

Instructions to Log on to SharePoint

1. Click on the link to the file you want to access from the GSRD Forms webpage.

The screenshot shows a web browser window displaying the Winthrop University Grants and Sponsored Research Development Forms webpage. The URL is <https://www.winthrop.edu/grants/forms.aspx>. The page features a navigation menu with links for Admissions, Visit, Tuition & Aid, Academics, Student Life, Athletics, About, and Giving. The main content area is titled "Forms" and includes a note: "Please note that the following files are in Microsoft Word doc format. If you do not have Microsoft Word installed on your computer, you can download Open Office for free." Below this note, there are three sections: "Contract and Grant Forms", "Compliance Committees", and "Institutional Biosafety Committee (IBC)". A red arrow points to the "Intent to Apply for External Funding Form" link under the "Contract and Grant Forms" section.

Forms

Please note that the following files are in Microsoft Word doc format. If you do not have Microsoft Word installed on your computer, you can download Open Office for free.

Contract and Grant Forms

- Intent to Apply for External Funding Form
- Instructions for Using Electronic Signature for Grant Routing and Authorization Form (PDF - 237 KB)
- Grant Authorization Form
- Contract Routing and Authorization Form
- Disclosure of Financial Interest
- Intellectual Property Rights
- Responsible Conduct of Research Certification

Compliance Committees

Institutional Animal Care and Use Committee (IACUC)

- IACUC000 - Faculty/Student Research Standard Form [Guidelines (PDF - 147 KB)]
- IACUC000A - Schedule A - Husbandry [Guidelines (PDF - 191 KB)]
- IACUC000B - Schedule B - Surgical Procedures [Guidelines (PDF - 198 KB)]
- IACUC000C - Schedule C - Biohazard Materials [Guidelines (PDF - 194 KB)]
- IACUC000D - Schedule D - Non-surgical Injections [Guidelines (PDF - 188 KB)]
- IACUC000E - Classroom Study [Guidelines (PDF - 35 KB)]
- IACUC000S - Student Classroom Research Project [Guidelines (PDF - 33 KB)]
- Live Animal Tracking Form
- Status of IACUC Approved Projects

Institutional Biosafety Committee (IBC)

- Biohazardous Materials Declaration Form
- Status of IBC Approved Projects
- RISIA Checklist

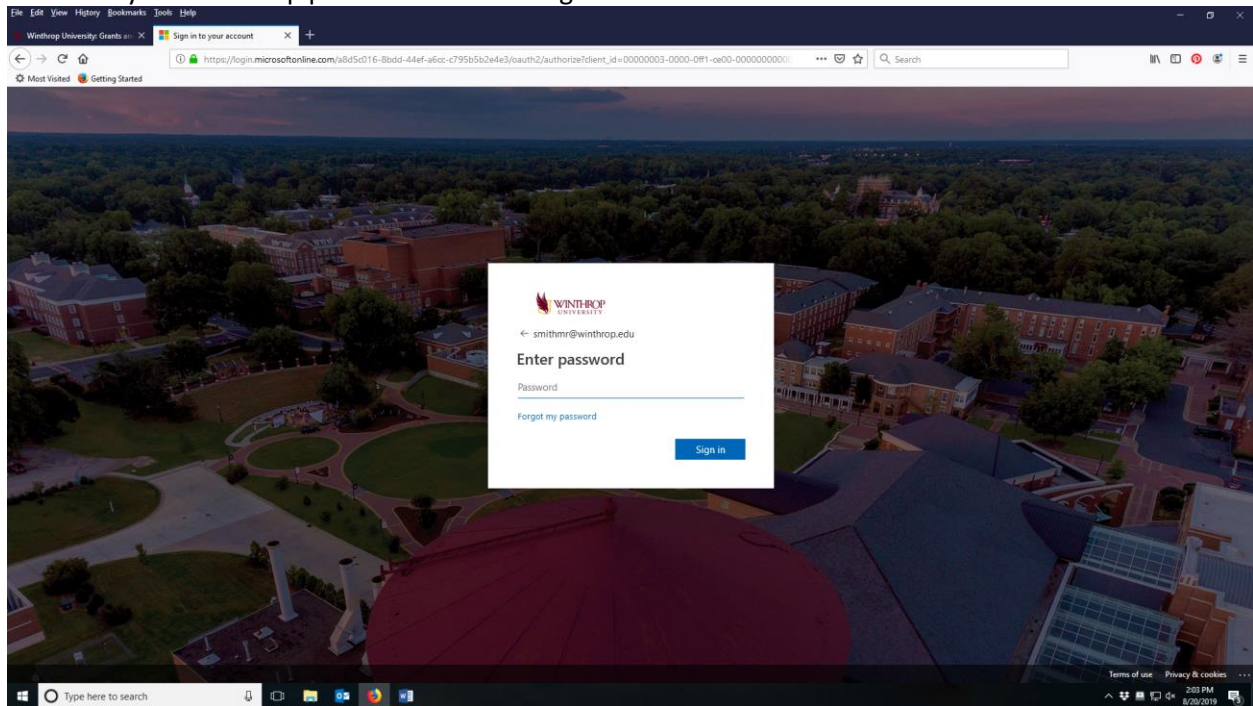
2. You will be taken to the SharePoint log-in page. Enter your Winthrop user name (or Pick an account if you have logged in before.)

