

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.

NSF Test Proposal (L13) Mike the Tiger (National Science Foundation (NSF)) Proposal AM20900

Submissions (1) +
Admin Staff (1) +
Agreements (0)
Awards (2) -
Personnel (2) +
New / 16-Jul-2020 +
Amendment / 17-Jul-2020 +
F&A
Cost Sharing
Justifications
Setup
Terms and Conditions
Award AWD-AM20900

Project Period: 01-Sep-2020 to 31-Aug-2023
Update Profile(s)
Source View: Sponsor
Rollup subprojects: Not Rollup

Budget Summary [Hide]

YEAR/PERIOD	INCREMENT	Periods [hide]		TYPE	STATUS	Sponsor [show]		Cost Sharing [show]		Project [hide]		
		START	END			TOTAL	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]

Awarded Budget Detail

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
Subtotal Personnel:	\$ 74,000	\$ 74,000	\$ 148,000

Louisiana State Univ Add New Profile Begin typing to select Personnel Name... -- Select Type -- -- Select Role -- Add Person

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

13-00011234 - Test BOR proposal for SPS Conversion (L13) Mike the Tiger (LA Board of Regents (BOR)) Proposal 49575-1

Submissions (2) +
Agreements (0)
Awards (1) -
Personnel (1) +
New / 18-Nov-2019 +
F&A
Cost Sharing
Justifications
Setup
Award AWD-49575-1
Approvals (0)
Linkages +
Deliverables (0)
Communications (0)
Attachments (1) +

Project Period: 01-Jun-2019 to 30-Jun-2022
Update Profile(s)
Source View: Sponsor
Rollup subprojects: Not Rollup

Budget Summary [Hide]

YEAR/PERIOD	INCREMENT	Periods [hide]		TYPE	STATUS	Sponsor [show]		Cost Sharing [show]		Project [hide]		
		START	END			TOTAL	TOTAL	TOTAL	DIRECTS	F&A	TOTAL	
1	1	01-Jun-2019	30-Jun-2022	New	Awarded	\$ 300,000	-	\$ 300,000	-	\$ 300,000		
Total:						\$ 300,000	\$ 0	\$ 300,000	\$ 0	\$ 300,000		

Subproject Summary [Show]

Personnel [Hide]

NAME	PERIOD 1	DIRECT COSTS
Detail Tiger, (L13) Mike PD/PI	-	\$ 0
Subtotal Personnel:	\$ 0	\$ 0

Non-Personnel [hide]

CATEGORY	PERIOD 1	DIRECT COSTS
Detail CONVERTED TOTAL COSTS	\$ 300,000	\$ 300,000
Subtotal Non-Personnel:	\$ 300,000	\$ 300,000

- 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.

User-Defined Fields

RCR Training Required Yes No

Workday =====

SPA Analyst

Current Workday Project Data

Workday Award Number	Award Amount	Begin Date	End Date	Sponsor Award Number	Workday Grant ID
Total					

Navigating between PT Awards to Award Tracking (AT)

- Under Awards tab, click Award AWD-XXXXXXXX

Awards (2)	Budget Summary [Hide]										
Personnel (2)	Periods [hide]						Sponsor [show]	Cost Sharing [show]	Project [hide]		
	YEAR/PERIOD	INCREMENT	START	END	TYPE	STATUS	TOTAL	TOTAL	DIRECTS	F&A	TOTAL
New / 16-Jul-2020	1	1	01-Sep-2020	31-Aug-2021	New	Awarded	\$ 153,916	-	\$ 114,460	\$ 39,456	\$ 153,916
Amendment / 17-Jul-2020	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
F&A	Personnel [Hide]										
Cost Sharing	NAME				PERIOD 1	PERIOD 2	DIRECT COSTS				
Justifications	Key Personnel										
Setup	Detail Tiger, (L13) Mike PD/PI				\$ 18,000	\$ 18,000	\$ 36,000				
Terms and Conditions	Non-Key Personnel										
Award AWD-AM200900	Detail Graduate Student, Graduate Student				56,000	56,000	112,000 <input type="button" value="Remove"/>				
	Subtotal Personnel:				\$ 74,000	\$ 74,000	\$ 148,000				
	Louisiana State Univ... <input type="button" value="Add New Profile"/> Begin typing to select Personnel Name... -- Select Type -- -- Select Role -- <input type="button" value="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.

