Updating the Sponsor

During proposal creation, you will choose the sponsor on the New Proposal Questionnaire. If the incorrect sponsor is chosen, the below are steps to update the proposal.
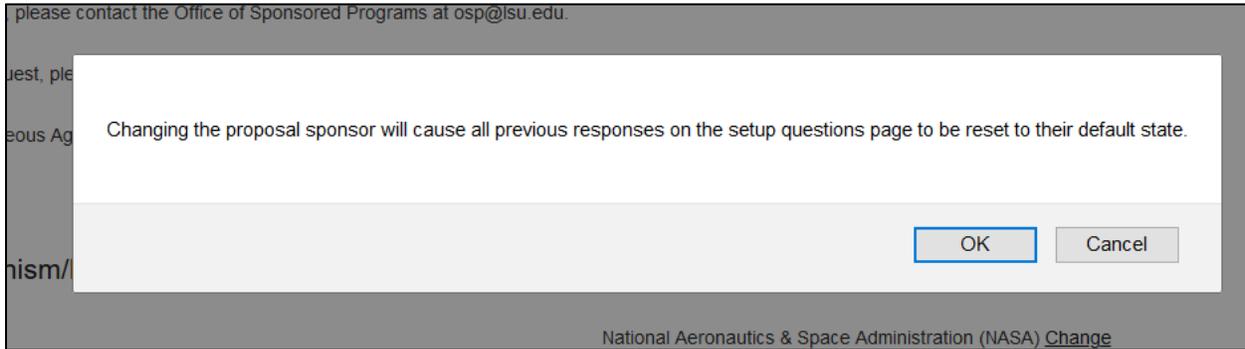

Proposal Development

1) The sponsor name appears at the top of the proposal. On the Setup Questions Tab, click the "change" button next to the sponsor name.
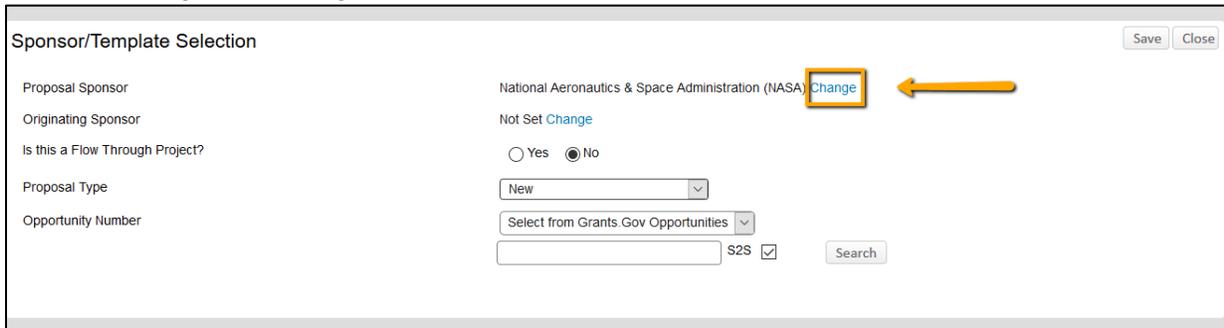
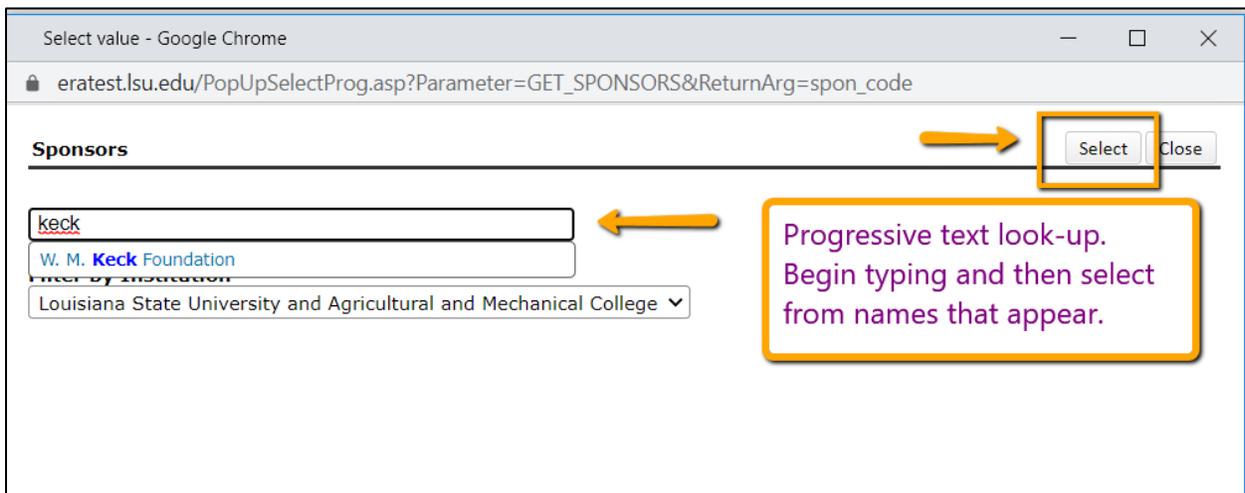**TIP!** **To edit, uncomplete Setup Questions by unchecking box in top right.**