The screenshot shows a Microsoft Office 365 log-in page. The URL is https://login.microsoftonline.com/18d5c216-8bdd-44ef-a6cc-c795b52e4e3?owaauth2/authorize?client_id=00000003-0000-0ff1-ca00-000000000000. The page features a background image of a university campus. A white dialog box is overlaid on the page, titled "Pick an account". It contains a list of accounts, with the first account being "smithm@winthrop.edu". Below the list, there is a plus sign icon and the text "Use another account".

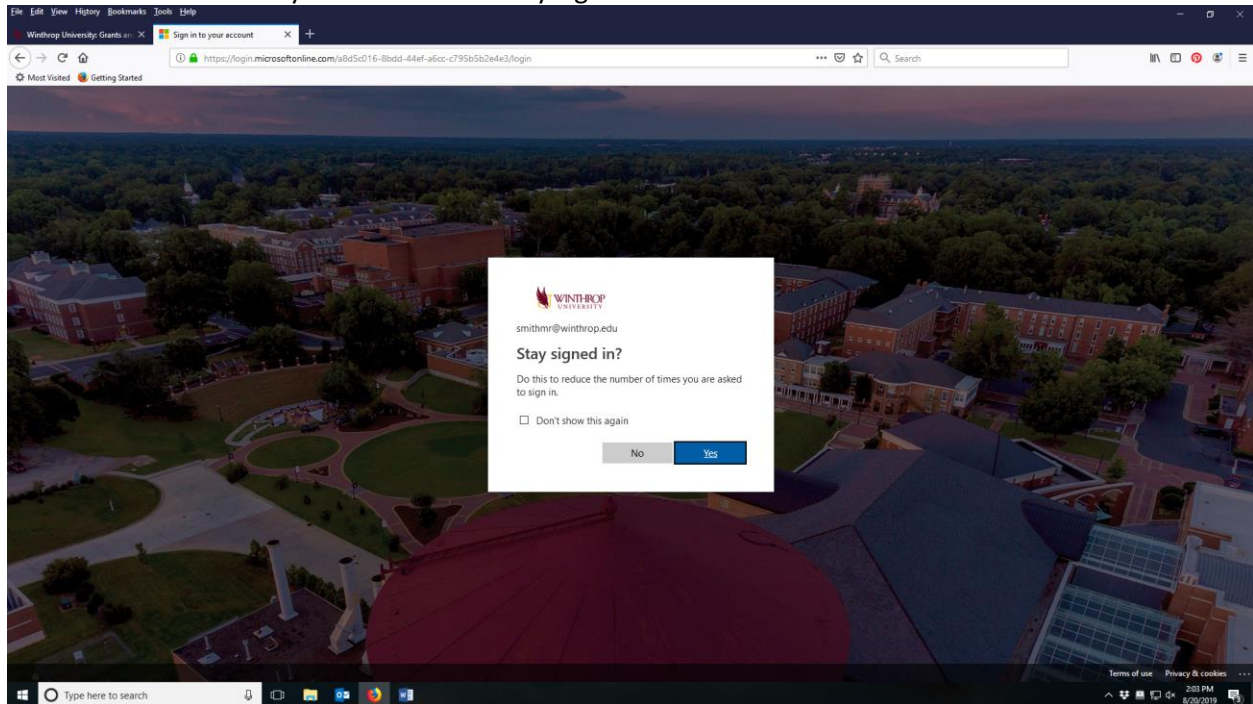
Pick an account

- smithm@winthrop.edu
- Use another account

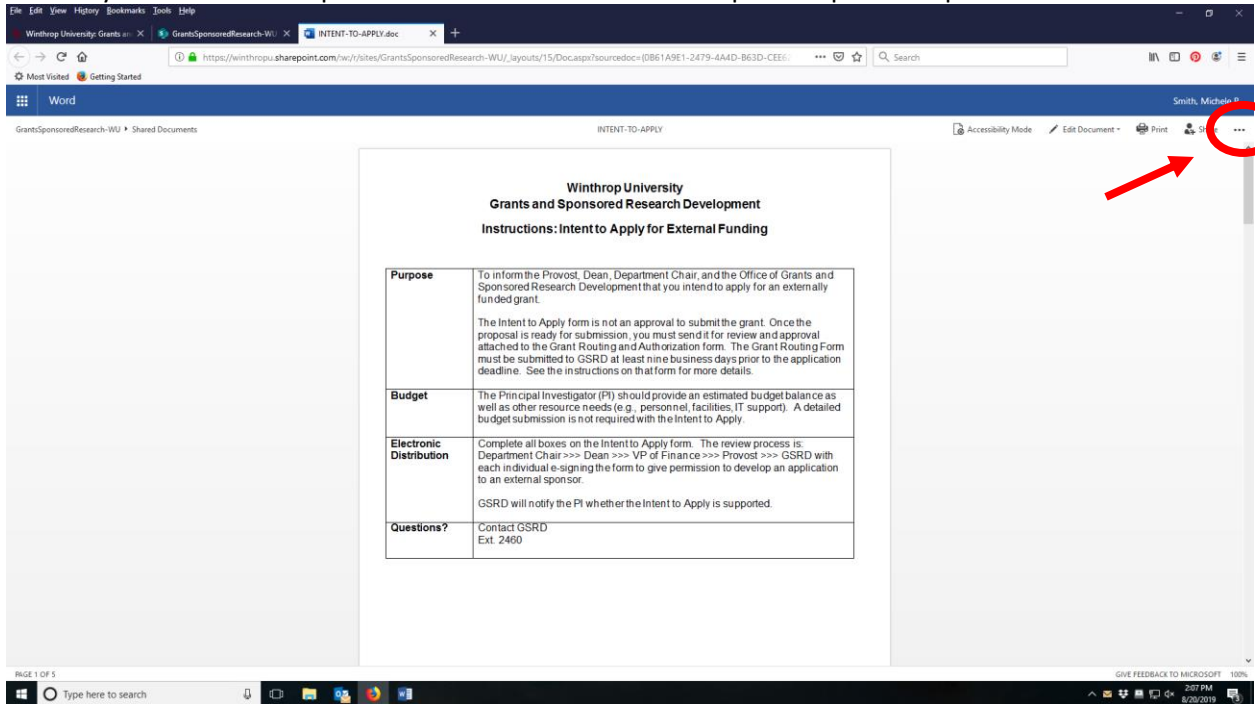
3. Enter your Winthrop password and click Sign in.



