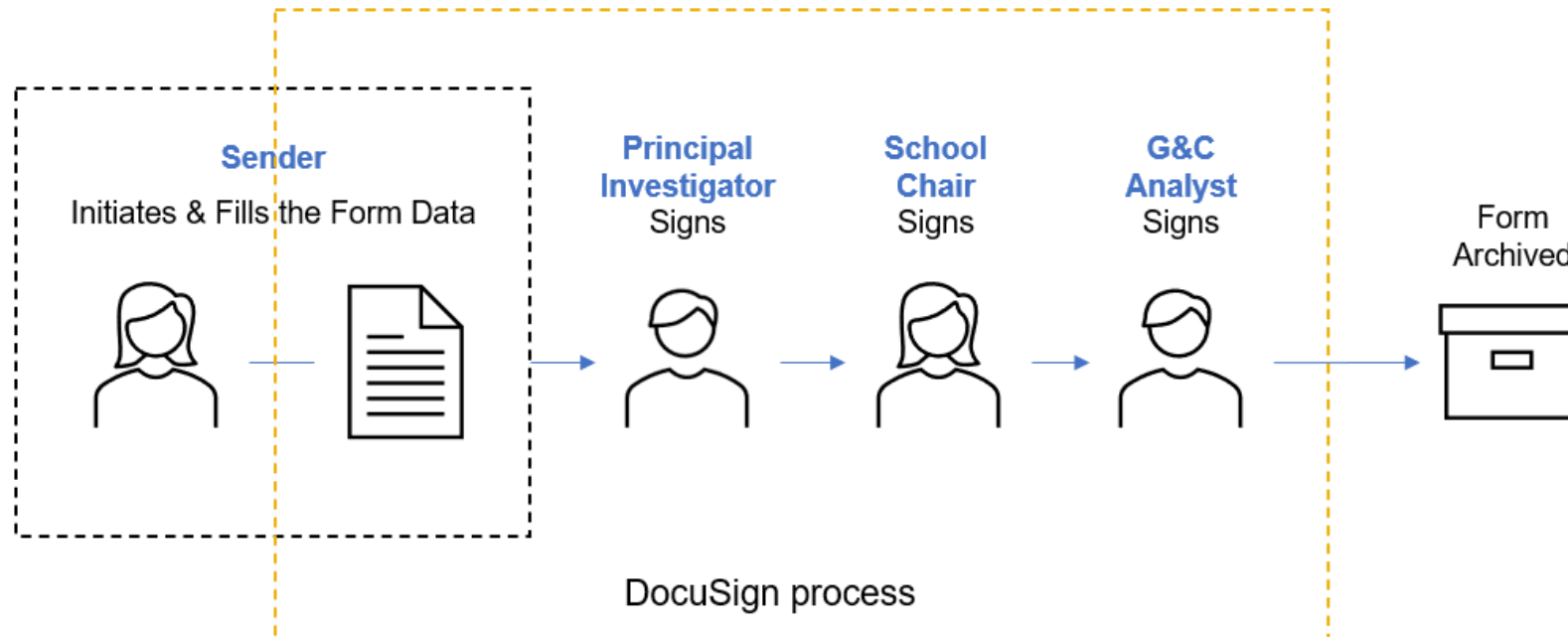


# PI Fixed Price Close-Out Certification Form via DocuSign

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>

The screenshot shows the Georgia Tech Grants and Contracts Accounting website. The page title is "Grants and Contracts Accounting" and the URL is "grants.gatech.edu/reports-and-forms". The navigation menu includes "About", "Policies and Procedures", "Reports and Forms", "Applications", "Resources", "FAQs", and "Training". The main content area is titled "Reports and Forms" and has a "For Download" button. A "GT Login Required" notice is visible on the right. The "Standard Forms" section is expanded, showing a list of forms: "Budget Categories and Object Codes", "Cost Accounting Standards Exception Form", "Cost Share Requirements and Certification Form", "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)", "PI Fixed Price Close-Out Certification Form (Please use DocuSign template)", "Service Center Request Form", and "Cost Share Tuition Waiver Calculator". The "PI Fixed Price Close-Out Certification Form" is highlighted with a yellow box.

