

Instructions for Using the Electronic Signature Process for the Grant Routing and Authorization Form

1. Email all grant application documents and completed Grant Routing and Authorization Form to the GSRD Office. GSRD will review it for grammar and to ensure compliance with sponsor guidelines.
2. GSRD will the set-up the e-signature approval tree in Adobe Sign. The e-signature process begins with the PI. Then the document will be forwarded automatically to the Chair, Dean, GSRD, VP-Finance, and Provost for approval.
3. The e-sign process is initiated with the email below requesting the PI's e-signature on the Grant Routing Form. Review the form before signing to ensure accuracy and completeness.



POWERED BY
Adobe Sign

Winthrop University
Grants and Sponsored Research Development
Grant Routing and Authorization Form

A. PROJECT INFORMATION	
Project Title: Acceptable Tradeoffs between Economic Growth and Environmental Protection: Comparison of Developed and Developing Economies' Public Opinions	Submission Deadline: Rolling
Sponsor: Institute for Humane Studies	Electronic Submission <input type="checkbox"/> Federal (grants.gov, research.gov, etc.) <input checked="" type="checkbox"/> Agency grant portal
Sponsor Type: <input checked="" type="checkbox"/> Federal (FDA #) <input type="checkbox"/> State <input type="checkbox"/> Other	
Anticipated Project Period: October 1 - December 31, 2018	
Number of Years: <1 year (3 months)	
Project Type: <input checked="" type="checkbox"/> Research <input type="checkbox"/> Instruction <input type="checkbox"/> Public Service/Outreach <input type="checkbox"/> Facilities <input type="checkbox"/> Other:	
Submission Type: <input checked="" type="checkbox"/> New <input type="checkbox"/> Resubmission <input type="checkbox"/> Continuation	
Principal Investigator: Hye Seung Kim Email: ksh@winthrop.edu	Department: Political Science Phone: 803/321-4664
Project Location: United States	
B. THIRD PARTY PARTICIPATION (Note: A collaborative agency is when both Winthrop and the other agency jointly submit the proposal and will both be shown as recipients. A pass through, or sub-award is when an external agency submits the proposal, receives the award and then sub-awards all or a portion of the funds to Winthrop.)	
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Is Winthrop collaborating with another institution on this project? Collaborating Institution: _____ Contact Person: _____ Phone: _____ Who is the lead institution? _____
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Are funds being passed to Winthrop through another agency or institution? Pass-through Agency: _____

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Office of Grants and Sponsored Research Development GSRD Has Sent You TEST eSIGN to Sign

Office of Grants and Sponsored Research Development GSRD (Winthrop University) says:
"Please review and complete TEST eSIGN."

[Click here to review and sign TEST eSIGN.](#)

After you sign TEST eSIGN, the agreement will be sent to Michele Smith. Then, all parties will be notified via email.

To ensure that you continue receiving our emails, please add echosign@echosign.com to your address book or safe list.

4. Sign document where indicated. The e-signature can be typed in, manually written with a mouse, or uploaded from a pdf document.
5. Click on the blue button “Click to Sign” when finished signing.

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Adobe Sign

TEST eSIGN

1. I am not delinquent on any federal debt.
2. I am not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from current transactions by a federal department or agency.
3. I have not and will not lobby any federal agency on behalf of this award.
4. I will abide by all applicable policies and procedures of Winthrop University, the State of South Carolina, and the grantor.
5. I will accurately disclose program progress, results, expenditures and revenue to Winthrop University and to the grantor.

Financial Disclosure Statement: I certify that I have read and understood the Winthrop University Policy on the Disclosure of Financial Interest. I have attached a Disclosure of Financial Interest for Sponsored Research Form for any financial interest that I, my spouse, or any dependent living in my household [Click to change](#) this proposal.

	Sep 20, 2018
Signature of Principal Investigator / Date	Signature of Principal Investigator / Date
Signature of Co-Investigator / Date	Signature of Co-Investigator / Date

**ASSURANCE OF DEPARTMENT HEAD AND DEAN
(Must be signed by all Department Chairs and Deans for every Department and College represented)**

I certify that the attached proposal fits within the Department's overall programming goals. Adequate space, technology, and other resources are available or have been included in the proposal budget to conduct the project. The professional time allotted is realistic and within University guidelines.

Signature of Department Head / Date	Signature of Dean / Date
Signature of Department Head / Date	Signature of Dean / Date

PROJECT APPROVAL AND AUTHORIZATION TO SUBMIT PROPOSAL TO SPONSOR

Grants and Sponsored Research Development		Date:
Vice President for Student Life		Date:

I agree to the [Terms of Use](#) and [Consumer Disclosure](#) of this document

[Click to Sign](#)

Type,
write, or
upload
signature
where
indicated

Click here
when
signature is
complete

6. The email below will be sent to each individual who is assigned to e-sign the document. This email indicates successful completion of the e-signature process and that the document has been sent to the next person on the approval tree.



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Adobe Sign

Winthrop University Grant and Research Proposal Development Grant Routing and Substitution Form	
I. PROJECT INFORMATION	
Project Title: _____	Department/Division: _____
Principal Investigator: _____	Department: _____
Project Start Date: _____	Project End Date: _____
Project Budget: _____	Project Category: _____
Date of this form: _____	
Project Type: <input type="checkbox"/> Research <input type="checkbox"/> Education <input type="checkbox"/> Other: _____	Substitution Type: <input type="checkbox"/> New <input type="checkbox"/> Replacement <input type="checkbox"/> Continuation
Principal Investigator: _____	Department: _____
Grant: _____	Phone: _____
II. SIGNATURE INFORMATION	
I, _____, hereby certify that the information provided on this form is true and correct and that I am the Principal Investigator of the project.	
<input type="checkbox"/> Yes	I am the Principal Investigator of the project.
<input type="checkbox"/> No	I am not the Principal Investigator of the project.
I, _____, hereby certify that I am the Principal Investigator of the project.	
<input type="checkbox"/> Yes	I am the Principal Investigator of the project.
<input type="checkbox"/> No	I am not the Principal Investigator of the project.

You have successfully signed the agreement "TEST eSIGN".

It has now been sent to Michele Smith to sign.



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7. GSRD will inform the PI that the application has been approved for submission when all approvers have signed the Grant Routing Form and will send the approved document to the PI for her/his records. The PI will submit the application to non-federal sponsors. GSRD will submit the application to federal sponsors.