

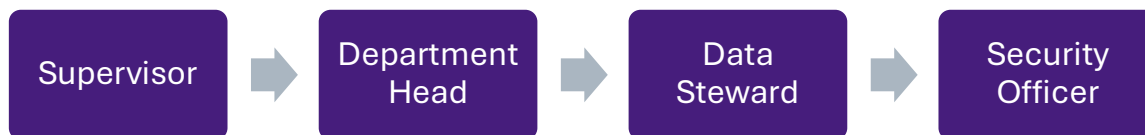
GeauxGrants Access Request Reviewer Guide

Overview

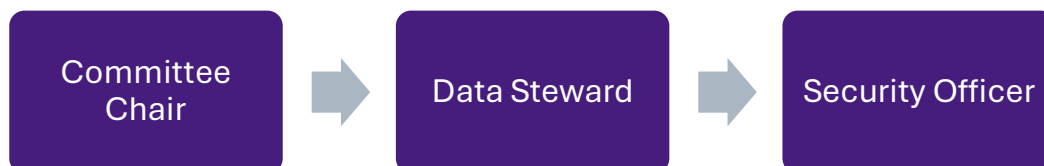
By default, LSU faculty and staff can access GeauxGrants. However, this access is limited to records for which a user is the principal investigator (PI). Users requiring expanded access/roles in GeauxGrants to complete their job duties can request this access via the Access Request module, available in GeauxGrants.

Upon submission, the request will be sent to the first reviewer following the applicable process below. This notification is received 3 ways: an email to the individual's LSU inbox, an internal notification to their GeauxGrants Messages, and from their GeauxGrants Assignments list. All methods contain a link to the Review Dashboard. The review is linear, and subsequent steps will not send out notifications until the current step is completed.

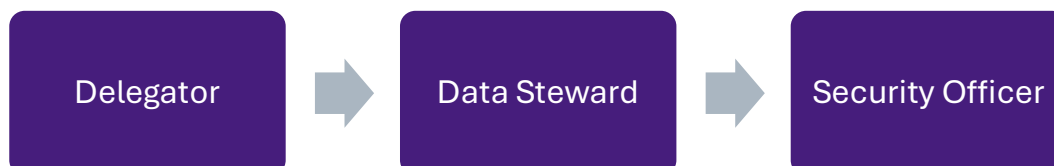
Sponsored Projects Approval Process



Compliance Approval Process

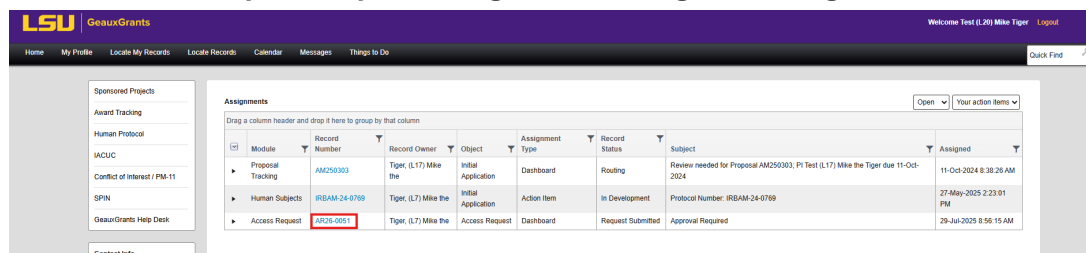


Delegation Approval Process



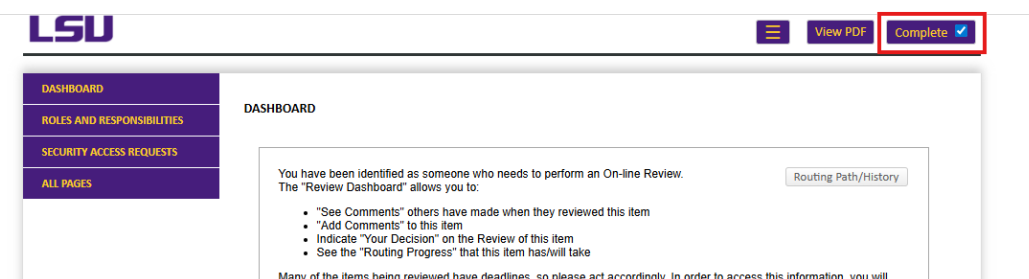
Reviewing a GeauxGrants Access Request

1. Open the request using the link in the notification email or select the Record Number for the request in your Assignments widget or Things to Do tab.