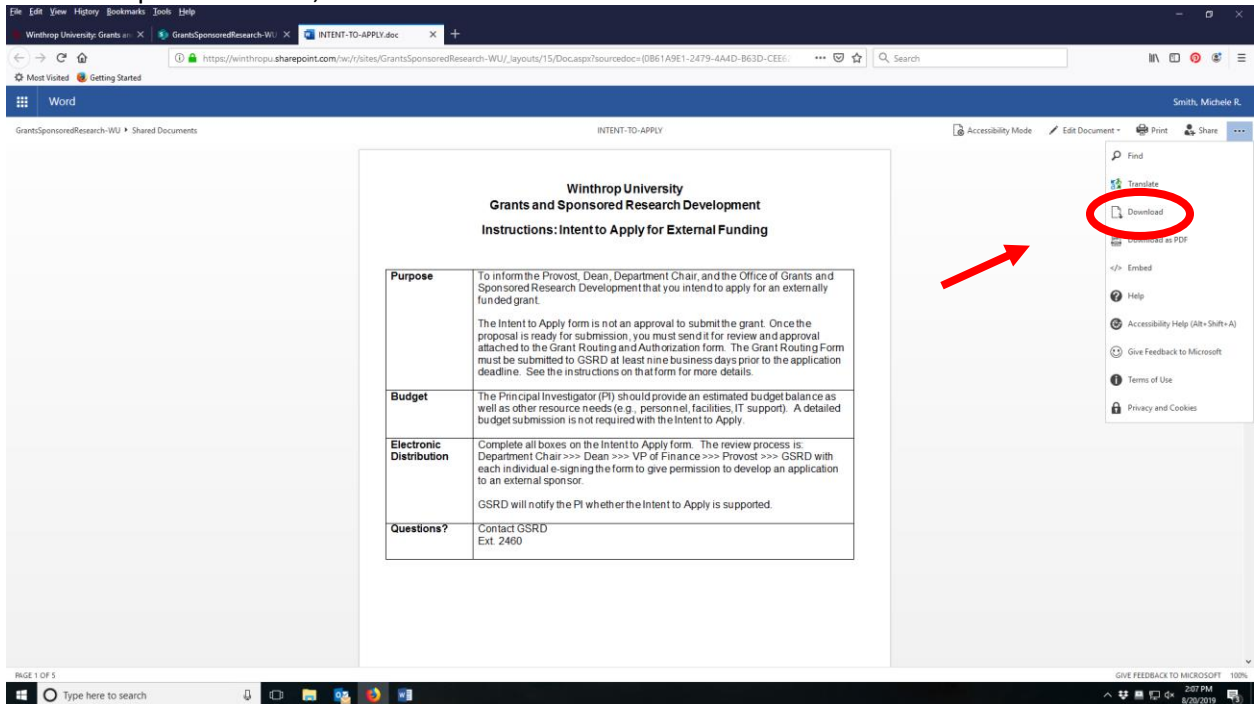
4. You will be asked if you would like to stay signed in. Select Yes or No.



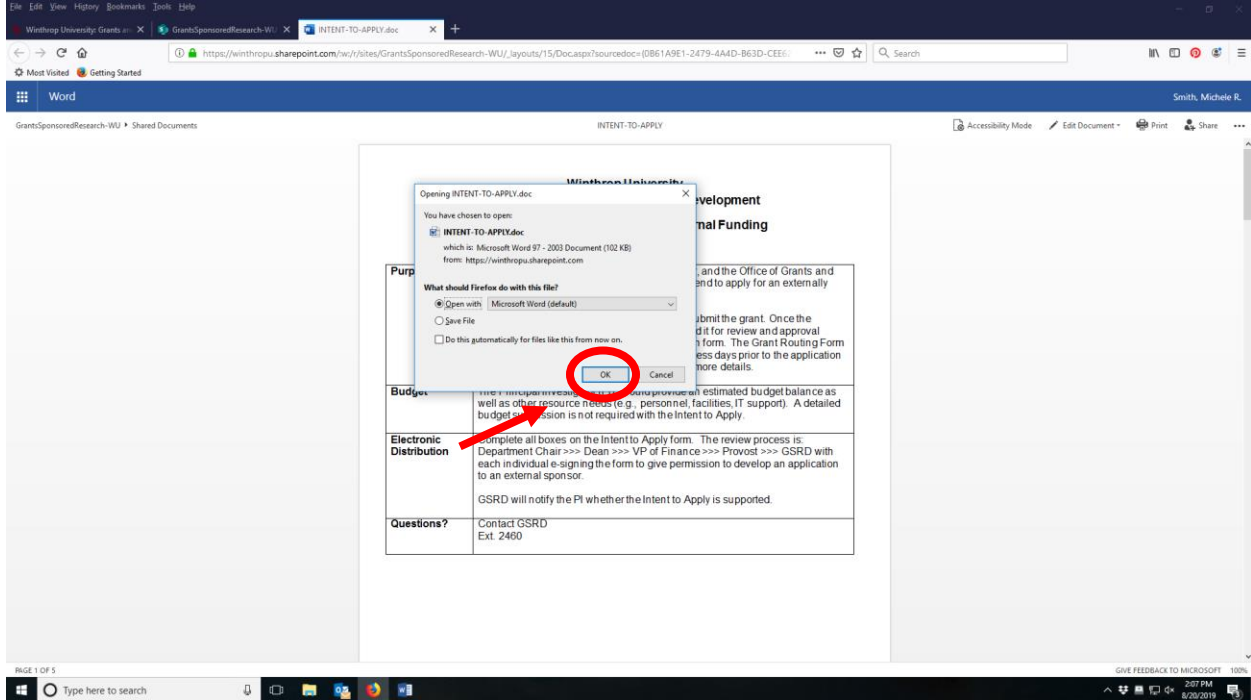
5. The file you selected will open in this screen. Click on the ellipsis to open the options window.



