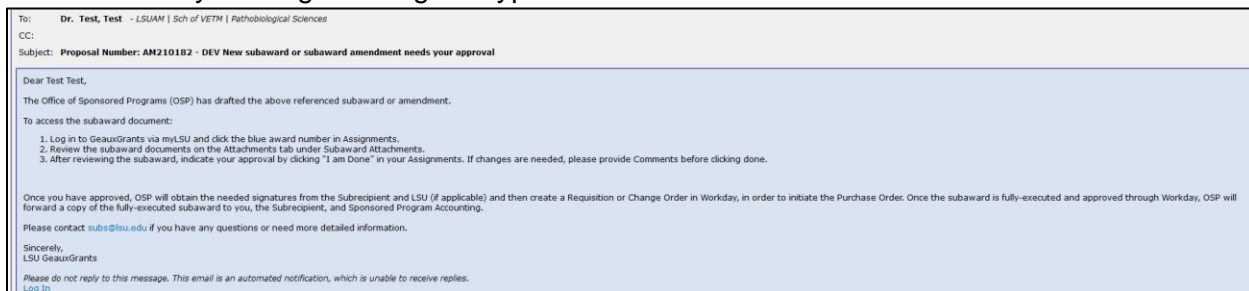## Subaward Review and Approval

Notification from GeauxGrants

- An email will be sent to the PI from GeauxGrants. PI can access the record from the email by clicking the "Log In" hyperlink.

- 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 Assignment.
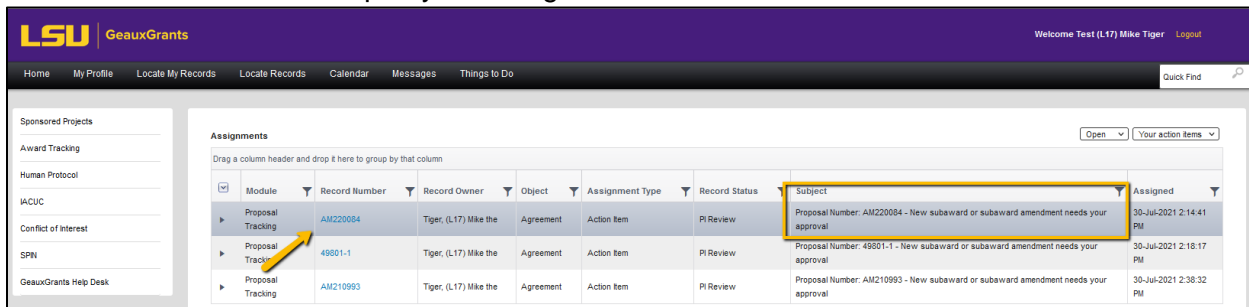
Assignment Page

- Step 1: Click the Record Number hyperlink to open Proposal Tracking (PT) – Agreements and review the Agreement information.

- This will open up the PT Agreement Detail for the Subaward or Subaward Amendment that needs your review.

- Step 2: Under Document Summary, click on eyeglasses icon under View Latest column next to Subaward Draft document to review subaward draft.

- Step 3: PI will click Done to exist Proposal Tracking Record. Go back to Assignment.
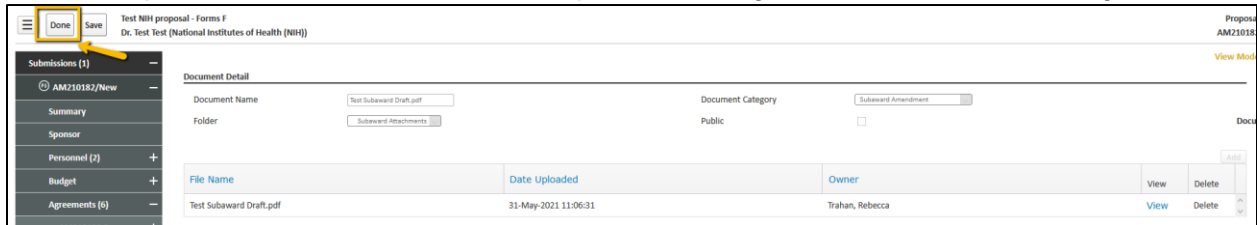
- Step 4: On Assignment page the PI will add any comments for OSP regarding the subaward draft in the Comments Box at the bottom and then click "I am done" in top right corner. Subaward document will be sent back to OSP for processing.