

Grants MGRA Research Effort Form via DocuSign

Link to the form template is available on the G&C website at:

<https://grants.gatech.edu/reports-and-forms>.

It can also be found in the GT DocuSign Grants folder [here](#), or by following this direct [link](#).



The screenshot displays the Georgia Tech Grants and Contracts Accounting website. The header features the Georgia Tech logo and the title "Grants and Contracts Accounting". A navigation bar includes links for About, Policies and Procedures, Reports and Forms, Applications, Resources, FAQs, and Training. Below the navigation bar, the "Reports and Forms" section is highlighted. A "For Download" button with a download icon is visible. To the right, a "GT Login Required" message with a lock icon is shown. A list of report types is displayed, including Sponsored Activity Reports, Facilities and Administrative Reports, Audit Reports, and Standard Forms. The "Standard Forms" link is highlighted with a yellow box. Below the list, links for "Budget Categories and Object Codes" and "Cost Accounting Standards Exception Form" are provided.

Georgia Tech

Grants and Contracts Accounting

About | Policies and Procedures | Reports and Forms | Applications | Resources | FAQs | Training

Home

Reports and Forms

For Download

GT Login Required

- Sponsored Activity Reports
- Facilities and Administrative Reports
- Audit Reports
- Standard Forms

[Budget Categories and Object Codes](#)

[Cost Accounting Standards Exception Form](#)

- Legacy Management Reports
- Executive Reports
- Legacy Campus Reports

Grants MGRA Research Effort Form via DocuSign

How to use the DocuSign Template

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

nents **Templates** Reports

GRANTS_MGRA Research Effort

Shared Template

Use

Recipients (3) **Details** PowerForms (1)

Description

This DocuSign template is used to collect and approve timesheets for Military GRAs working on grants. Although these GRAs aren't compensated, tracking their hours allows departments to charge GSTRP appropriately. The form is completed by the department, signed by the supervisor, and automatically routed to Grants & Contracts (G&C) for processing. It ensures consistent documentation and streamlines the approval workflow. If you have any questions, please contact ear.ask@office365.gatech.edu.

Template ID

Documents

MGRA Research Effort Form...
1 page

Grants MGRA Research Effort Form via DocuSign

Add recipients

1

GRA

NEEDS TO SIGN ▼

Name *



Email *

2

PI or Co-PI

NEEDS TO SIGN ▼

Name *



Email *

Send



1. 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.

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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 will 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.

Sign Now

Do you want to sign this document now?

Sign Later

Sign Now

docusign

Neli Tranakiev sent you a document to review and sign.

REVIEW DOCUMENT

Start


Georgia Tech Monthly Research Effort Record for Military Graduate Research Assistants

Month/Year	Required - Please put in GRXXXXXXX number.	Hours of Research Effort	Effort	GSTRP Charge
			Div/0 %	\$ 0.00
			Div/0 %	\$ 0.00
			Div/0 %	\$ 0.00
			Div/0 %	\$ 0.00
			Div/0 %	\$ 0.00
			Div/0 %	\$ 0.00
			Div/0 %	\$ 0.00
			Div/0 %	\$ 0.00
			Div/0 %	\$ 0.00
			Div/0 %	\$ 0.00
			Div/0 %	\$ 0.00
Total Hours on Project:		0.00	0.00 %	\$ 0.00

I confirm that the hours of research performed above represents all work performed by me during the stated period related to my Georgia Tech GRA assignment.

Affiliate ID: _____ Principal Investigator or CO- PI Employee ID: _____

Employee Name: Neli Tranakiev _____ Principal Investigator or CO- PI Name: _____

Employee Signature:  10/7/2025 | 8:45 AM EDT _____ Principal Investigator or CO- PI ID Signature: _____

Effort reporting documents required to be submitted via DocuSign by the 3rd business day each month and late timesheets may be denied.

All research performed on sponsored awards or non-sponsored fundings sources such as department designated, Georgia Tech Foundation, Start-Up, or GTRC funds should be included.

Tuition Remission is only charged for work performed on restricted funds where allowable.

MGRAs should only record effort hours monthly as allowed by their status, between .33 and .49 FTE (or approximately 52-80 hours monthly)


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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-PI'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.

Start



Neli Tranakiev sent you a document to review and sign.

REVIEW DOCUMENT

Finish

Georgia Tech Monthly Research Effort Record for

Month/Year	Worktag (Grant Number)	Sponsor	Hours of Research Effort	Effort	GSTRP Charge
01/2025	GR12345678	My Sponsor	1.00	100.00 %	\$ 1,596.00
				0.00 %	\$ 0.00
				0.00 %	\$ 0.00
				0.00 %	\$ 0.00
				0.00 %	\$ 0.00
				0.00 %	\$ 0.00
				0.00 %	\$ 0.00
				0.00 %	\$ 0.00
				0.00 %	\$ 0.00
				0.00 %	\$ 0.00
				0.00 %	\$ 0.00
				0.00 %	\$ 0.00
Total Hours on Project:			1.00	100.00 %	\$ 1,596.00

I confirm that the hours of research performed above represents all work performed by me during the stated period related to my Georgia Tech GRA assignment.

Affiliate ID: 1010102
 Principal Investigator or CO- PI Employee ID:

Employee Name: Neli Tranakiev
 Principal Investigator or CO- PI Name: Neli Tranakiev

Employee Signature: Neli Tranakiev 10/7/2025 | 9:00 AM EDT
 Principal Investigator or CO- PI ID Signature: 10/7/2025 | 9:04 AM EDT

Effort reporting documents required to be submitted via DocuSign by the 3rd business day each month and late timesheets may be denied.

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