LSU | **GeauxGrants**

Proposal Routing Process

Step 1
- Gold/Purple Assignment
- Notification sent to OSP Team leads for specialist assignment.

Step 2
- Extra Comp Notification
- Notification sent to HRM when #15 of the LSU Questionnaire is checked Yes
- Action on step 19.

Step 3
- IACUC (Vertebrate Animals)
- Notification sent to IACUC for review when #2 of the LSU Questionnaire is checked Yes.
- Recommendation made on PT Approvals tab. At minimum, must have "Just-In-Time" status to submit proposal.

Step 4
- Recombinant DNA
- Notification sent to IBRDS for review when #3 of the LSU Questionnaire is checked Yes.
- Recommendation made on PT Approvals tab. At minimum, must have "Received for Review" status to submit proposal.

Step 5
- Export Controls
- Notification sent to Export Control group for review when any question in #5 of the LSU Questionnaire is checked Yes.
- Recommendation made on PT Approvals tab. At minimum, must have "Received for Review" status to submit proposal.

Step 6
- Foreign Sponsor
- Notification sent to Export Control group for review when Sponsor Type is Foreign
- Note: LSU Questionnaire should answer "yes" for #5e.
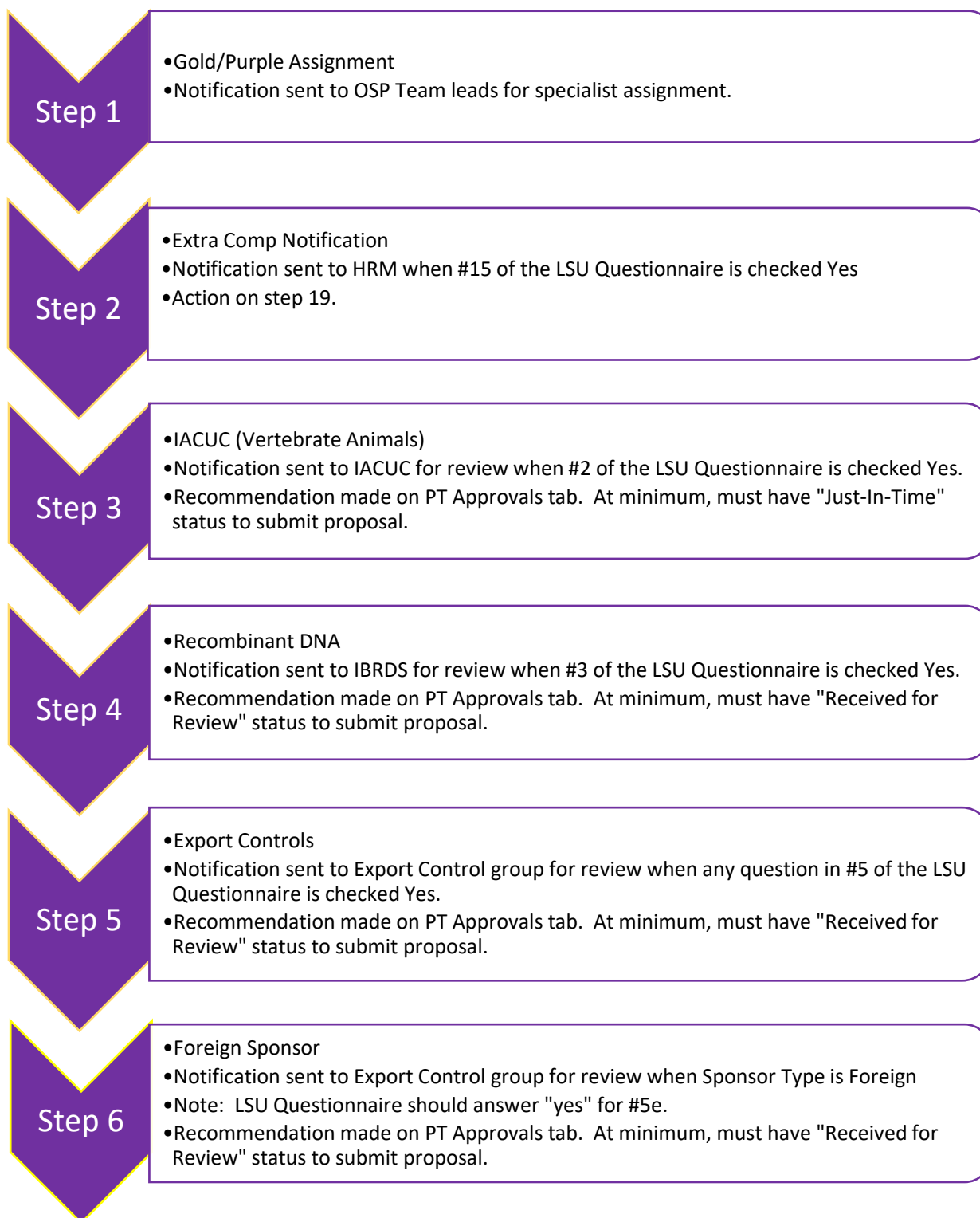- Recommendation made on PT Approvals tab. At minimum, must have "Received for Review" status to submit proposal.

