



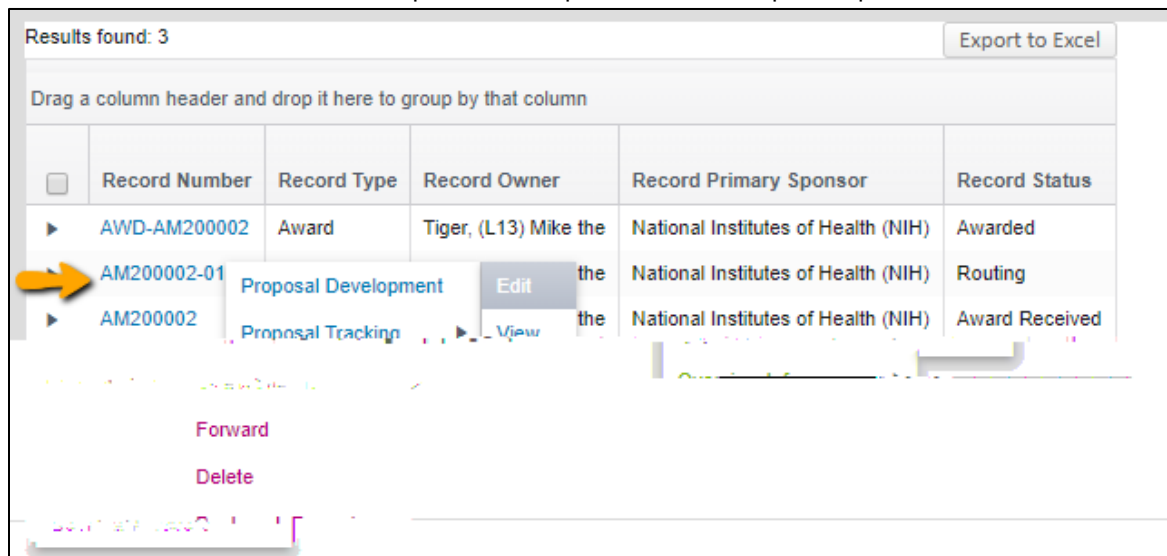
## Updating Attachments for Modification/Prior Approval Requests

As part of the review of Modification/Prior Approval Requests, Sponsored Program Accounting (SPA) or Office of Sponsored Programs (OSP) staff may contact you to update your request letter or internal prior approval justification. The updated document must be entered in GeauxGrants.

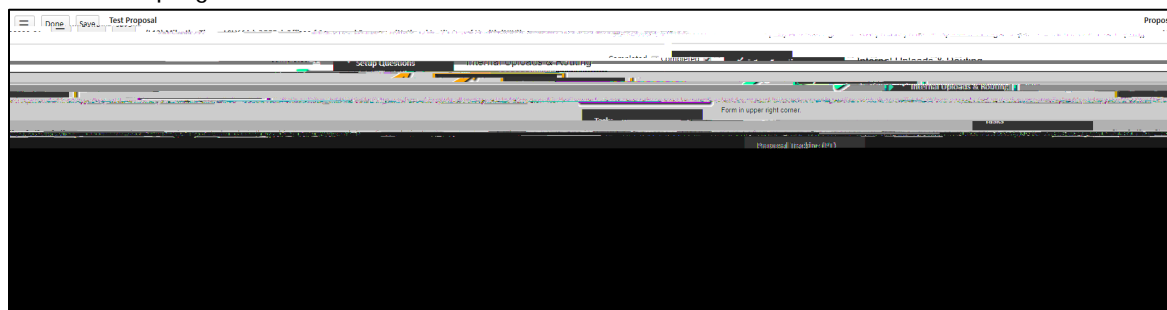
- 1) Type the Proposal Number in the Quick Find in top right and hit Enter. You can type the base proposal number from SPS and GeauxGrants



- 2) All records associated with base proposal number will appear. Hover over Modification Request transaction and select Proposal Development > Edit to open request.



- 3) Click Internal Uploads & Routing tab to view the Modification Request. If Completed is checked in top right, then uncheck to edit.





## Upload

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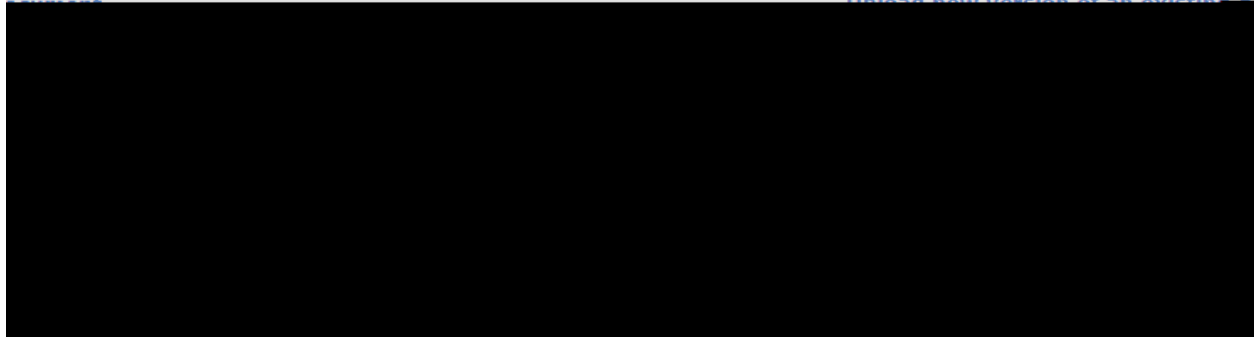
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