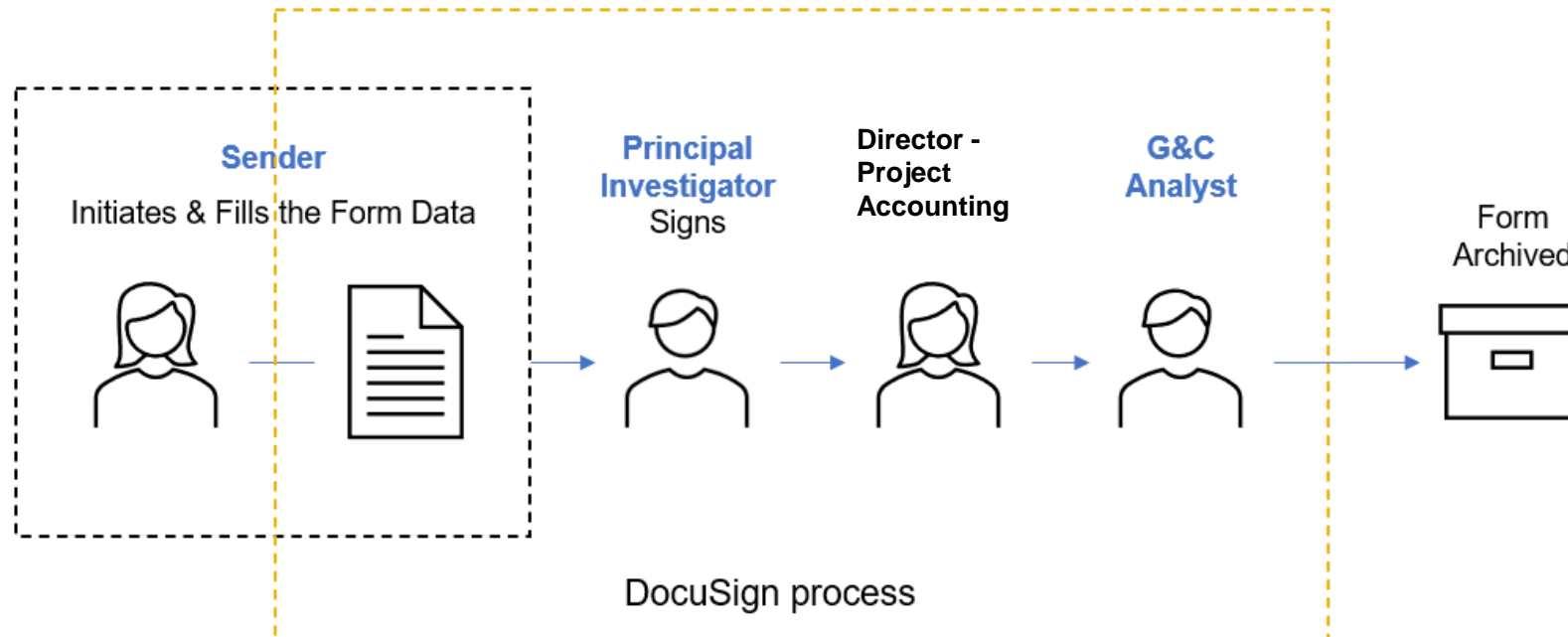# Cost Share Certification Form via DocuSign

The Georgia Tech Cost Share Certification Form is now available for electronic submission.

- Generated by initiator (Financial Admin) – fills all the required data;
- Electronic Signature collected by PI, and approvals by G&C Directors and Award Financial Analyst - automatically routed via DocuSign;
- Signed form archived in electronic format via Application Xtender.

Georgia Tech

Cost Share Certification Form via DocuSign

1. Initiator/ Sender – fills names/emails (this creates the DocuSign envelope) and starts the process

- Link to the template is available on the G&C website at: https://grants.gatech.edu/reports-and-forms

Cost Share Certification Form via DocuSign

1. Initiator (Sender)

- Log in to DocuSign

Log in to DocuSign

Enter your email to log in.

Email *

[Enter email]

NEXT

Sign Up for Free

- Select to USE the form template

☆ **Grants_Cost Share Certification Form** ⓘ 👥

Template ID

The G&C Cost Share Certification form has been updated to current terminology and to allow it to be signed digitally and sent into G&C via electronic submission. Follow these steps:
and G&C Analyst)-> Click 'SEND'-> Click 'SIGN NOW'-> Click 'CONTINUE' to fill out all required fields.-> Click 'FINISH'. If you have any questions please contact your Award G&C Fi

| **USE** | EDIT | MOVE | SHARED (6) | MORE ▾ |

Recipients

1. 👤 **Sender:** ✎ Needs to Sign

2. 👤 **Principal Investigator:** ✎ Needs to Sign

3. 👤 **Dir. Of Project Accounting and/or Director of G&A: Glenn Campopiano** ✎ Needs to Sign
   gcampopiano3@gatech.edu

4. 👤 **Award G&C Financial Analyst:** ✎ Needs to Sign

5. 👤 **Financial Manager - Project Accounting: Douglas Feller** CC Receives a Copy
   dfeller3@gatech.edu

5. 👤 **OIT Imaging Archiver: OIT DocuSign Webservice** CC Receives a Copy
   oit-docusign-api@gatech.edu

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Add recipients

1. Initiator (Sender)

- Enters the names for two of the "signers": PI and Award G&C Fin. Analyst (GT emails will auto populate)

- SEND

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2. Sender (Initiator):

- Receives an invitation to "Sign Now" upon sending, or by link in an email notification;

- enters form data (all required fields)

- attaches file(s) with supportive documents;

- FINISH.

Cost Share Certification Form via DocuSign

3. Signer 1 – PI – review and sign;

4. Signer 2 – G&C Director - review and approve;

5. Signer 3 – G&C Financial Analyst – review and approve;

6. Form completed:

- parties notified (can download)

- form sent to a service email to be archived

7. Integration runs – form archived at ApplicationXtender and Indexed.