Subaward Overview

Workday is the official system of record for outgoing Subawards. GeauxGrants is used to capture additional award information, track workflow, store subaward documents, and capture Principal Investigator (PI) approval of subaward terms and conditions.

How to access Proposal Tracking (PT) Record

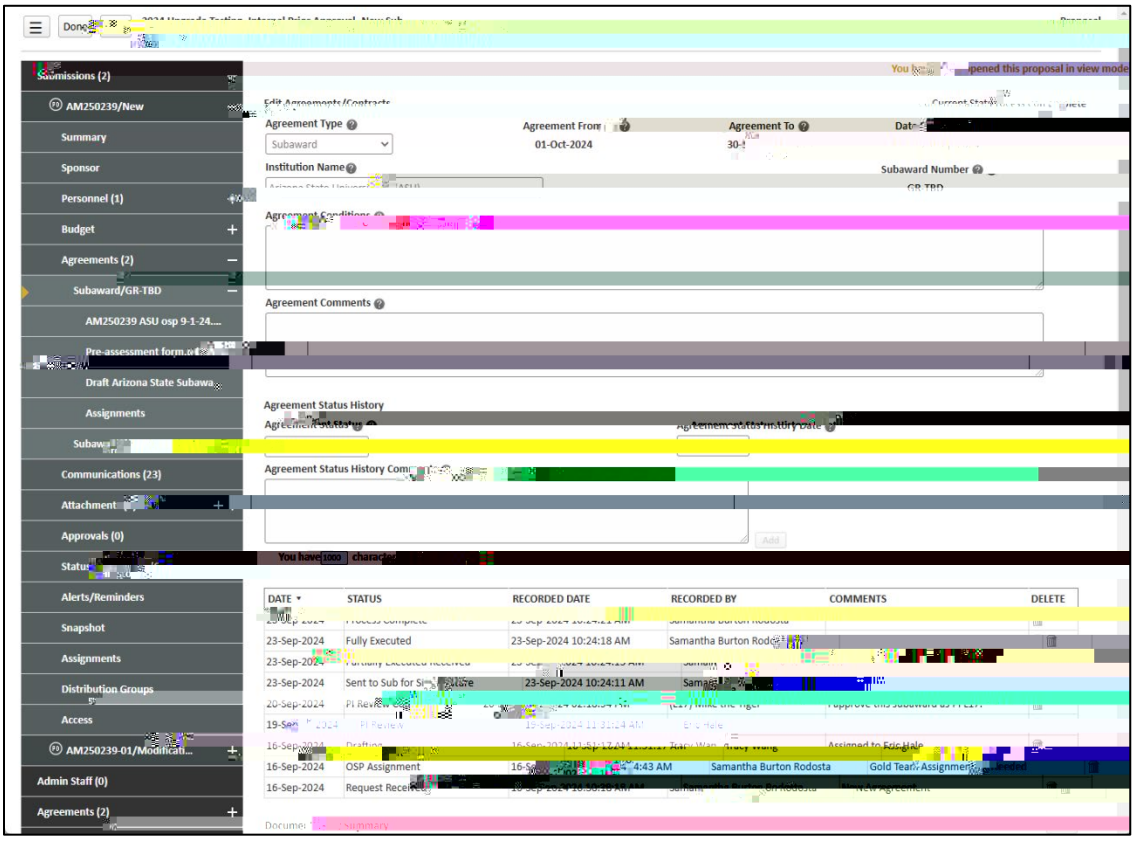
There are two ways to access the Proposal Tracking record.

1)

2) From GeauxGrants Sponsored Project tab Using Locate records by using filters.

- From the Sponsored Projects Menu, click Locate records by using filters.

- The Subaward Detail screen will provide you with a summary of the subaward and the subaward status.



- **Subaward Agreement Statuses**

  - **Request Received –** OSP has received the OSP-3 or OSP-4 form.
  - **OSP Assignment –** Subaward/amendment with OSP team lead for assignment to a specialist.
  - **Drafting –** Subaward/amendment is being reviewed/drafted by OSP specialist.
  - **PI Review** – Draft subaward sent in GeauxGrants for PI review.
  - **PI Review Complete** – PI approved draft subaward terms. PI has ability to add comments when approving.
  - **Sent to Sub for Signature –** OSP has sent subaward/amendment to subrecipient for review and signature.
  - **Unilateral Sent to Sub –** OSP has sent unilateral amendment to subrecipient for review. Only applicable to LBRN and LaSPACE projects.
  - **Negotiating –** Subrecipient has requested changes. OSP Specialist is reviewing/negotiating.