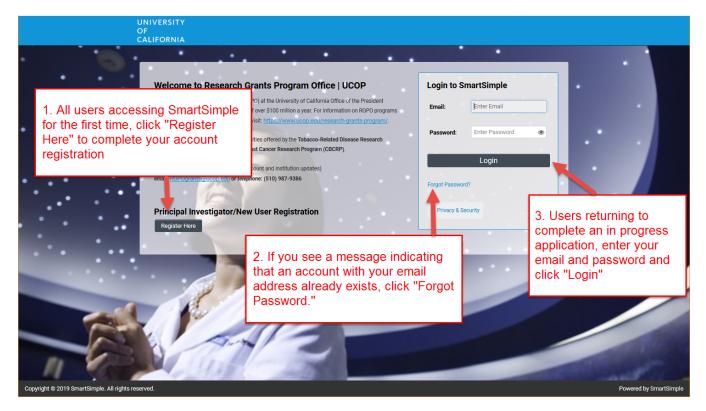
SmartSimple Signing Official Instructions

All full applications completed in the online application submission database SmartSimple (https://rgpogrants.ucop.edu) require the electronic signature (electronic approval) of the applicant's institution signing official. As a signing official, you are required to review and electronically submit an Applicant Principal Investigator's full application on behalf of your institution.

Note: The signing official must complete final approval prior to the published application deadline. Please work with the applicant and plan submission timelines accordingly.

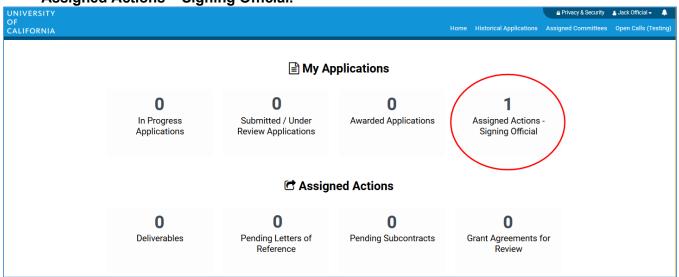
While completing the full application, the submitting Applicant PI must enter the full name and email address of the institution's signing official. Once an Applicant PI has completed the application and clicked the "Submit to Signing Official" button, you will receive an email directing you to log in to review and submit the application using SmartSimple at https://rgpogrants.ucop.edu. Detailed instructions are below.

If you have never used SmartSimple, you will receive an email from SmartSimple with instructions for creating a password and logging into your account.



1. Home screen and Assigned Actions

Once logged in to <u>https://rgpogrants.ucop.edu</u>, you will see the Home screen that shows the status of Applications and Assigned Actions in your account. As a signing official, click **"Assigned Actions – Signing Official."**



2. Open the application

Find the project that has been assigned to you for review and signing. Click "**Open**" to access the application interface.

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|----------------------|--------------|-----------------|----------------------------|--------------|-----------------------------------|------------|--------------------|---------|---|-------------------|
| | | | Assi | gned / | C Actions - Sig | ning Offic | ial | assig | d the project that has ned to you for review g. Click "Open." | |
| # RFA 💠 🖁 | pplication 🝦 | Project ‡ | Туре 🗘 | PI Name ≑ | My Role | | FA Deadlir Date | e ÷ | Status | |
| 1 т | 19IP0131 | STOY Test 21 | High Impact Pilot Award | Jane Doe | Institutional Signing Official | 07/12/2018 | 07/12/201 | 8 | FA Submitted to Sigr Official | ning Open |

