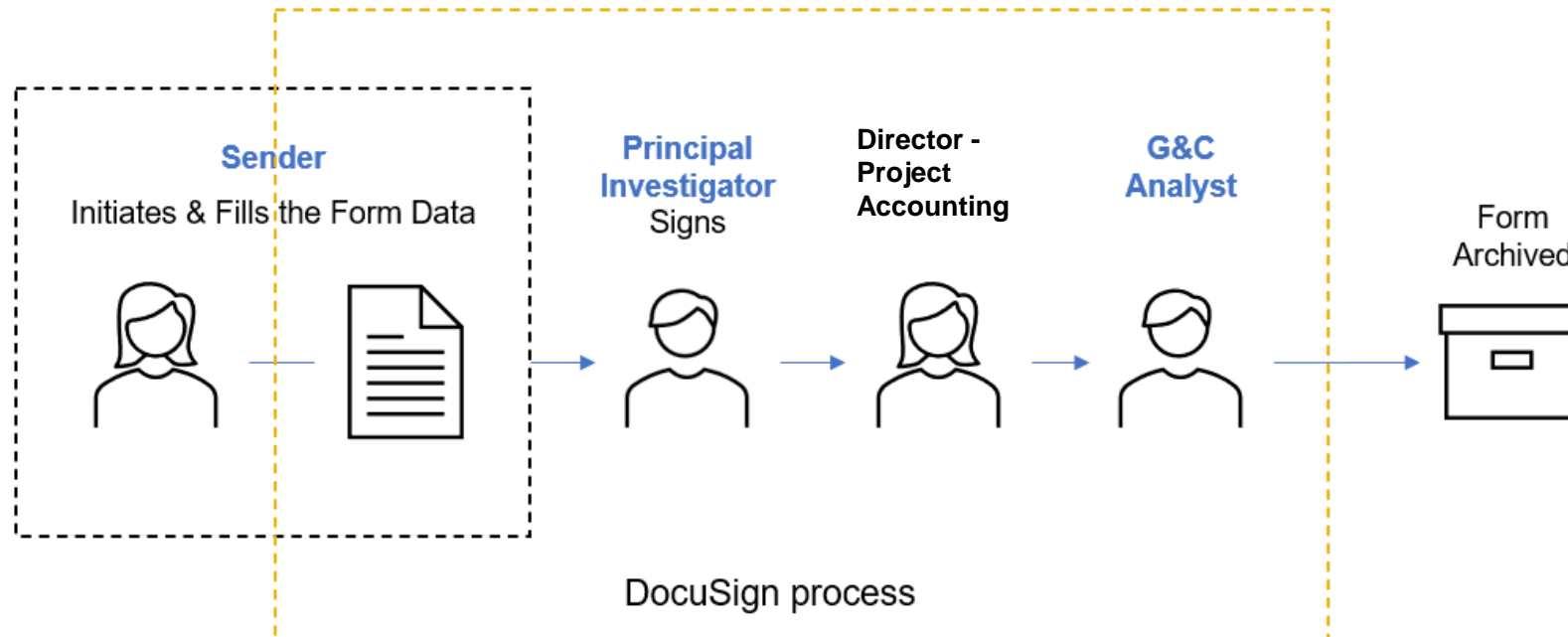


# Cost Share Certification Form via DocuSign

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.



# 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>

The screenshot shows the Georgia Tech Grants and Contracts Accounting website. The header includes the Georgia Tech logo and the text "Georgia Tech". Below the header is the main navigation menu with links for "About", "Policies and Procedures", "Reports and Forms", "Applications", "Resources", "FAQs", and "Training". The "Reports and Forms" section is highlighted in orange. Under this section, there is a "For Download" link with a download icon. A "GT Login Required" notification is visible on the right side. The "Standard Forms" category is expanded, showing a list of forms: "Budget Categories and Object Codes", "Cost Accounting Standards Exception Form", "Georgia Tech Cost Share Certification Form via DocuSign (Instructions)", "Third Party External In-Kind Cost Share Certification Form (MS Word)", "Cost Transfer Form (MS Excel)", "ECT Authorization Form", "Fly America Act Waiver Checklist", "Memorandum of Understanding – Part Supp / Sub Allow (MS Word)", and "PI Fixed Price Close-Out Certification Form via DocuSign template (Instructions)". The "Georgia Tech Cost Share Certification Form via DocuSign (Instructions)" link is highlighted with a yellow box.

# Cost Share Certification Form via DocuSign

## 1. Initiator (Sender)

- Log in to DocuSign

Log in to DocuSign

Enter your email to log in.

