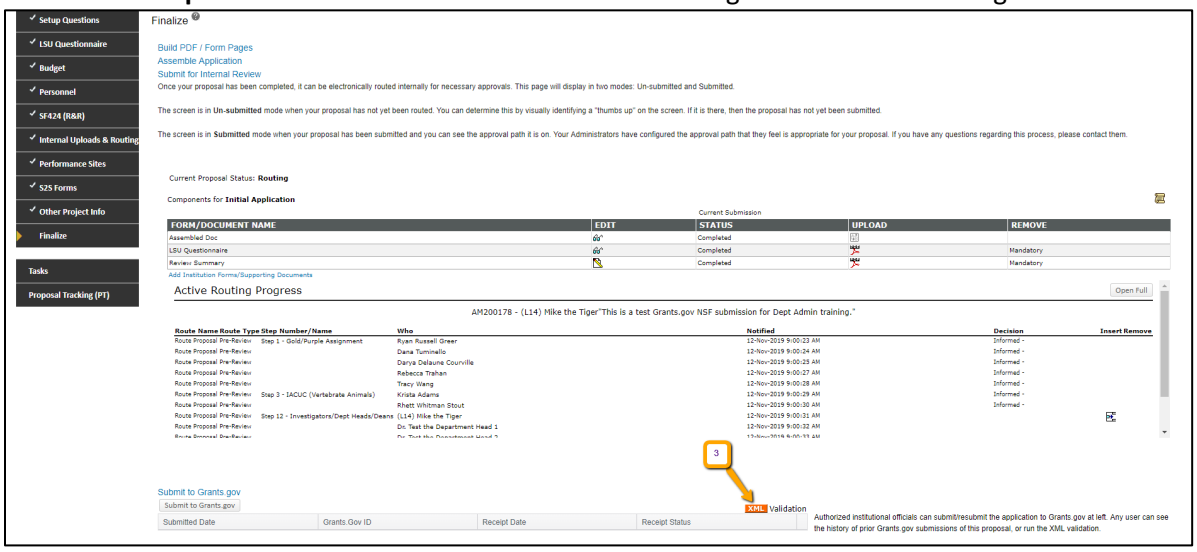


  - **Step 2**: The next step is to Assemble Application. **NOTE**: All mandatory sections/tabs must be marked Completed. Click Assemble Application and then click Build Grants.gov Application.

