The G&C PI Fixed Price Close-Out Certification Form is now available for electronic submission.

- Generated by initiator – fills all the required data;
- Electronic Signatures collected by PI, School Chair, G&C FA - automatically routed via DocuSign;
- Signed form archived in electronic format via Application Xtender.
PI Fixed Price Close-Out 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
PI Fixed Price Close-Out Certification Form via DocuSign

1. Initiator (Sender)
   - Log in to DocuSign
   - Select to USE the form template
1. Initiator (Sender)
- Enters the names for the 3 “signers” (GT emails will auto populate)
- SEND
2. Sender (Initiator):
- Receives an invitation to “Sign Now” upon sending, or by link in an email notification;
- enters form data (all required fields);
- FINISH.
3. Signer 1 – PI – review and sign;
4. Signer 2 – School Chair – review and sign;
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.