3. Main tab and Notes tab

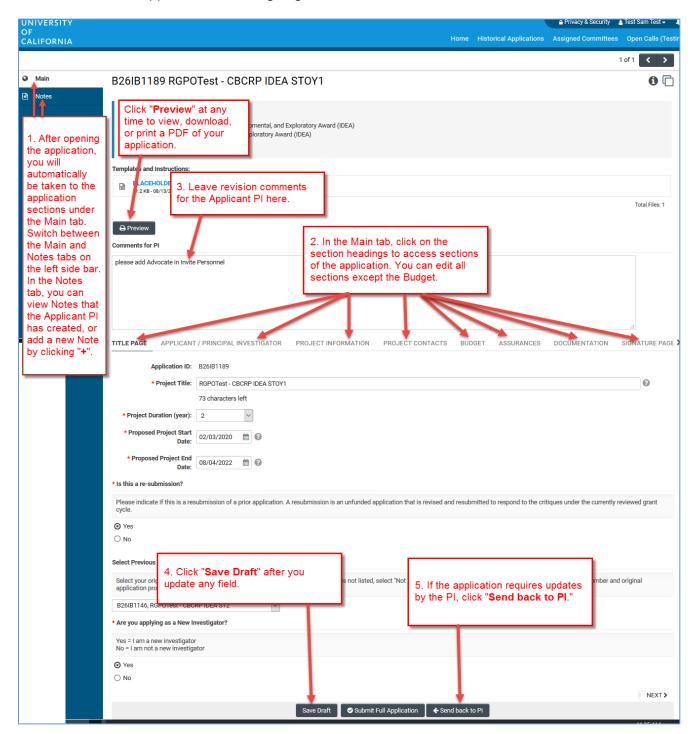
Once in the application interface, you will see two options on the left sidebar: **Main** and **Notes**.

- a. <u>Main</u>: Click this tab to access each section of the application.
- b. <u>Notes</u>: Click this tab to view existing Notes or create Notes for the application. Click "+" to add a new Note. Any Notes stored here are for the applicant's reference only and will not be reviewed by RGPO staff. Please make sure to include all relevant project information in the application sections under the Main tab.

4. Review the application (Main tab)

- a. Click on the section headings to review all sections of the application. You can edit all sections except for fields on the Budget tab. If your review of the Budget tab determines that the Budget or Institution Contacts need to be updated, add instructions for the PI in the "Comments for PI" textbox, leave a Note in the Notes tab, or contact the Applicant PI directly.
- b. Click the "**Preview**" button at any time to view, download, or print a PDF of the application.
- c. Once you have reviewed, you can:
 - i. Click the **Signature Page** to submit the application (see step 5)
 - ii. Send the application back to the PI for further edits. Click **"Send Back to PI."** An email will be sent to the Applicant PI with a notification that revisions are requested.

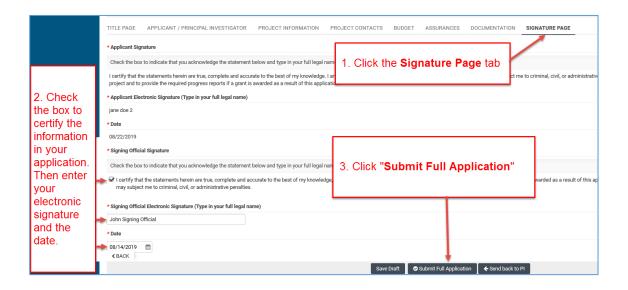
The Applicant PI will need to log in, update the application, and re-submit the application to the signing official.



5. Electronically submit the application

If you have reviewed the application and no updates are needed from the Applicant PI, please electronically submit the application by clicking on the "Signature Page" section heading. All signing officials must certify that the statements provided in the application are true, complete and accurate to the best of the signing official's knowledge. The signing official is aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. An institutional signing official is a senior official who is authorized to enter your institution into a grant-administration matters by providing signature approval on grant applications and receipt of grant awards (legally binding contracts). The signing official agrees to accept responsibility for the scientific or research conduct of the project and to provide the required progress reports if a grant is awarded as a result of this application.

- Signing Official Signature: Check the box to certify the information in the application.
- **<u>Signee</u>**: Type your full name into the field.
- **Date:** Type the date on which you have signed the application.



If your submission was successful, a confirmation message will appear on the screen and a confirmation email will be sent to the signing official and the Applicant PI. The email confirmation typically arrives within a few minutes (the length of time may be greater near the submission deadline). If you do not receive the SmartSimple confirmation email within an hour of your submission, please contact RGPO. You and the Applicant PI can also confirm the status of your submission by logging into your individual SmartSimple accounts and clicking on "**Submitted/Under Review Applications**" on the Home screen.

Contact Information

 For questions about these instructions, please contact the Research Grant Programs Office Contracts and Grants Unit at: <u>RGPOgrants@ucop.edu</u>