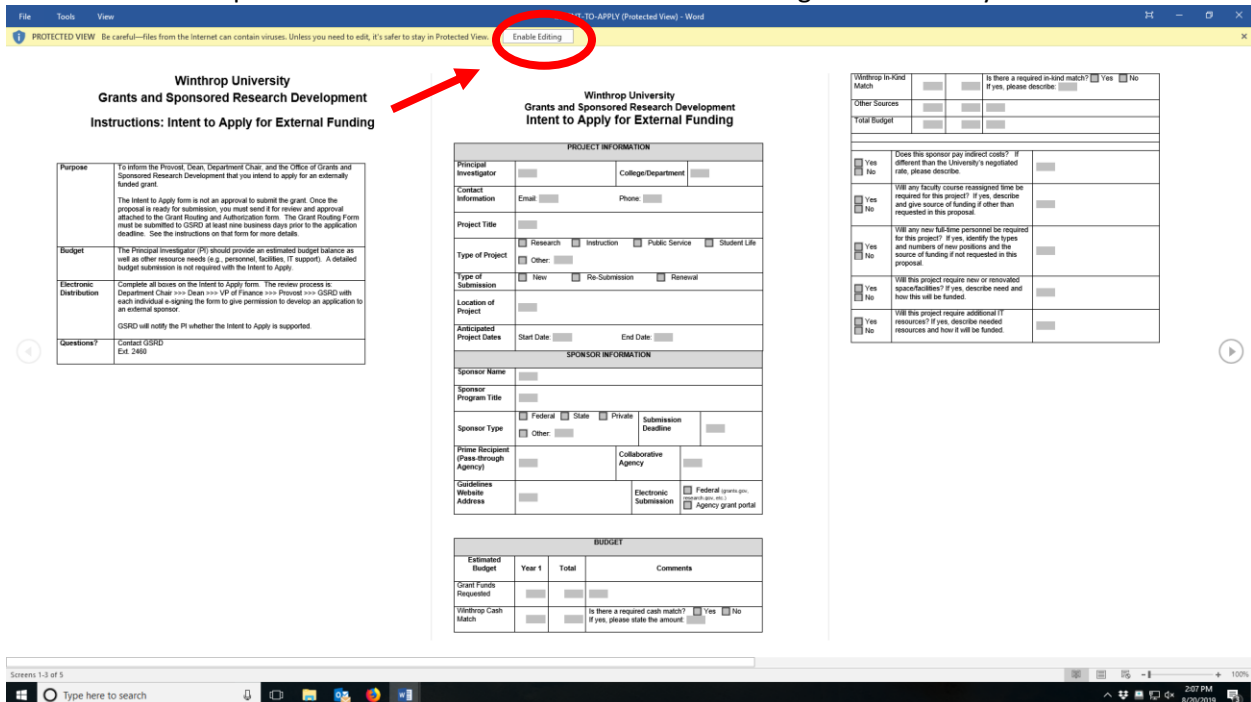
6. From the options window, click "download."



