

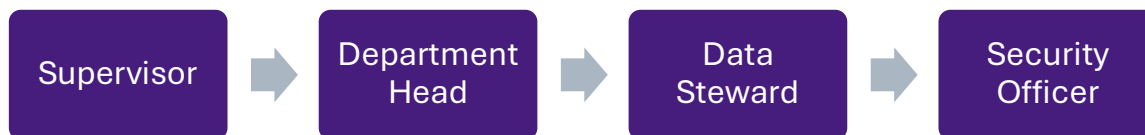
GeauxGrants Access Request Reviewer Guide

Overview

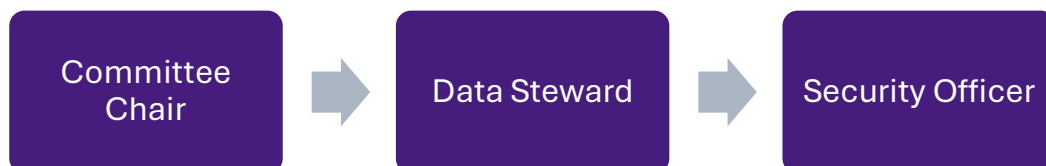
By default, LSU faculty and staff can access GeauxGrants. However, this access is limited to records for which a user is the principal investigator (PI). Users requiring expanded access/roles in GeauxGrants to complete their job duties can request this access via the Access Request module, available in GeauxGrants.

Upon submission, the request will be sent to the first reviewer following the applicable process below. This notification is received 3 ways: an email to the individual's LSU inbox, an internal notification to their GeauxGrants Messages, and from their GeauxGrants Assignments list. All methods contain a link to the Review Dashboard. The review is linear, and subsequent steps will not send out notifications until the current step is completed.

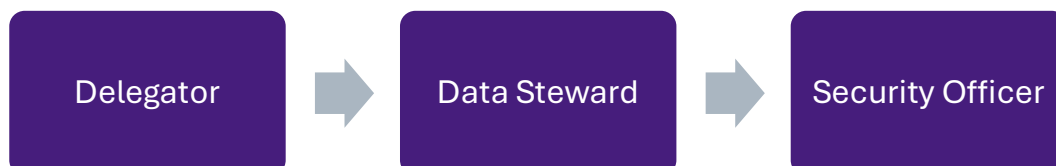
Sponsored Projects Approval Process



Compliance Approval Process

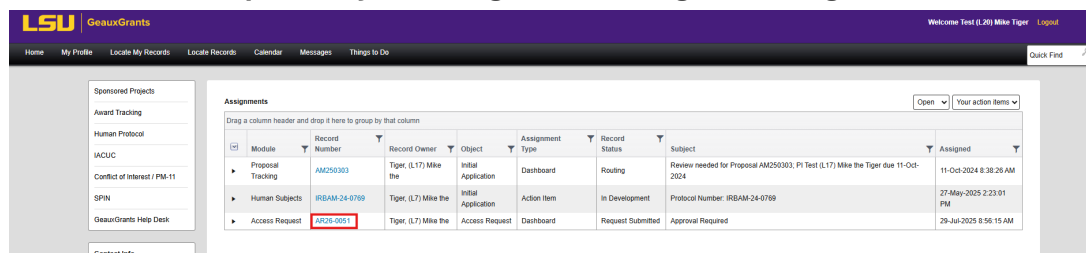


Delegation Approval Process

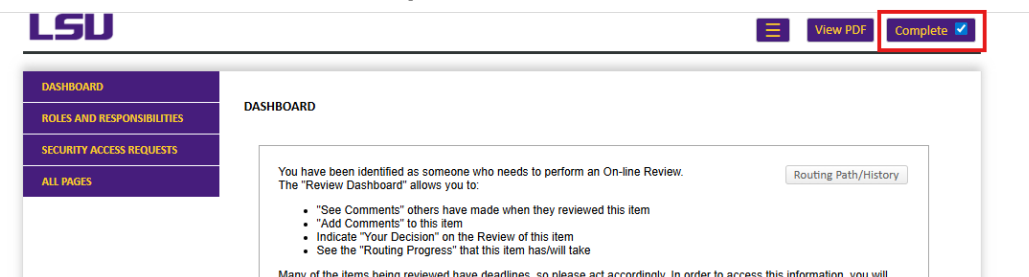


Reviewing a GeauxGrants Access Request

1. Open the request using the link in the notification email or select the Record Number for the request in your Assignments widget or Things to Do tab.



2. The request will open a new window. Scroll down below the approval buttons to review the details of the request.



3. If one or more requested roles are not appropriate and should be denied, please scroll up and uncheck the "Complete" checkbox to edit the form. Designate your review decision by marking the checkbox for "Deny Request" by the role in question. If necessary, please leave comments in the Reviewer Comments box.

Add/Remove	
Function	
Scope	
Deny Request?	☐
Reviewer Comments:	

4. For delegation requests, please confirm that the listed delegate(s) should have access/signing authority for the recipient. If the selected user should not receive the delegation, mark the checkbox for “Deny Request” by the delegate(s) in question.

Proposal Tracking - Delegation

Add/Remove	Add ▾
Delegate	Tiger, (L17) Mike the ✎ ✕
Deny Request?	☐

5. Once your decision(s) have been entered for each role, please select the "complete" checkbox and then select one of the following:
- Approved (if approval is granted for all roles)
 - Approved with exceptions (if approval is granted for only part of the request)
 - Disapproved (if the entire request is denied)

LSU

☰View PDFComplete ✓

Access Request - Access Request
Number: [AR26-0000000015](#)
Title: Access Request Initiated for . on 8/26/2025 4:05:56 PM
PI:
Submitted: 26-Aug-2025 4:14:09 PM

Form/DocumentDocument TypeAdded

[Access Request](#)Request Form26-Aug-2025 4:14:00 PM[PDF](#)

Add Comments:
To be shared with everyone

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A ▾

Select a decision:

Approved

Approved with exceptions

Disapproved

6. Select “Accept” and “Continue” on the certification box to validate that you have designated your decision for each requested role (Step 3).

DASHBOARD

A security access request has been submitted for your approval. The details of the request are on the form provided below. [Routing Path/History](#)

1. Unc
2. Scr
3. Des
resp

Once the st

- App
- App
- Disa

Access Re

Certification [Close](#)

I have reviewed each requested role below and marked "Deny Request" if the requested access should not be granted to the user. (If not, please go back and complete this process before approving the request.)

☒ Accept ☐ Decline

[Continue](#)

7. You’ve completed the review process.