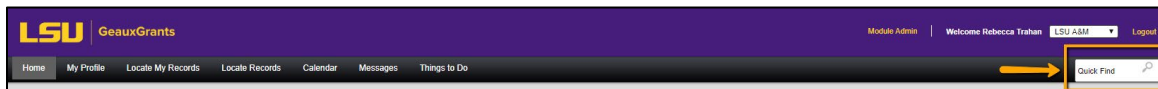


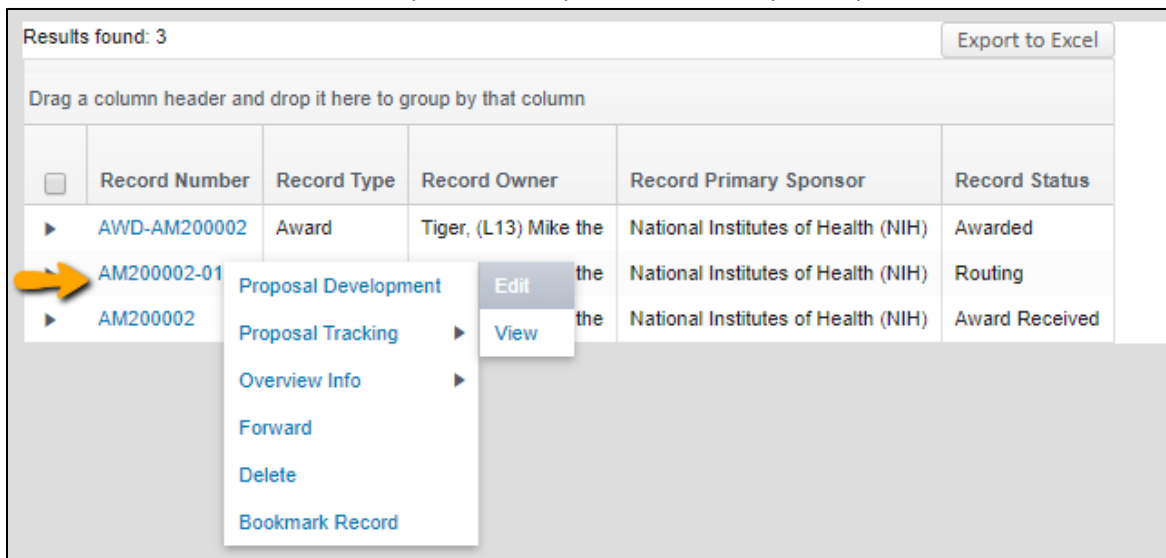
Updating Attachments for Modification/Prior Approval Requests

As part of the review of Modification/Prior Approval Requests, Sponsored Program Accounting (SPA) or Office of Sponsored Programs (OSP) staff may contact you to update your request letter or internal prior approval justification. The updated document must be entered in GeauxGrants.

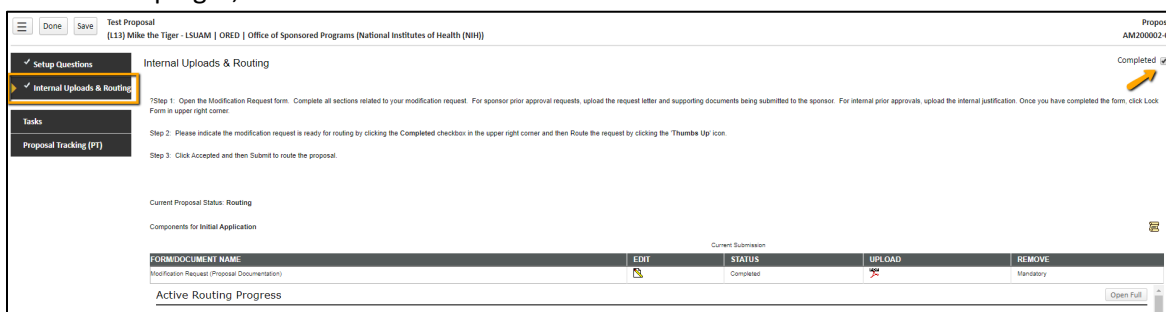
- 1) Type the Proposal Number in the Quick Find in top right and hit Enter. You can type the base proposal number from SPS and GeauxGrants



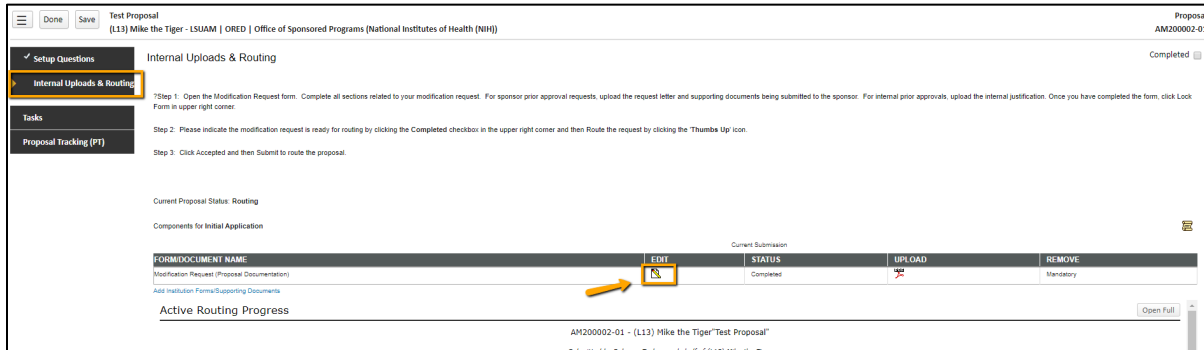
- 2) All records associated with base proposal number will appear. Hover over Modification Request transaction and select Proposal Development > Edit to open request.