2) A warning message will appear letting you know that changing the sponsor will reset all of the setup questions. Click OK.

please contact the Office of Sponsored Programs at osp@lsu.edu.

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Changing the proposal sponsor will cause all previous responses on the setup questions page to be reset to their default state.

OK   Cancel

nism/

National Aeronautics & Space Administration (NASA) Change

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

Sponsor/Template Selection   Save   Close

Proposal Sponsor   National Aeronautics & Space Administration (NASA) Change

Originating Sponsor   Not Set Change

Is this a Flow Through Project?   ○ Yes   ◉ No

Proposal Type   New   ▾

Opportunity Number   Select from Grants.Gov Opportunities ▾
                                                                   S2S ☑   Search

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."
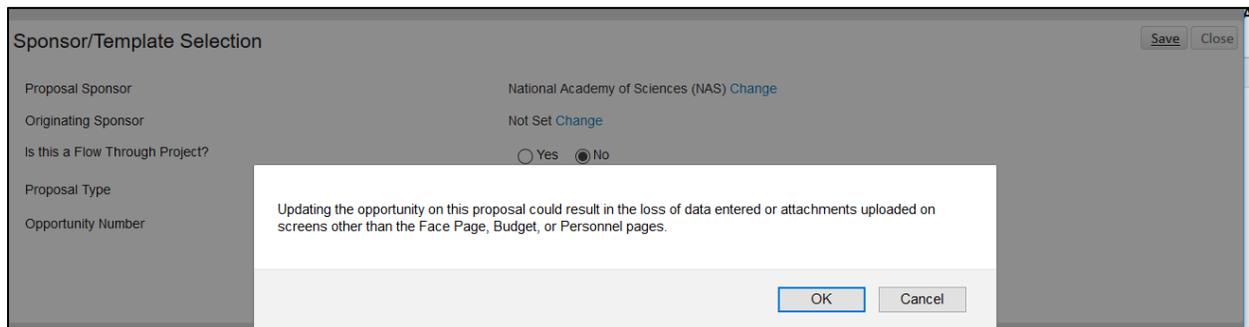
Select value - Google Chrome   —   □   ×

🔒 eratest.lsu.edu/PopUpSelectProg.asp?Parameter=GET_SPONSORS&ReturnArg=spon_code

Sponsors   Select   Close

keck

W. M. **Keck** Foundation

Louisiana State University and Agricultural and Mechanical College ✓

Progressive text look-up. Begin typing and then select from names that appear.

5) You will see the updated sponsor name on the Sponsor/Template Selection window. Click Save.

6) A warning message will appear and let you know that updating the information may result in loss of data. Click OK.

7) The sponsor should be updated at the top of the screen and on the Setup Questionnaire.