Step 7
- Foreign Sponsor - Originating
- Notification sent to Export Control group for review when Originating Sponsor Type is Foreign
- Note: LSU Questionnaire should answer "yes" for #5e.
- Recommendation made on PT Approvals tab. At minimum, must have "Received for Review" status to submit proposal.

Step 8
- Radiation Safety
- Notification sent to Radiation Safety Officer for review when #4 of the LSU Questionnaire is checked Yes.
- Recommendation made on PT Approvals tab. At minimum, must have "Received for Review" status to submit proposal.

Step 9
- F&A Waiver
- Notification sent to ORED when #16 of the LSU Questionnaire is checked Yes and Requesting Waiver Approval is selected (Vet School excluded)
- Action on step 17.

Step 10
- Cost Sharing
- Notification sent to ORED when #18 of the LSU Questionnaire is checked Yes and Voluntary Committed is selected.
- Action on step 18.

Step 11
- Intellectual Property Office
- Notification sent to ITC when #7 of the LSU Questionnaire is checked Yes.
- No approval needed at proposal stage.

Step 12
- CAMD (for radiation safety)
- Notification sent to CAMD Radiation Safety Officer for review when #4 of the LSU Questionnaire is checked Yes and use of CAMD is Yes.
- CAMD may add comment under Radiation Safety to PT Approvals, but no separate approval is made.

Step 13
- Classified Work
- Notification sent to OSP Executive Director for review when #10 of the LSU Questionnaire is checked Yes.
- OSP Executive Director will determine what approvals are needed.