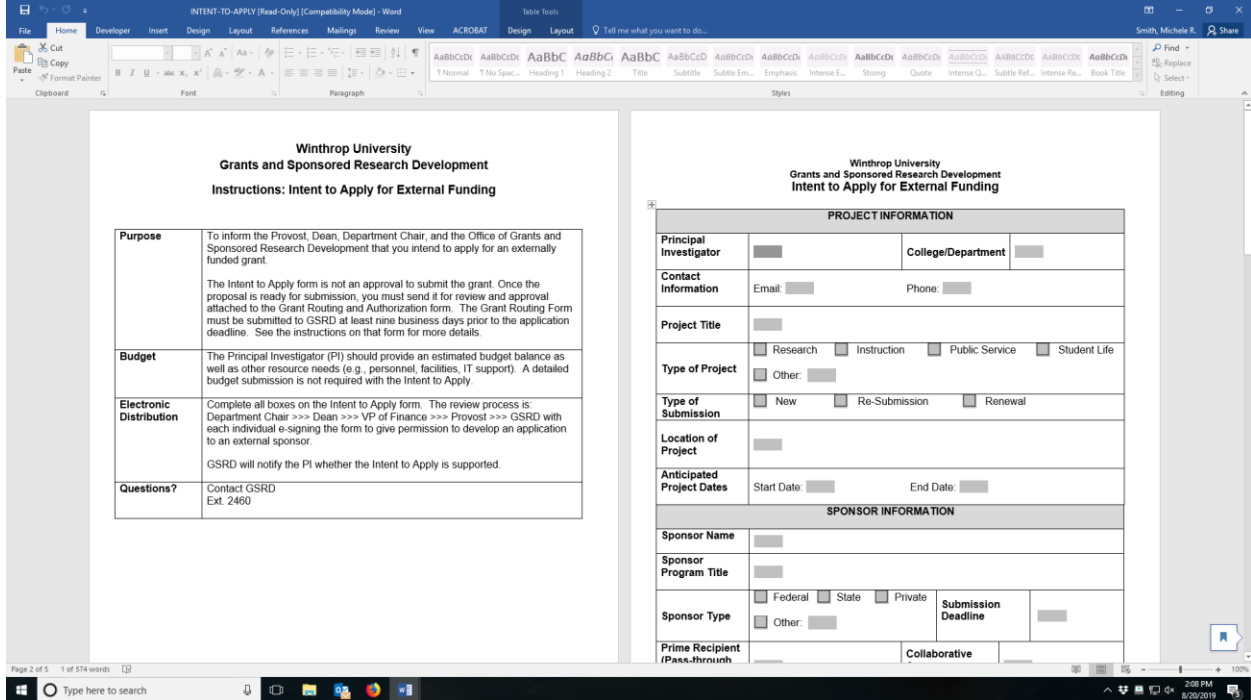
7. The download dialog box will appear. “Open with Microsoft Word” is the default selection. Click OK. (Mac users: Your file will appear in the Download bar or Downloaded Files folder.)



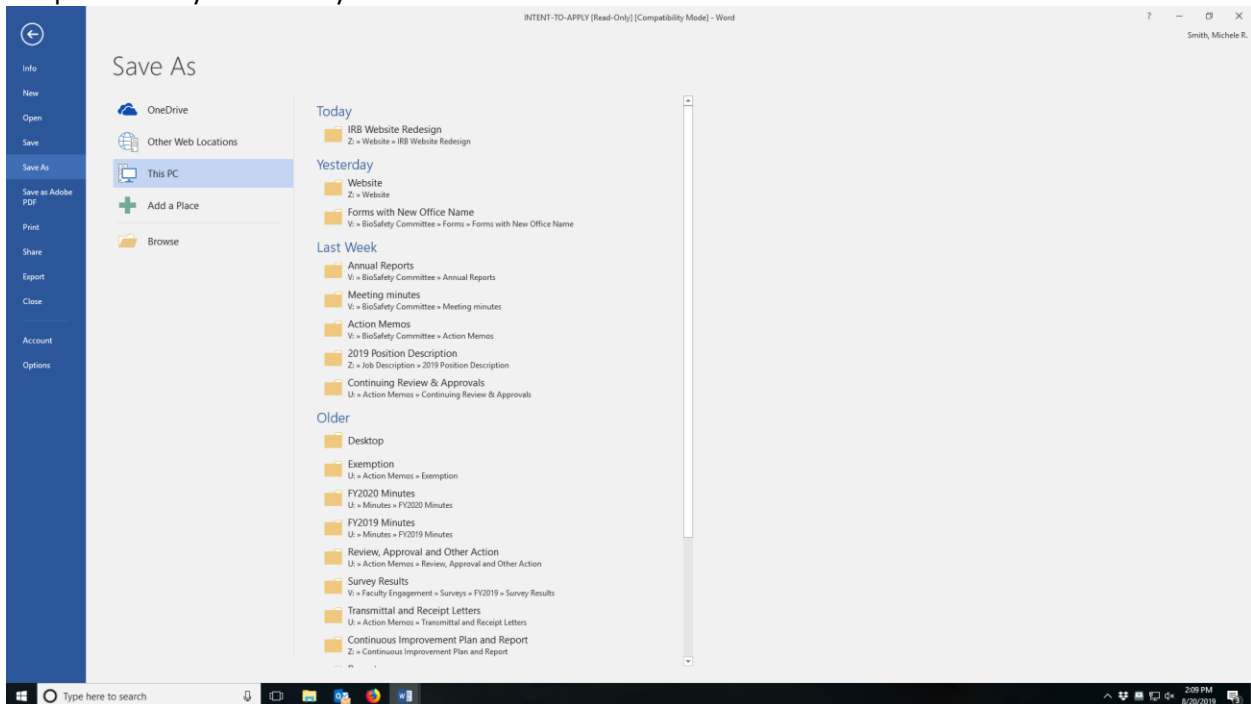
8. The form will open as shown below. Click on the Enable Editing button in the yellow bar.



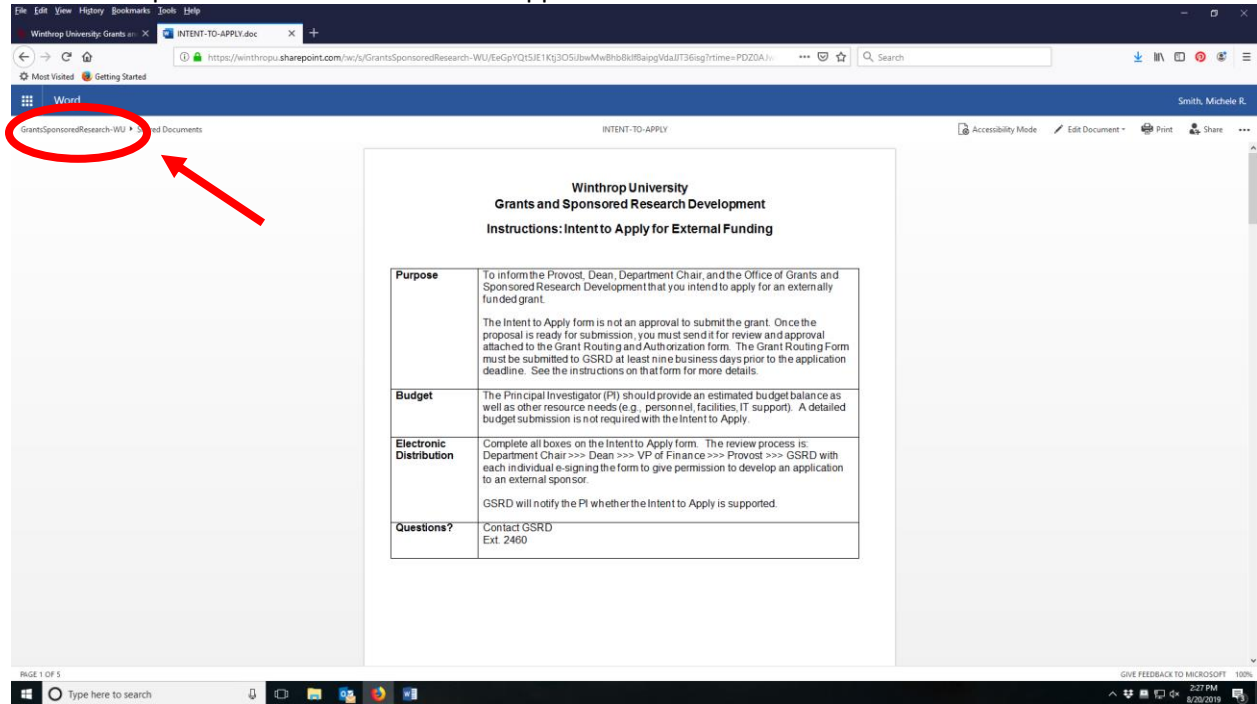
9. Your form is now ready to edit. When you are ready to save your work, choose FILE > SAVE AS.



