

Proposal Endorsement Form DocuSign Frequently Asked Questions

- 1. Can the DocuSign package be changed once it's been released by the initiator? Resolution:** Once the PEF has been released by the initiator, fields cannot be changed. **The signers can be changed if they aren't required and if they haven't already signed.**
- 2. So, how can other changes be made to the PEF? Do I have to start all over? Resolution:** Many minor changes (e.g., project date changes, addition of T-numbers, minor indirect cost changes, etc.) can be made manually to the final PEF by the Office of Research once it has been signed by everyone, and a new PEF does not need to be started. **Major changes like large budget changes, addition of cost share, addition of the proposal package, etc. should be communicated via email to the signers.** If they are then o.k. signing the PEF, or have already signed it and are o.k. (as communicated via an email saved down with the final PEF) with the change, then the Office of Research can manually mark the change or add the documents to the final PEF. If the signers dispute the change and haven't signed the PEF, they can decline to sign it. Then, a new PEF will need to be started when the issues have been resolved. If the signers have already signed the PEF and dispute the change, then a new PEF will also need to be started once the changes have been resolved.
- 3. I'm the PI, and I initiated the PEF. Why can't I fill in my compliance fields? Resolution:** If the PI is the initiator, the compliance fields won't be available until the PEF is released and the PI receives it in routing for his/her signature.
- 4. Do Senior Personnel need to complete compliance certification? Resolution:** Yes, Senior Personnel complete their compliance certifications via the following link: <https://www.tntech.edu/research/researchforms/researchcomplianceform.php>, **or** they will receive an email from the Office of Research with a certification form attached that they must complete and return to the Office of Research.
- 5. Do Co-PIs need to complete compliance certification? Resolution:** Yes, Co-PIs complete their compliance certification within the PEF, itself. Only the fields for that Co-PI will be available to complete.
- 6. Can signers sign all at one time? Resolution:** If there are multiple Co-PIs, they will all receive the PEF at one time and can sign simultaneously. When their chairs then receive the PEF, the chairs can sign simultaneously, and then the deans will receive the Form. The deans will then be able to sign at one time, if necessary.