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	<b>Sender:</b>	Needs to Sign
2	<b>Principal Investigator:</b>	Needs to Sign
3	<b>Dir. Of Project Accounting and/or Director of G&amp;A: Glenn Campopiano</b> gcampopiano3@gatech.edu	Needs to Sign
4	<b>Award G&amp;C Financial Analyst:</b>	Needs to Sign
5	<b>Financial Manager - Project Accounting: Douglas Feller</b> dfeller3@gatech.edu	CC Receives a Copy
5	<b>OIT Imaging Archiver: OIT DocuSign Webservice</b> oit-docusign-api@gatech.edu	CC Receives a Copy

# Cost Share Certification Form via DocuSign

## Add recipients

1

**Sender** NEEDS TO SIGN CUSTOMIZE

Name \*  
Neli Tranakiev

Email \*  
ntranakiev@gatech.edu

2

**Principal Investigator** NEEDS TO SIGN CUSTOMIZE

Name \*  
[Profile Icon]

Email \*

3

**Dir. Of Project Accounting and/or Director of G&A** NEEDS TO SIGN CUSTOMIZE

Name \*  
Glenn Campopiano

Email \*  
gcampopiano3@gatech.edu

4

**Award G&C Financial Analyst** NEEDS TO SIGN CUSTOMIZE

Name \*  
[Profile Icon]

Email \*

**Financial Manager - Project Accounting** CC RECEIVES A COPY CUSTOMIZE

Name \*

1. Initiator (Sender)
  - Enters the names for two of the “signers”: PI and Award G&C Fin. Analyst (GT emails will auto populate)
  - SEND

# Cost Share Certification Form via DocuSign

## 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.

The screenshot displays a DocuSign interface for a 'COST SHARE CERTIFICATION FORM'. At the top, a modal window asks 'Do you want to sign this document now?' with 'SIGN NOW' and 'SIGN LATER' buttons. Below this, a notification from Neil Tranakiev, Georgia Institute of Technology, is visible. The main form area includes a 'FILL IN' indicator, a date and time stamp (8/21/2024 | 1:20 PM PDT), and the sender's title: 'Dean or Department Head or Senior Director of Grants & Contracts Accounting, Georgia Institute of Technology, Atlanta, GA'. The form text reads: 'Please accept this letter as certification for cost sharing expenditures made by: [input field] in the amount of \$ [input field] in support of cost sharing requirements for: Sponsor name: [input field] (Required - award number in AWD-xxxxxx format) Award number: [input field] and Grant number: [input field] as documented on the attached page(s). (Supporting documentation included: - Schedule of incurred costs by type AND Letter/statement from the external organization [input field]).' The interface also features a 'FINISH' button, 'OTHER ACTIONS' menu, and a 'CONTINUE' button at the bottom right. The DocuSign logo and footer information are visible at the bottom.

# 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.

Cost\_Share\_Certification\_Form: Please view and complete with DocuSign

DocuSign NA3 System <dse\_NA3@docuSign.net>  
To: Tranakiev, Neli

If there are problems with how this message is displayed, click here to view it in a web browser.

docuSign

Tranakiev sent you a document to review and sign.

**REVIEW DOCUMENT**

Select the sign field to create and add your signature. **FINISH** **OTHER A**

with the mandatory cost sharing requirements for this project, and I certify that the cost sharing amount identified above meets all of the following requirements:

1. Are verifiable from the providing Institute's accounting records
2. Are not included as contributions for any other federally-assisted project or program
3. Are necessary and reasonable for proper and efficient accomplishment of project or program objectives
4. Are allowable under the applicable OMB regulations
5. Were not paid by the Federal Government under another award, except where authorized by Federal statute to be used for cost sharing or matching
6. Are documented in the approved project by **Required - Sign Here - SignHere** by the sponsor.

**SIGN**

Full Name

Propentext | ApplicationXtender - GE GRANTS -

ACCOUNTING > New Search > Query Results > AMG-002345

Document Page

Page: 1 / 77

GT Georgia Tech

Office of Grants & Contracts Accounting  
926 Dalney Street NW Atlanta, GA 30318

**COST SHARE  
CERTIFICATION FORM**

8/16/2024 | 11:06 AM EDT

Dean or Department Head or  
Senior Director of Grants & Contracts Accounting  
Georgia Institute of Technology  
Atlanta, GA

Please accept this letter as certification for cost sharing expenditures made by:

Electrical and Computer Engineering ECE

in the amount of \$ 1,234.00 in support of cost sharing requirements for: