

Adding non-LSU Personnel

All personnel listed on the budget will populate on the Personnel tab. This includes any subaward PIs. For S2S proposals, if you are including a non-LSU employee as a consultant or Other Significant Contributor (NIH only), follow the instructions below. This will allow you to include a Biosketch and/or Current and Pending Support form for these individuals in your proposal as required by the sponsor guidelines.

- To add non-LSU investigators select the appropriate Personnel Type beginning with External Consultant. To include as senior personnel, select External Consultant-Key or External Other Significant Contributor (NIH Only).

The screenshot displays the 'Personnel' tab in the GeauxGrants system. On the left is a sidebar with navigation options: Setup Questions, LSU Questionnaire, Budget, Personnel (selected), SF424 (R&R), Internal Uploads & Routing, Cover Page Supplement, Other Project Info, Performance Sites, HS/CT Information, Research Plan, and Finalize. The main content area is titled 'Personnel' and includes an 'Add Personnel [hide]' section. Below this, there are fields for 'Proposal Element' (set to 'Prime') and 'Add To:' (with checkboxes for 'Budget Period (1)' and 'Budget Period (2)'). The 'Personnel Type' dropdown menu is open, showing options: External Other Significant Contributor, Key, Non-Key, LSU Other Significant Contributor, Key Non-Budgeted (NIH mentors/sponsors, NSF S2S Only), External Consultant - Key (highlighted in blue), and External Other Significant Contributor. Three yellow arrows point to the 'External Consultant - Key' option and the 'External Other Significant Contributor' options above and below it. The top right of the interface shows 'Proposal AM260042', 'Completed' status, 'OMB Number: 4040-0001', 'Expiration Date: 11/30/2025', and an 'Edit Mode' link.

- Begin typing the Subaward/External Institution name. Once the institution appears from the progressive text, select it. If the institution does not exist, you will need to request that it be added to GeauxGrants as a subrecipient. Use the request form found at https://lsu.edu/geauxgrants/sponsored_projects/request_new_subrecipient.php.
- Next type the name of the individual (last name, first name). If the individual's name appears, then select. Choose the Role using the dropdown. Click Save to add.

Personnel Completed
 OMB Number: 4040-0001
 Expiration Date: 11/30/2025
[Edit Mode](#)

Add Personnel [hide]

Proposal Element: Prime Proposal Structure **Add To:**
 Budget Period (1)
 Budget Period (2)

Personnel Type: External Consultant - Key

Subaward/External Institution: Nicholls State University - RNJGSL6JRF56

Name (Last, First): **Role:**
 Co-PD/PI
 Co-PD/PI
 Faculty
 Post Doctoral Associate
 Other Professional
 Graduate Student
 Undergraduate Student
 Technician
 Consultant
 Co-Investigator
 Other (Specify)

All Certifications and Training

Senior/Key							PERSON MONTHS			
PI	INC	NAME/ROLE	MAIL	ALERT	COI	RESP	DEPARTMENT	CALENDAR	ACADEMIC	SUMMER
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	(L17) Mike the Tiger PD/PI * Certifications and Training					University of Louisiana at Monroe	2	0	0

- If individual does not exist, click Create Profile to add a temporary profile.

Personnel Completed
 OMB Number: 4040-0001
 Expiration Date: 11/30/2025
[Edit Mode](#)

Add Personnel [hide]

Proposal Element: Prime Proposal Structure **Add To:**
 Budget Period (1)
 Budget Period (2)

Personnel Type: External Other Significant Contributor

Subaward/External Institution: Nicholls State University - RNJGSL6JRF56

Name (Last, First):

All Certifications and Training

- Type in investigator information on pop-up and click Save.

New Profile Save Close

Salutation First Middle Last Suffix Title
 John Doe Associate Professor

Address
 1234 Tulane Ave

City State Zip County Country
 New Orleans Louisiana 70123

Phone Fax Email

Department - Or Add New -
 LSU Health Sciences Center (LSUHSC) in New Orleans Department of Biology

- Click Save on Personnel Tab to add.

Personnel [?]

Setup Questions
 LSU Questionnaire
 Budget
 Personnel
 SF424 (R&R)
 Internal Uploads & Routing
 Cover Page Supplement
 Other Project Info
 Performance Sites
 HS/CT Information
 Research Plan
 Finalize

Add Personnel [hide]

Proposal Element Proposal Structure Add To: [?]
 Prime Budget Period (1)
 Budget Period (2)

Personnel Type
 External Other Significant Contributor

Subaward/External Institution
 Nicholls State University - RNJGSL6JRF56

Name (Last, First)
 Nicholls, Bob - - Nicholls State University

Create Profile Save

- A warning message will appear if additional information is needed for S2S. Hover off yellow caution sign to see missing information. Click individual's name and enter the information in the profile for this record. Check with sponsor on required fields.

All Certifications and Training

Senior/Key

	PI	INC	NAME/ROLE	MAIL	ALERT	COI	RESPONSIBLE	ORGANIZATION / DEPAR
⋮	<input checked="" type="radio"/>	<input checked="" type="checkbox"/>	(L17) Mike the Tiger PD/PI * Certifications and Training				<input type="checkbox"/>	Louisiana State University LSUAM Sch of VETM Pa
⋮	<input type="radio"/>	<input checked="" type="checkbox"/>	(L20) Mike the Tiger Co-Investigator Certifications and Training				<input checked="" type="checkbox"/>	Louisiana State University LSUAM Col of SCI Cher
⋮	<input checked="" type="radio"/>	<input checked="" type="checkbox"/>	John Smith SubAward PI Certifications and Training				<input type="checkbox"/>	Nicholls State University Nicholls State University
⋮	<input type="radio"/>	<input checked="" type="checkbox"/>	Bob Nicholls Other Significant Contributor Certifications and Training				<input type="checkbox"/>	Nicholls State University Nicholls State University