# PI Fixed Price Close-Out Certification Form via DocuSign

## 1. Initiator (Sender)

- Log in to DocuSign

**DocuSign**

Log In

Email \*

**NEXT**

[No account? Sign up for free](#)

- Select to USE the form template

The screenshot shows the DocuSign eSignature interface. At the top, there are navigation tabs: Home, Manage, **Templates**, and Reports. Below the navigation, the template name is "Grants\_Fixed Price Close-Out Certification Form" with a star icon, an information icon, and a share icon. Underneath, it says "Template ID" and a description: "The G&C Fixed Price Close Out Certification form has been updated to current terminology and to allow it to be signed digitally and sent into G&C via electronic submission." A yellow arrow points to a blue "USE" button, which is also highlighted with a yellow box. Below the template information is a "Recipients" section with a list of five recipients:

Order	Recipient Name	Role	Status
1	sender:		Needs to Sign
2	Principal Investigator:		Needs to Sign
3	School Chair:		Needs to Sign
4	G&C Analyst:		Needs to Sign
5	OIT Imaging Archiver: OIT DocuSign Webservice	oit-docusign-epi@gatech.edu	CC Receives a Copy

# PI Fixed Price Close-Out Certification Form via DocuSign

Grants\_Fixed Price Close-Out Certification Form

Recipients

1 sender NEEDS TO SIGN CUSTOMIZE

Name \*  
Neli Tranakiev

Email \*  
ntranakiev@gatech.edu

2 Principal Investigator

Name \*  
[Redacted]

Email \*  
[Redacted]

3 School Chair NEEDS TO SIGN CUSTOMIZE

Name \*  
[Redacted]

Email \*  
[Redacted]

4 G&C Analyst NEEDS TO SIGN CUSTOMIZE

Name \*  
[Redacted]

Email \*  
[Redacted]

5 OIT Imaging Archiver CC RECEIVES A COPY CUSTOMIZE

Name \*  
OIT DocuSign Webservice

**SEND** DISCARD

## 1. Initiator (Sender)

- Enters the names for the 3 “signers” (GT emails will auto populate)
- SEND

# PI Fixed Price Close-Out 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);
- FINISH.

Do you want to sign this document now?

**SIGN NOW** **SIGN LATER**

This site uses cookies, some of which are required for the operation of the site. [Learn More](#)

Today

Neli Tranakiev via DocuSign  
Please view the DocuSign: Grants\_Fixed Pri... 12:35 PM

Please Review & Act on These Documents

Neli Tranakiev  
Georgia Institute of Technology

Thank you.

Please review the documents below. **CONTINUE**

Sponsor Name: [ ] Award End Date: [ ]  
Principal Investigator/Project Director: Neli Tranakiev

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Enter text **FINISH** **OTHER A**

**GT Georgia Tech**  
Office of Grants & Contracts Accounting  
926 Dalney Street NW Atlanta, GA 30318  
Send form to Award G&C Financial Analyst

**PI FIXED PRICE CLOSE-OUT CERTIFICATION FORM**

Required - AWD-#####

Fund Number: [ ] Award Start Date: [ ]  
Sponsor Name: [ ] Award End Date: [ ]  
Principal Investigator/Project Director: Neli Tranakiev

Grant Award Type (Fixed Price only):  
 Federal or Federal Flow-through  Non-Federal

Residual balance Amount, if applicable: \$ [ ] Contract Amount: \$ [ ]

**FILL IN**

# PI Fixed Price Close-Out Certification Form via DocuSign

3. Signer 1 – PI – review and sign;
4. Signer 2 – School Chair - review and sign;
5. Signer 3 – G&C Financial Analyst – review and update;
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.

The image displays a DocuSign email notification and the ApplicationXtender interface. The email, from DocuSign NA3 System to Neli Tranakiev, contains a link to a DocuSign document titled "Grants Fixed Price Close-Out Certification Form". The document content includes a certification statement from the Principal Investigator (PI) and a signature line for Neli Tranakiev, dated 2/21/2022. The ApplicationXtender interface shows a list of applications under the "ACCOUNTING" category, with a "Query Results" window open. The query results display a "PI FIXED PRICE CLOSE-OUT CERTIFICATION FORM" for Fund Number AMD-001050, awarded to HITACHI LIMITED. The form includes fields for Award Start Date (04/01/2020), Award End Date (08/31/2021), and Principal Investigator/Project Director (XiaoLi Ma). It also shows a Residual balance Amount of \$342.59 and a Contract Amount of \$50,000. The justification of the residual balance is provided at the bottom of the form.