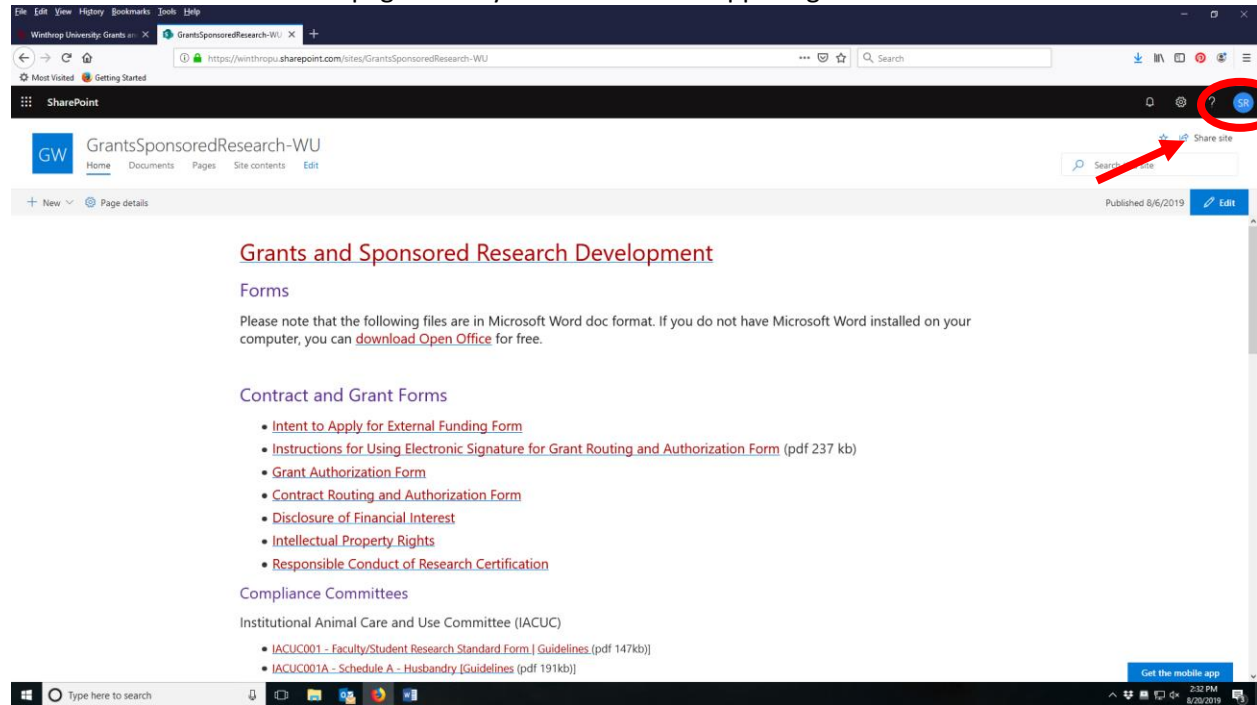
10. From the Save As window, navigate to the folder where you would like to save your document and proceed as you normally would to save a file.



11. After you exit Word, your SharePoint window may still be open. Click on GrantsSponsoredResearch-WU in the upper left corner.



12. You will be taken to this page. Click your initials in the upper right corner.



13. Select "Sign Out" to sign out of SharePoint.

The screenshot shows a web browser window displaying a SharePoint site. The address bar shows the URL: <https://winthropu.sharepoint.com/sites/GrantsSponsoredResearch-WU>. The page title is "GrantsSponsoredResearch-WU". The main content area is titled "Grants and Sponsored Research Development" and contains several sections: "Forms", "Contract and Grant Forms", "Compliance Committees", and "Institutional Animal Care and Use Committee (IACUC)". A red arrow points to the "Sign out" button in the "My account" dropdown menu in the top right corner. The "Sign out" button is circled in red.

Grants and Sponsored Research Development

Forms

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Compliance Committees

Institutional Animal Care and Use Committee (IACUC)

- [IACUC001 - Faculty/Student Research Standard Form \[Guidelines](#) (pdf 147kb)]
- [IACUC001A - Schedule A - Husbandry \[Guidelines](#) (pdf 191kb)]

My account

Smith, Michele R.
msmith@winthrop.edu
My Office profile

Sign out