Project Period authorized to date.

Parent Award: None

Award Date	Number	Type	Status	Versions	Amount	View
16-Jul-2020	DEB-2012345	Initial Award	Fully Executed Sent to SPA	1	153,916.00	👁
17-Jul-2020	DEB-2012345	Incremental Funding	PI Award Review	1	141,816.00	👁

Click Open to go back to PT record.

Number	Sponsor	Title	Status
AM200900	National Science Foundation (NSF)	NSF Test Proposal	Award Received

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.

Award Increments - Last Updated on 13-Aug-2021 12:29:54 PM

Award Date	Number	Type	Status	Versions	Amount	View
01-Jul-2020	R01CA123456	Initial Award	Awarded	1	74,000.00	👁
03-Aug-2021	R01CA123456	Incremental Funding	PI Award Review	1	74,000.00	👁

- 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 Increments - Last Updated on 06-Nov-2019 12:44:01 AM

Award Date	Number	Type	Status	Versions	Amount	Published	PT	FT	Edit	Delete
25-Jun-2014		Converted	Fully Executed Sent to SPA	1	378,596.00	Pub	Pub	Pub	🔗	🗑

Workday Award amount at time of conversion.

- 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 not 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.

Budget Detail

Object Code	Budget Category	Project Cost	Sponsor	Institution	Above the Ca
Item - Test (L17) Mike the Tiger	Personal Salary	0.00	0.00	0.00	0.00
Item - fringe benefits - Test (L17) Mike the Tiger	fringe benefits	0.00	0.00	0.00	0.00
Item - CONVERTED TOTAL COSTS	CONVERTED TOTAL COSTS	0.00	0.00	0.00	0.00
Item - Other Direct Costs	Other Direct Costs	50,000.00	50,000.00	0.00	0.00
Item - F&A	F&A	24,000.00	24,000.00	0.00	0.00
TOTAL		74,000.00	74,000.00	0.00	0.00

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.

Assignments for Award Increment (1 person)

Assigned Date	Assigned To	Due	Instructions	Open
17-Nov-2019 8:59:13 PM	(L13) Mike the Tiger		AWARD NEEDS YOUR ACTION!	

Annotations: "Date sent to PI" points to the assigned date; "Click to see text of email sent to PI" points to the instructions.

Award Tracking (AT) - Communications

- Shows copies of emails sent from the system.

Summary

- Award Increments (1) +
- Related Proposals (1)
- Terms & Conditions
- SubProjects (0)
- Status History
- Assignments
- Communications (1)**
- Attachments (1) +
- Personnel (1) +
- Tasks (0)

Communications

Function

Show All Send Email Record Notes Record Letter Phone Message Add Followup Search/Filter

Communication History (1 records)

When	Type	To	From	Subject	Attachments	Record	Detail
17-Nov-2019 8:39:15 PM	Email	To: Tiper, (113) Mike	From: Trahan, Rebecca	Award Number: AWD-AM200125 - AWARD NEEDS YOUR ACTION!			

Award Tracking (AT) - Attachments

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

Summary

- Award Increments (2) +
- Related Proposals (1)
- Status History
- Assignments
- Communications (8)
- Attachments (2)**
- Amendment 1
- Initial Award.docx

Attachments - Last Updated on 29-Nov-2022 10:27:07 AM

Add Document Combine Email Print All Folder Maintenance

Drag a column header and drop it here to group by that column

Name	Category	Folder	Versions	Last Updated	Select
Amendment 1	Amendment	ROOT	1	29-Nov-2022 10:27:08 AM	<input type="checkbox"/>
Initial Award.docx	Notice of Grant Award	ROOT	1	21-Sep-2022 1:44:26 PM	<input type="checkbox"/>