## Proposal Review and Approval

All Proposal Development records will need to capture institutional approvals. The Principal Investigators (PI), Co-Investigators (Co-I), and key personnel listed on the proposal will need to approve their corresponding proposal development records. Their respective department chairs/head and dean/director will also need to approve the proposal development records. Answers on the LSU 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.
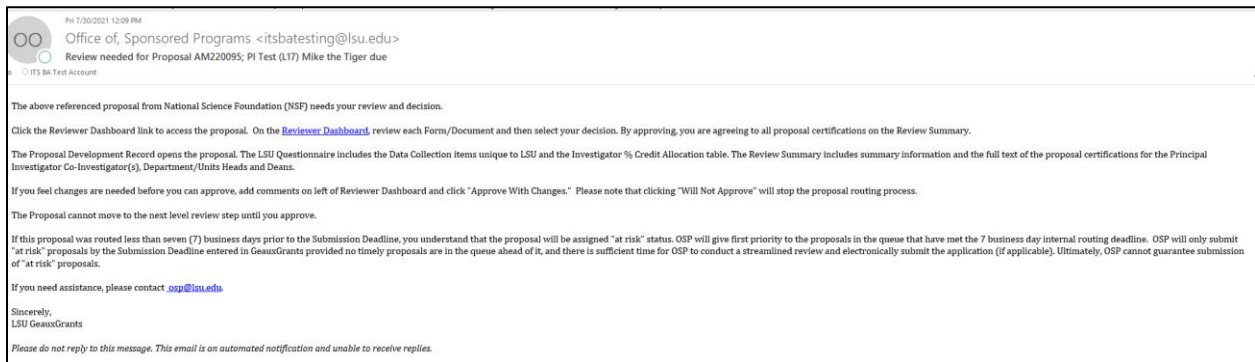
- Alternatively, the PI can log in to GeauxGrants using their myLSU Credentials at https://www.lsu.edu/geauxgrants/. Under Assignments, click on the corresponding Record Number to open your Reviewer Dashboard. **Recommended method**.
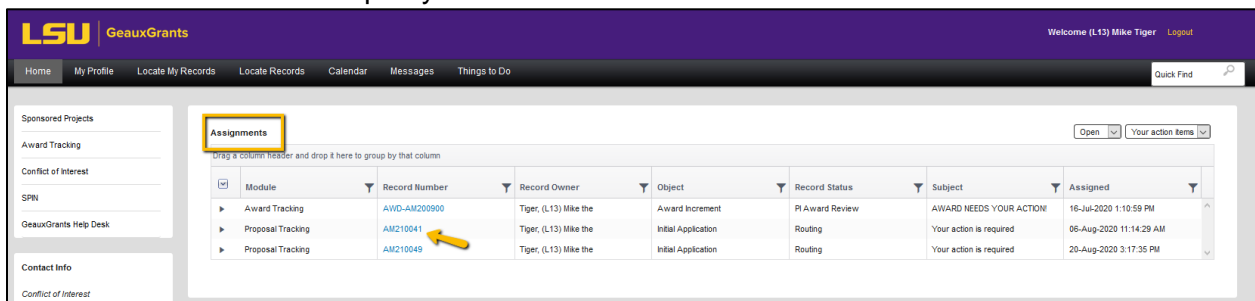
Reviewer Dashboard

- From the Reviewer Dashboard, you can click the Proposal Development record to access the full proposal including the budget details.

- The Review Summary provides a quick snapshot of the proposal elements for reviewers and the proposal certifications that reviewers are agreeing to by Approving the proposal.

- You can also see comments posted by previous reviewers:

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

- 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
  - **Will Not Approve** – 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.

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

- Click Close to exit.

- Proposal will then move to next step in route.

- Once all routing approvals are received, the proposal status will automatically change to Routing Approvals Received.