

Kent State University DocuSign

Initiate an Institutional Prior Approval Form (PowerForm)

1. Initiate an Institutional Prior Approval Form (IPAF) using the PowerForm link provided at <https://www.kent.edu/research/sponsored-programs/awards-management>.

Award Documents and Forms	
Form	Description
Conflict of Interest Form	Completed annually by all individuals who have responsibility for the design, conduct, or reporting of an externally funded sponsored project.
Cost Transfer Guidance	Reference document to ensure cost transfers on sponsored projects are requested in a timely manner, adequately documented, sufficiently reviewed and approved, and in compliance with federal, agency, and university regulations.
Fixed Price Award Procedures	This document explains special guidelines that pertain to the financial management and close out of Fixed Price Agreements.
Fly America Act Exception Form	Form to request that international airfare <i>on a non-US flag air carrier</i> be charged to a federally sponsored program.
Indirect Cost Charge Exception Form	Form to request costs on a proposal that would normally be covered by indirect costs such as administrative/clerical salaries, copies, postage. Clicking the link on the left will initiate a request in DocuSign. Click here for instructions.
Institutional Prior Approval Form	Form to request changes to an award such as no-cost extension, budget revisions, personnel time. Clicking the link on the left will initiate a request in DocuSign. Click here for instructions.
Other Grants Accounting Forms	Link to the Grants Accounting site where other forms and workflows needed for Sponsored Projects may be located (e.g. Cost Transfer Request, Salary Distribution Revision)

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.

PowerForm Signer Information

Fill in the name and email for each signing role listed below to initiate an Institutional Prior Approval Form. Signers will receive an email inviting them to complete and/or sign this document.
Please enter your name and email to begin the signing process.

Form Initiator

Your Name: *

Your Email: *

Please provide information for any other signers needed for this document.

Principal Investigator

Name: *

Email: *

Director/Chair

Name: *

Email: *

BEGIN SIGNING

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

ts below.

FINISH

KENT STATE UNIVERSITY
Institutional Prior Approval Form for Sponsored Programs

Principal Investigator Name / Department:		Project Index Number (or Kual # if no index yet)
Sponsor:		Sponsor Award Number, if any:
Current Award Period:		

1. APPROVAL IS REQUESTED FOR:

No-Cost Extension **NSF REQUESTS MUST BE SUBMITTED THROUGH RESEARCH.GOV - DO NOT USE THIS FORM**
New end date requested:
Request must be submitted 30 days prior to end of award or in compliance with award notice, if different. Explain the programmatic basis for the extension in #2 below or attach a separate sheet.

Budget Revision – Describe in #2 below or attach a sheet describing the budget revision request and providing adequate justification. Include detailed information on funds to be moved between categories.

- Documents can be attached as needed in item 2. Note that documents must be combined into one file. DocuSign will convert the attachment to PDF if it isn't already.

2. EXPLANATION/JUSTIFICATION

Will the requested modifications result in a change of the project's scope? Yes No

If yes, include an explanation in the text box below.

Please cite programmatic or administrative reason(s) for action(s) checked above. Attach additional pages, if necessary.

 Optional

- 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.

FINISH **FINISH LATER** **OTHER ACTIONS** ▾

Finish Later

- Decline to Sign
- Help & Support [↗](#)
- About DocuSign [↗](#)
- View Certificate (PDF) [↗](#)
- View Electronic Record and Signature Disclosure
- Session Information

6. 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.

Sponsored Programs	DATE
<i>Sponsored Programs use - Note agency requirement for request:</i> <input type="text"/>	
<i>Send copy of completed DocuSign form to assigned Grants Accountant along with pertinent supporting documentation and updated spending plan Rev. November 2018</i>	
Institutional Prior Approval Form	1 of 1
<div style="border: 2px solid red; padding: 5px; display: inline-block;">FINISH</div> 	

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