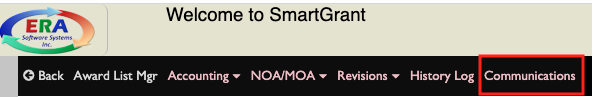
**ACKNOWLEDGMENT AND POLICY FORMS**

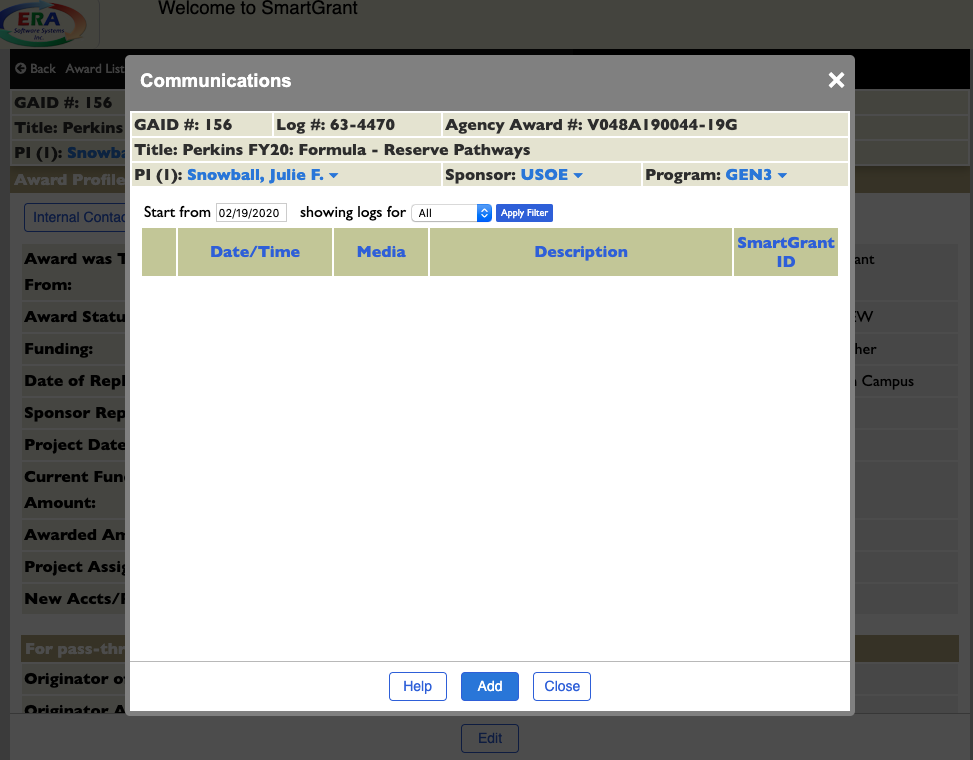
Send PIs forms for electronic signatures via SmartGrant Communication log

**SENDING FORMS**

* In SmartGrant, select the award with the PI who needs to sign forms
* On the top menu, select “Communications”



* A pop-up box will open, select “Add”



* In the communication pop-up, complete the following:
  + Subject: *suggested* “Signature Required: OSP Forms”
  + Medium: select “Email”
  + Type: “Compliance”
  + Email Source: leave blank
  + Public/Private: “Public”
  + Send Email: select the box, then click on the person icon
    - You will be prompted to choose from auto-populated lists based on the PIs department chair, dean, or co-PIs
    - Select recipients to send email to, including CC and BCC options
  + Attachments: click on the paperclip icon to choose attachments to send
  + Communication Text: type personalized note. **Important** — include instructions for email recipients to respond directly to the original email. This ensures communications are logged within SmartGrant, without having to upload emails, notes or other files. 
    - *Suggested text:* To submit, reply directly to this email with completed forms attached. Or provide your written consent with “Approved” in your email response. COPY & PASTE THIS TO THE SUBJECT LINE: [GAID:GAID#]
  + Update