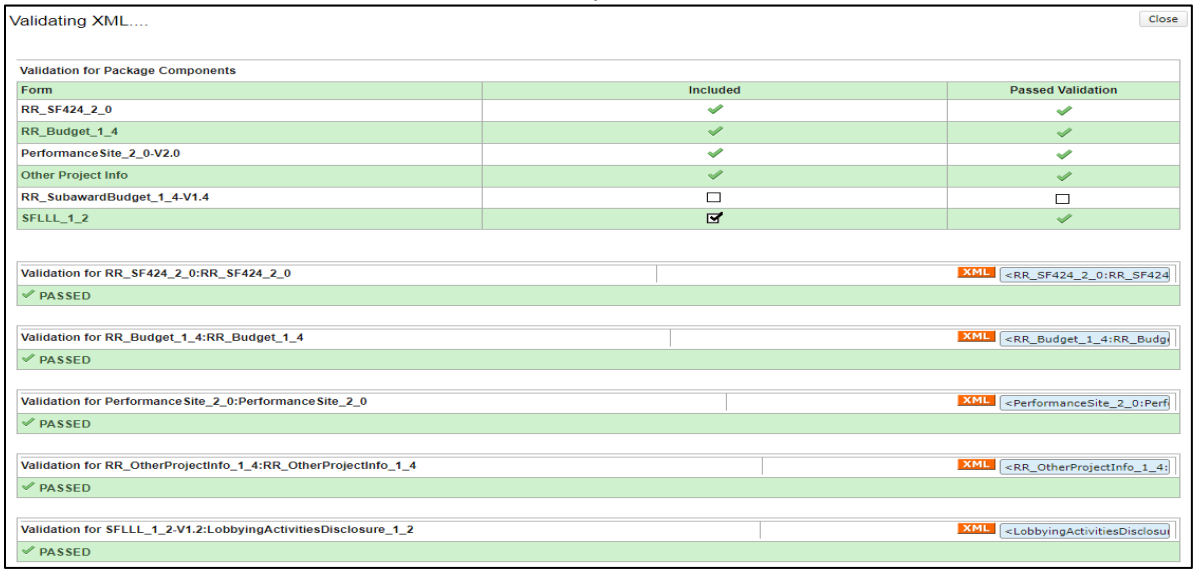




- **Step 3**: Click XML Validation to check for Grants.gov Errors and Warnings.

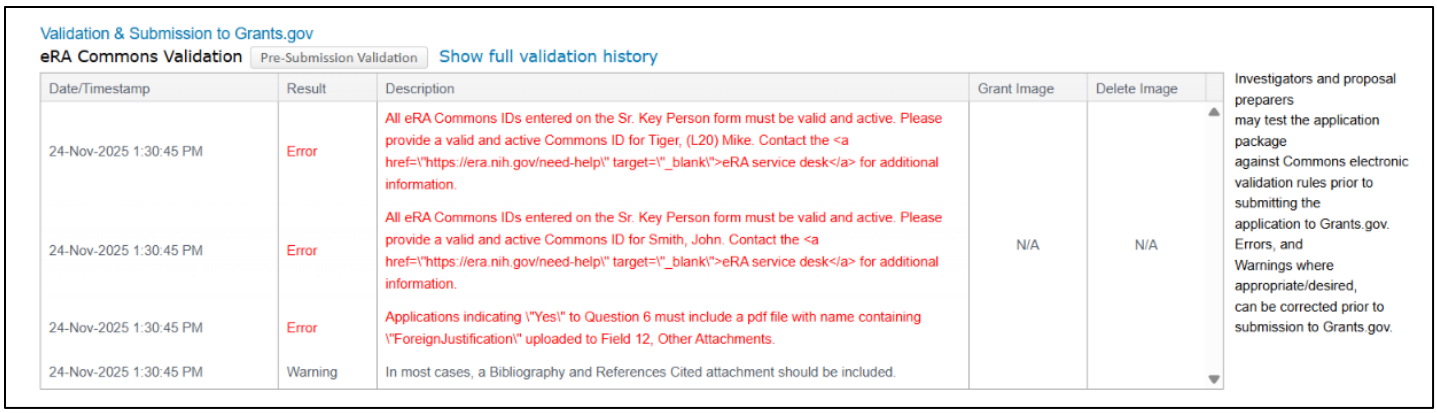
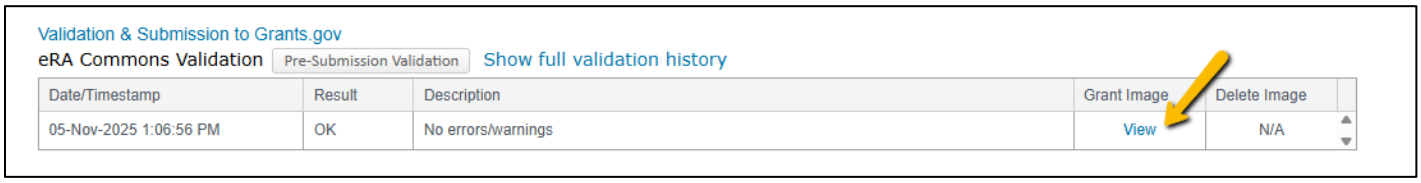


- Click Attachment Filenames at any time to check for errors in the filenames.



- **Step 4**: To complete eRA Commons validations, click Pre-submission Validation at the bottom of the tab.

- This will show all eRA Commons errors (in red) and warnings. Errors must be corrected. Warnings can be corrected at your discretion, but do not prevent submission.



- Once you correct all errors, you will need to repeat Steps 1-4 above until you have an error free proposal.
- Once all errors are cleared you will see a Grant Image. Click View to see application in NIH format.