



## **PAF Approver User Guide**

1. You will receive an email to *Review and sign* the *Proposal Approval Request*. Click on the blue *Review and sign* link in the email to route you to sign the *Proposal Approval Request*. (see figure 1 Proposal Approval Request email screenshot)

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<b>OA</b>	ORIED Adobe Sign <echosign@echosign.com></echosign@echosign.com>
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	ORIED Adobe Sign requests your signature on
	Proposal Approval Request
	Пороза Арргома Асцизс
	Review and sign
	A grant or contract proposal or other type of funding application is pending
	submissions and ready for your review.
	Please perform one of the following actions:
	* Approve: Sign and date. Comments optional.
	* Conditionally Approve: Sign and date and include comments outlining
	the conditions for your approval (e.g. corrections needed or items to address).
	* Decline: Indicate you will not sign. Before declining please contact the
	ORIED Contact listed on the PAF.
	Questions may be directed to the ORIED contact listed on the PAF.
	ORIED ADOBE SIGN
	oried-svc-adobesign@csus.edu

Figure 1. Proposal Approval Request email screenshot

- 2. You will be prompted to log in to Adobe Sign before signing the proposal approval form (ePAF).
  - a. In the email address line, type in your full saclink email address, including @csus.edu (ex. <a href="mailto:xxxx@csus.edu">xxxx@csus.edu</a>) (see figure 2 Adobe Sign login screenshot).

**Please remember** to update the *Auto Delegation* when you are out of the office and not available to sign, this will prevent any delay in the approval process. To set up *Auto Delegation*:

- 1. Login to your Adobe Sign account.
- 2. Hover the mouse on your name shown on top right hand side and click "My Profile".
- 3. Under *Personal Preferences*, click **Auto Delegation** section on left hand side.
- 4. Enter the email address of user to whom all the future documents would be automatically delegated.
- 5. Click Save.
- b. Click the **Continue** button.



Figure 2. Adobe Sign login screenshot

3. Once on the form, click the yellow tab to navigate to the required fields and type in your information (see figure 3 PAF Signature(s) form screenshot). If you are CC to receive a copy of the final agreement, you will be prompted to Acknowledge Receipt of this agreement. Please see the special instructions below.

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Options ~	Proposal Approval Request 🔊	Next Required
	PAF SIGNATURE(S)	
Next	Click here to sign Juli 16, 2020 Date Da	
	2. Department Chair/Admin Supervisor Date Date the above certifies that the proposed proof is consistent with department goals and is not in conflict with assigned dutes, and connets departmental resources where outlined in the proposal or contract.	
	Dean/Chief Administrator Date Date The above unfires that the proposal accession with the collage or unit goals and commits college resources where outlined in the proposal or orderact, including space reportments.	
	Associate Vice President, Research, linevation, and Economic Development The above entries that the proposal or contract to the funding agency.	
	S. Director, UEI Sponsored Programs Admin Review and approves the fanal append of the proposed project on behalf of University Enterprises, Inc., and approves forwarding of the proposal or contract to the Londra approx. S. Vice President, Administration and Business Affairs/CFO The above reviews and approves the fiscal append of the proposed project.	

Figure 3. PAF Signature(s) form screenshot

<text><list-item><list-item></list-item></list-item></text>			
	Special Instructions: If you are CC to receive a copy of the agreement.		
<text></text>			
<image/>	Acknowledge Receipt		
Please enter your name and then click to acknowledge the recept of this document.     Imme     Imme <t< th=""><th></th></t<>			
SACRAMENTO STATE STATE Vou're all set You finished acknowledging "Proposal Approval Request". Next, Next, Mit acknowledge. All parties will be notified via email. You can also download a copy of what you just acknowledged.	Plesse enter your name and then click to acknowledge the receipt of this document.       Name		
You finished acknowledging "Proposal Approval Request". Next,			
acknowledged.	You finished acknowledging "Proposal Approval Request".		

- 4. Once you tab to and click on the *Signature* field, the signature screen will display to provide signing options (see figure 4 Applying signature screenshot). To sign the Proposal Approval Request:
  - a. Select the method of signing by clicking on **Type, Draw, Image,** or **Mobile,** and follow the instructions displayed to complete this process.
  - b. After completing the signature process, click the **Apply** button to apply the signature on the form.



Figure 4. Applying signature screenshot

5. Once your signature is applied (if applicable, add in comments/notes in the appropriate field), click the blue Click to Sign button at the bottom of your screen. (see figure 5 Click to Sign button screenshot)



Figure 5. Click to Sign button screenshot

6. A confirmation message will display and routes the document to the next *Recipient* to sign. *(see figure 6 Confirmation message screenshot)* This completes your portion of the **PAF Approval** workflow.



Figure 6. Confirmation message screenshot

7. Once all *Recipients* have signed the Proposal Approval Request. An email notification is sent to all parties that signed or a CC on the form. (see figure 7 Fully-executed agreement email confirmation screenshot) The PAF Approval workflow is now complete. To view the completed Final Agreement (i.e., full signed PAF), click on the link in the email to route you to your Adobe Sign account.



Figure 7. Fully-executed agreement email confirmation screenshot