

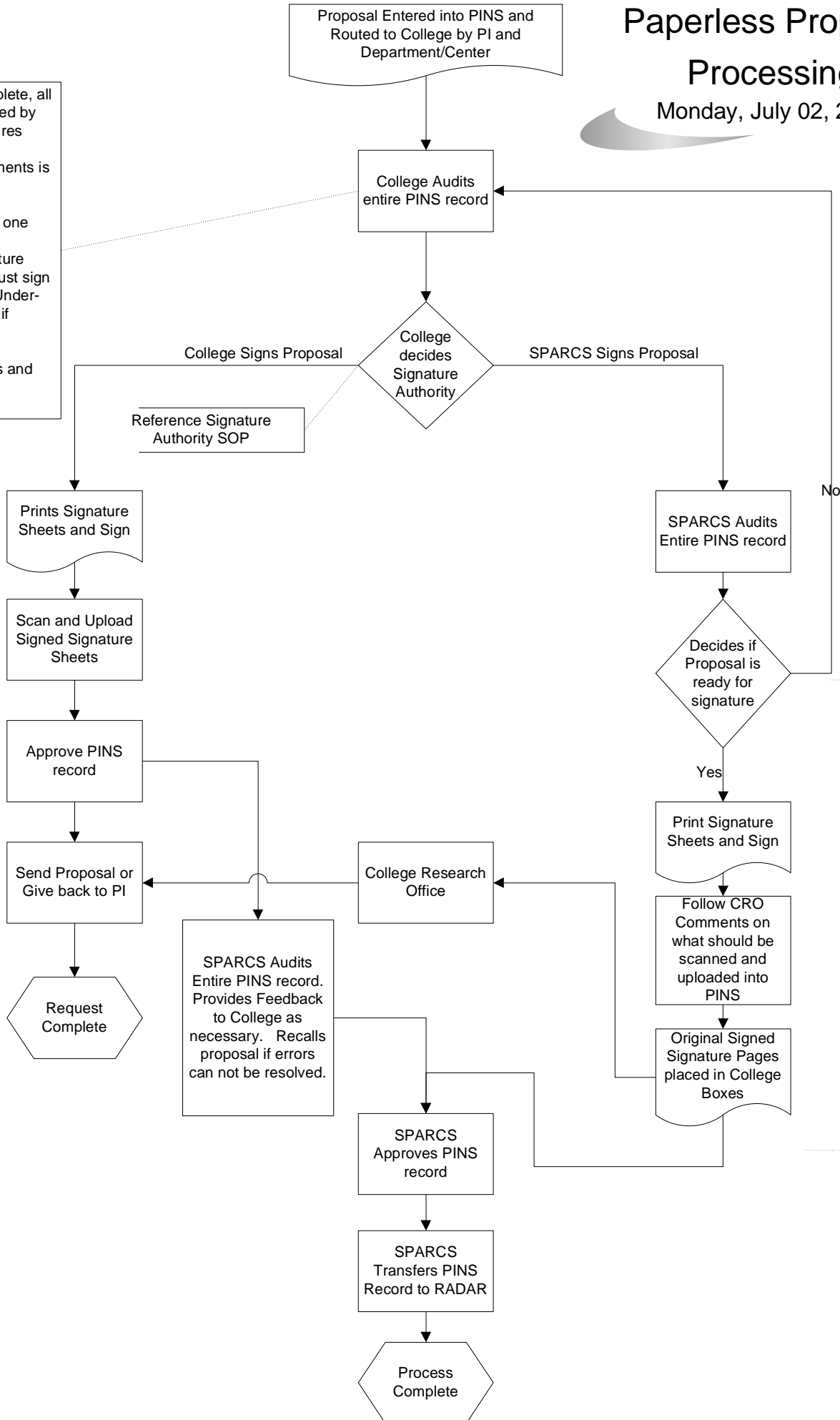
Paperless Proposal Processing

Monday, July 02, 2007

Documents are complete, all PINS data is supported by attached docs. Ensures following minimum segregation of documents is met:

1. Entire proposal as one document
2. Segregated Signature Pages if SPARCS must sign
3. Segregated F&A Under-recovery justification if relevant.
4. Segregated RFP
5. Subrecipient forms and approvals if relevant.

Reference Signature Authority SOP



These steps relevant only if College has not already signed. If college has signed, then once SPARCS audits and finds the PINS record adequate, they approve in PINS.