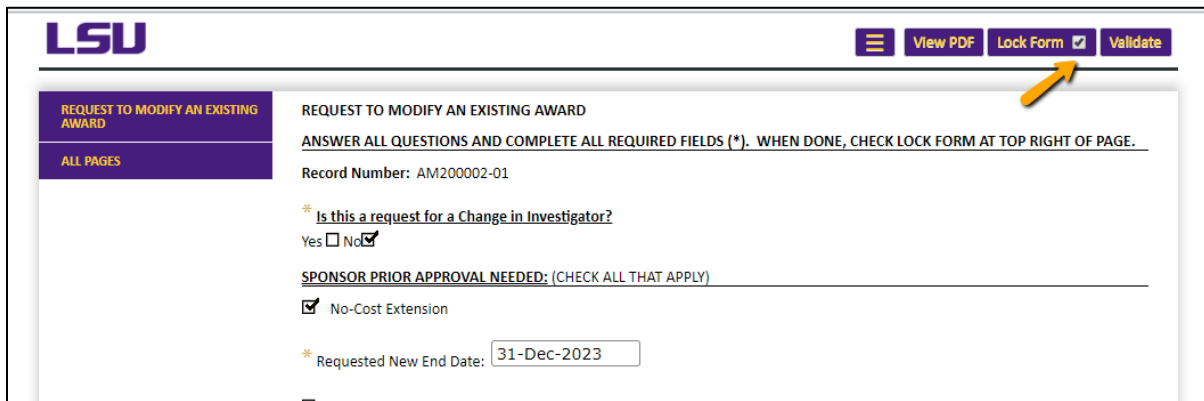
- 3) Click Internal Uploads & Routing tab to view the Modification Request. If Completed is checked in top right, then uncheck to edit.



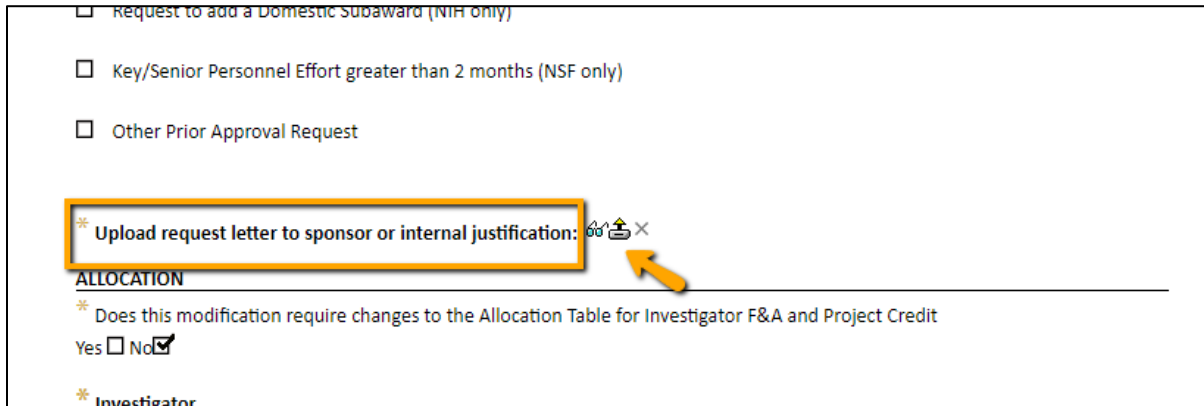
4) Click edit next to Modification Request to open request form.



5) In top right corner, uncheck Lock Form to edit.



6) Go down to Upload request letter to sponsor or internal justification section and click the upload icon to add revised document. Select file and click Upload on Pop-up.



7) In top right corner, check Lock Form to save.

LSU

View PDF Lock Form Validate

REQUEST TO MODIFY AN EXISTING AWARD

ALL PAGES

REQUEST TO MODIFY AN EXISTING AWARD

ANSWER ALL QUESTIONS AND COMPLETE ALL REQUIRED FIELDS (*). WHEN DONE, CHECK LOCK FORM AT TOP RIGHT OF PAGE.

Record Number: AM200002-01

* Is this a request for a Change in Investigator?
Yes No

SPONSOR PRIOR APPROVAL NEEDED: (CHECK ALL THAT APPLY)

No-Cost Extension

* Requested New End Date:

8) Click Done in top left to exit record.

9) Notify SPA or OSP staff who requested the change that the revised document is in GeauxGrants for their review.