Module	Record Number	Record Owner	Object	Assignment Type	Record Status	Subject	Assigned
Proposal Tracking	AM250303	Tiger, (L7) Mike the	Initial Application	Dashboard	Pending	Review needed for Proposal AM250303, PI Test (L7) Mike the Tiger due 11-Oct-2024	11-Oct-2024 8:38:26 AM
Human Subjects	IRBAM-24-0769	Tiger, (L7) Mike the	Initial Application	Action Item	In Development	Protocol Number: IRBAM-24-0769	27-May-2025 2:23:01 PM
Access Request	AR25-0051	Tiger, (L7) Mike the	Access Request	Dashboard	Request Submitted	Approval Required	29-Jul-2025 8:56:15 AM

2. The request will open a new window. Uncheck the “Complete” checkbox to edit the form.



LSU View PDF **Complete** ☒

DASHBOARD

DASHBOARD

You have been identified as someone who needs to perform an On-line Review. The "Review Dashboard" allows you to:

- "See Comments" others have made when they reviewed this item
- "Add Comments" to this item
- Indicate "Your Decision" on the Review of this item
- See the "Routing Progress" that this item has/will take

Many of the items being reviewed have deadlines, so please act accordingly. In order to access this information, you will

[Routing Path/History](#)

3. Scroll down below the approval buttons to review the details of the request. Designate your review decision for each requested role by selecting “Approved” or “Denied” by your respective review. If necessary, please leave comments in the Reviewer Comments box.

Proposal Tracking

Add/Remove	Add ▼
Function	Department Administrator ▼
Scope	LSUAM Col of SCI Biological Sciences CC00150 ✎ ✕
Supervisor Review:	<input type="radio"/> Approved <input type="radio"/> Denied
Department Head/Dean Review	<input type="radio"/> Approved <input type="radio"/> Denied
Data Steward Review:	<input type="radio"/> Approved <input type="radio"/> Denied
Security Officer Review:	<input type="radio"/> Approved <input type="radio"/> Denied
Reviewer Comments:	<div></div>

4. For delegation requests, please confirm that the listed delegate(s) should have access/signing authority for the recipient. The delegator does not have to make any changes or mark any approvals on the form itself; approval or disapproval should be indicated via the routing decision. The data steward should mark approval beside “Data Steward Review.”

DELEGATION REQUESTS - GRANTS



Proposals?



Award Tracking? - *Admin Only*

Proposal Tracking - Delegation

Add/Remove	Add
Delegate	Tiger, (L19) Mike the
Data Steward Review	

5. Once your decision(s) have been entered for each role, please select the "complete" checkbox and then select one of the following:
- Approved (if approval is granted for all roles)
 - Approved with exceptions (if approval is granted for only part of the request)
 - Disapproved (if the entire request is denied)

LSU

Access Request - Access Request

Number: [AR26-0051](#)

Title: New Access Request Created for David Bailey on 7/29/2025 8:22:25 AM

PI: Tiger, (L7) Mike the

Submitted: 29-Jul-2025 8:56:13 AM

Form/Document: [Access Request](#) Document Type: Request Form Added: 29-Jul-2025 8:56:00 AM [PDF](#)

Comments I can see...

No Comments have been recorded

Add Comments:

To be shared with everyone

Select a decision:

Approved

Disapproved

6. Select “Accept” and “Continue” on the certification box to validate that you have designated your decision for each requested role (Step 3).

DASHBOARD

A security access request has been submitted for your approval. The details of the request are on the form provided below. [Routing Path/History](#)

Certification [Close](#)

I have designated my review decision for each requested role by selecting "Approved" or "Denied" as a supervisor, department head, or data steward. (If not, please go back and complete this process before approving the request.)

☒ Accept ☐ Decline

[Continue](#)

Access Request
Number: New
Title: New
PI: Tiger,

7. You’ve completed the review process.