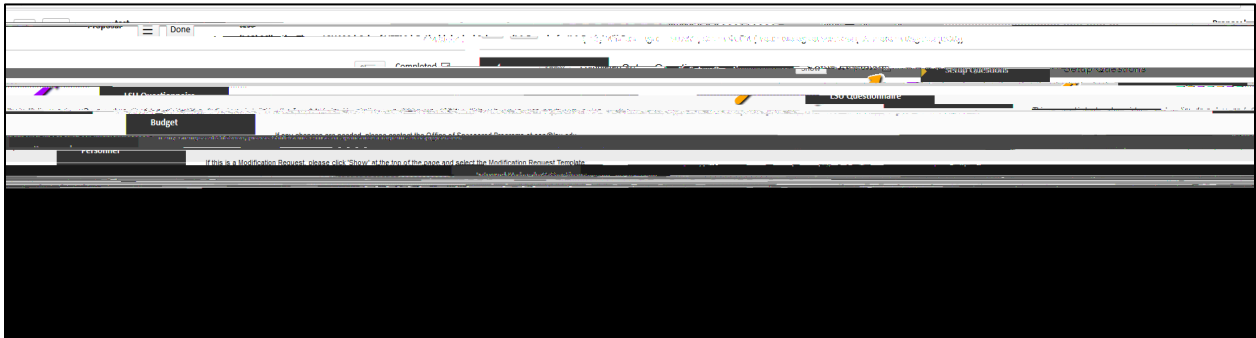# Adding the Originating Sponsor

When LSU will be a subrecipient on a proposal, we need to capture both the Sponsor (institution who will issue a subaward to LSU if funded) and Originating Sponsor (original source of funding) to GeauxGrants. The Sponsor is added in GeauxGrants as part of the New Proposal Questionnaire.

Setup Questions

1) In order to add the Originating Sponsor, you must first Uncomplete the Setup Questions Tab by unchecking the Completed box in the top right corner. This allows you to now edit the tab.

2) Answer "Yes" to the question "Is this a Flow Through Project".

3) A new window will open which allows you to add the Originating Sponsor name. Click the blue "Change" button next to Originating Sponsor.

4) A sponsor selection window will open. This is a progressive text look-up. Begin typing sponsor name and then select the sponsor from the names that appear. If the sponsor is not listed choose "Other Sponsor (To Be Added)". Once the new sponsor is chosen, click "Select."

5) You will now see the Originating Sponsor name on the Sponsor/Template Selection window. If the Originating Sponsor is a federal sponsor and you would like to include the Funding Opportunity Number (FOA), then you can enter the FOA number and search for it under Opportunity Number.

6) Do not check opportunity as this will change your proposal to an S2S proposal. Instead update the Opportunity Number in the text box if needed and then click Save.

7) A warning message will appear and let you know that updating the information may