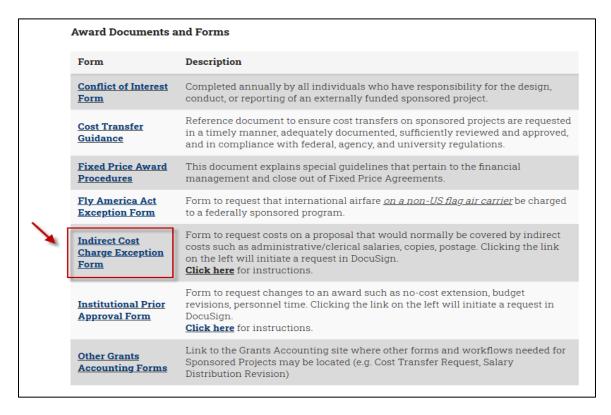
Kent State University DocuSign

Initiate an Indirect Cost Charge Exception Form (PowerForm)

1. Initiate an Indirect Cost Charge Exception Form using the PowerForm link provided at https://www.kent.edu/research/sponsored-programs/awards-management.

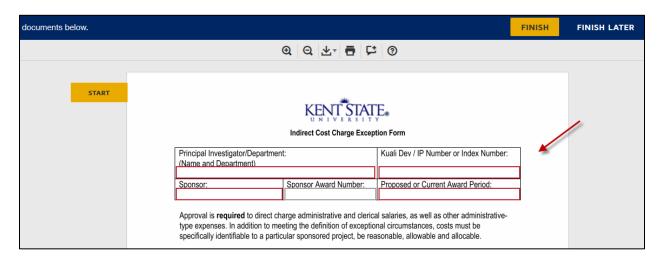


2. Complete the PowerForm signer information. All fields are required; email addresses entered must be @kent.edu. Click the **Begin Signing** button to access the form.

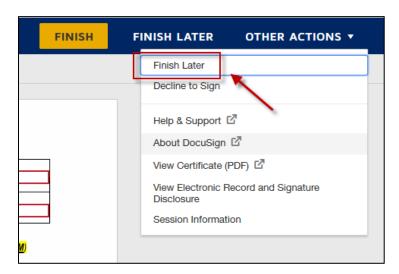


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3. Complete all applicable items on the form. Required fields are outlined in red.



4. NOTE: Clicking the **Finish Later** option in the top right-hand corner at any time **before clicking Finish at the bottom of the form** will generate an email with a link to the unfinished form. Because the link in the email is unique to the form, you will be able to access the form throughout the routing cycle. Clicking the **Finish** button without using the **Finish Later** functionality will not allow you to track the form in any way.



5. Once you've entered and checked the appropriate information, click the **Finish** button to send the form to the Principal Investigator for his/her review and signature.



Questions? Contact the Sponsored Programs Office at 672-2070 or sponsoredprograms@kent.edu

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