## **PI/Co-PI Approving a GoldSheet**

- 1. Click on the link in the e-mail that you received. This will take you to the Liquid Office login screen.
- 2. At the log in screen enter your username and password.
- 3. After logging in the GoldSheet will automatically open up.



4. Select the drop down menu at the top of the page and choose "Signature Page".

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- 5. Scroll down to the bottom of the page.
- Conflict of Interest Once at the Signature Page, review the conflict of interest statement and select yes or no. If "yes" a management plan must be on file. Indicate this in the notes section on the GoldSheet. If there is no management plan, email <u>coi@iastate.edu</u>.

I her with gran gran have Lea Step If yo	reby assign copyright and patent the terms and conditions stated at or contract, provided that such to or contract has been properly e e not been debarred, suspended of PI Signature and Submit (el of 1 click the big gray box; Step 2 ou are an Originator and not the p to the PI	Signature Field: PLSignature Signature Description: PLSignature or Cancel 8 d, or declared ineligible to receive federal agency funds. Choose Submit and click the Go button. (PI, go to 2. and select "Submit" from the drop down menu. Then click on GO submit the
forn		Add or View Attachments

7. Signature - Select the gray PI Signature button.

1

- 8. A pop up box will appear and show the PI name, date and time. Select OK. (Select Cancel to stop the signature process).
- 9. Select Submit from the drop down box on line 2.
- 10. Select the Go button to submit your GoldSheet for electronic routing. *NOTE: Do not close the window until the system displays a message stating, "Your form has been submitted to the LiquidOffice Form Server."*