Step 14
- Investigators/Dept Heads/Deans
- Approval required for all Investigators listed as Senior/Key on the Personnel tab and all individuals on allocation tab in #26 of LSU Questionnaire and their respective Dept Head, and Dean (if applicable).
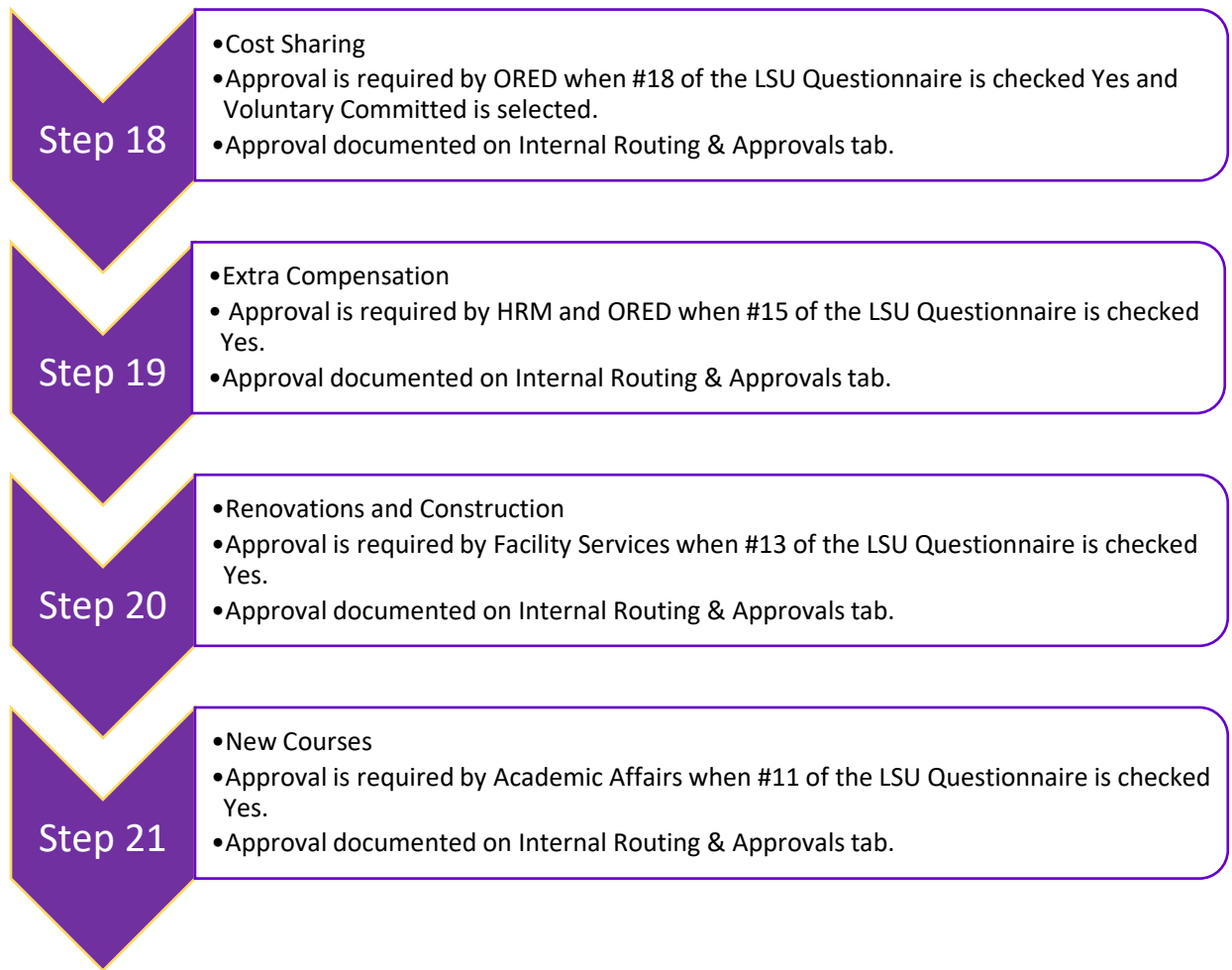- Approval documented on Internal Routing & Approvals tab.

Step 15
- Computation & Technology (CCT)
- Approval is required by CCT when #27 of the LSU Questionnaire is checked Yes and b) Center for Computation and Technology (CCT) is checked.
- Approval documented on Internal Routing & Approvals tab.

Step 16
- Coastal Studies Institute (CSI)
- Approval is required by CSI Director when #27 of the LSU Questionnaire is checked Yes and c) Coastal Studies Institute is checked.
- Approval documented on Internal Routing & Approvals tab.

Step 17
- F&A Waiver
- Approval required by ORED when #16 of the LSU Questionnaire is checked Yes and Requesting Waiver Approval is selected (Vet School excluded).
- Approval documented on Internal Routing & Approvals tab.

Step 18
- Cost Sharing
- Approval is required by ORED when #18 of the LSU Questionnaire is checked Yes and Voluntary Committed is selected.
- Approval documented on Internal Routing & Approvals tab.

Step 19
- Extra Compensation
- Approval is required by HRM and ORED when #15 of the LSU Questionnaire is checked Yes.
- Approval documented on Internal Routing & Approvals tab.

Step 20
- Renovations and Construction
- Approval is required by Facility Services when #13 of the LSU Questionnaire is checked Yes.
- Approval documented on Internal Routing & Approvals tab.

Step 21
- New Courses
- Approval is required by Academic Affairs when #11 of the LSU Questionnaire is checked Yes.
- Approval documented on Internal Routing & Approvals tab.

OSP approval of the proposal is documented on the PT Status History tab with status change of "Approved to Submit".

Note: LSU Questionnaire Numbers 1, 6, 8, 9, 12, 14, 17, 19-25, 27b, 27d-f, 28 and 29 are for reporting/informational purposes and do not require a recommendation or approval at the proposal stage.