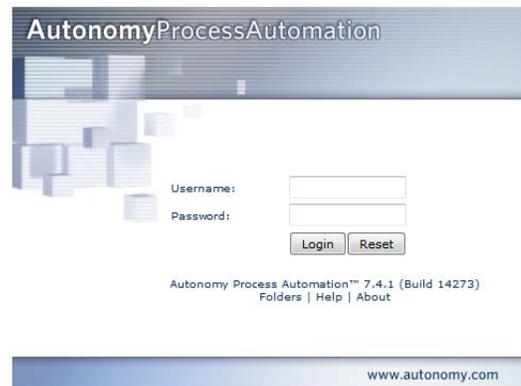


## PI/Co-PI Approving a GoldSheet

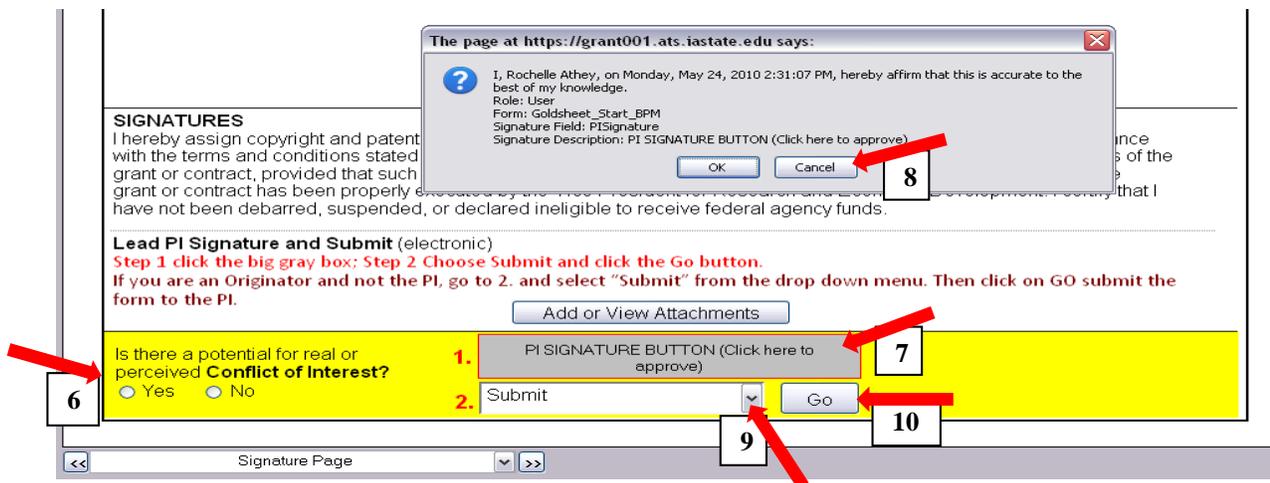
1. Click on the link in the e-mail that you received. This will take you to the Liquid Office login screen.
2. At the log in screen enter your username and password.
3. After logging in the GoldSheet will automatically open up.



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



5. Scroll down to the bottom of the page.
6. 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 [coi@iastate.edu](mailto:coi@iastate.edu).



7. Signature - Select the gray PI Signature button.
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."**

