Link to the form template is available on the G&C website at: <a href="https://grants.gatech.edu/reports-and-forms">https://grants.gatech.edu/reports-and-forms</a>.

It can also be found in the GT DocuSign Grants folder <u>here</u>, or by following this direct <u>link</u>.



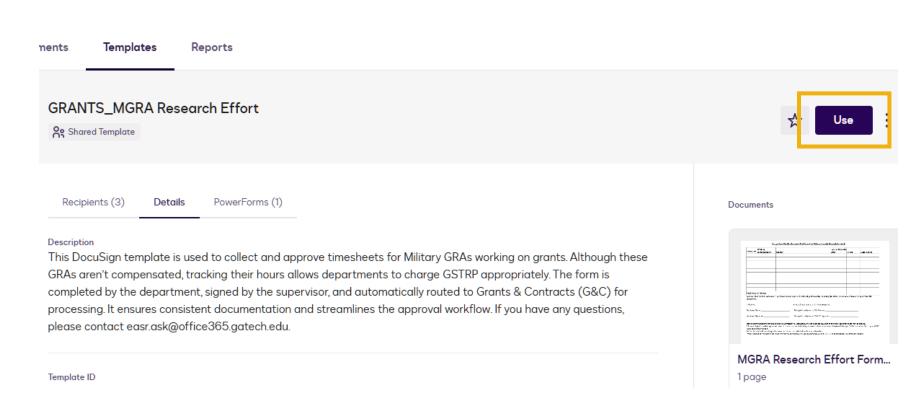


# How to use the DocuSign Template

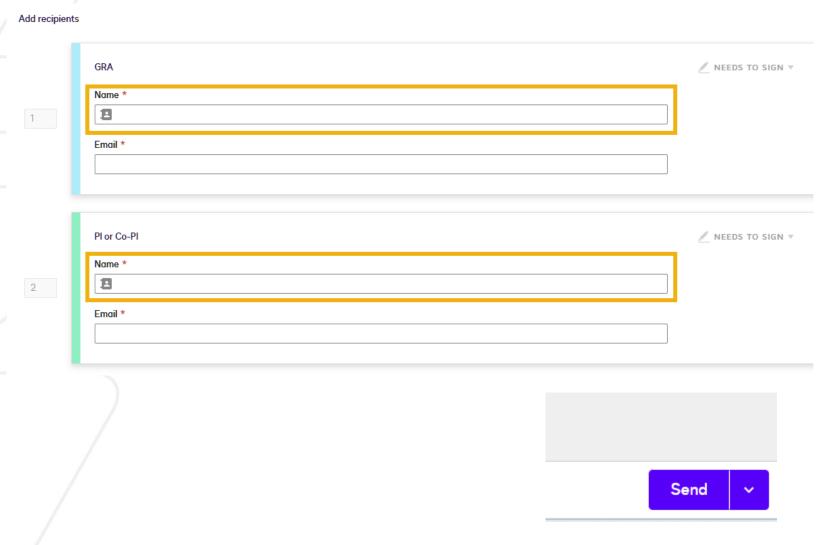
- 1. Initiator (Sender)
- Log in to DocuSign

Log in to DocuSign
Enter your email to log in.
Email *
Enter email
NEXT
Sian Up for Free

- Select to **USE** the form template







Initiator/ Sender (could be the GRA)

Enter the names of the two "signers": GRA and PI (or Co-PI) (their GT emails will auto populate)

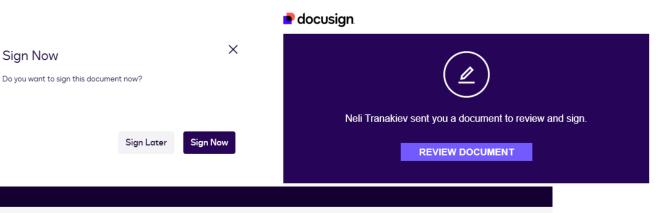
When ready click **SEND** to start the signing process.

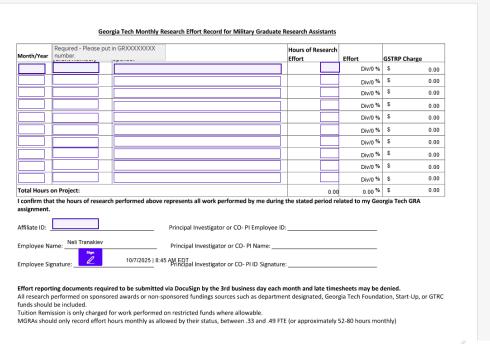


- 2. GRA (First Recipient/ Signer):
- Receives an email notification and an invitation to review and approve/sign.

(If the GRA was also the Initiator there wi be an option to "Sign Now" upon sending the envelope, or the link in the email notification can be used too);

- On the next page the GRA must enter the form data (all required fields in the required formats). Please enter the applicable hours for each period and grant. The effort percentage, GSTRP charge, and total hours will be calculated automatically.
- Enter Affiliate ID (or GT employee ID number).
- When ready Sign and click FINISH.





- 3. PI/ Co-PI (Second Recipient/ Signer):
- Receives an email notification and an invitation to review and approve/sign.
- Reviews the form data
- Enter Principal Investigator's (Co-Pl's) GT employee ID number.
- When ready Sign and click FINISH.
- 4. This completes the DocuSign signing process. Emails with notification and a .pdf file copy of the signed form will be sent to all participants and the Cost Accounting Team.

