

# Kent State University DocuSign

## Initiate an Indirect Cost Charge Exception Form (PowerForm)

1. Initiate an Indirect Cost Charge Exception Form using the PowerForm link provided at <https://www.kent.edu/research/sponsored-programs/awards-management>.

Award Documents and Forms	
Form	Description
<a href="#">Conflict of Interest Form</a>	Completed annually by all individuals who have responsibility for the design, conduct, or reporting of an externally funded sponsored project.
<a href="#">Cost Transfer Guidance</a>	Reference document to ensure cost transfers on sponsored projects are requested in a timely manner, adequately documented, sufficiently reviewed and approved, and in compliance with federal, agency, and university regulations.
<a href="#">Fixed Price Award Procedures</a>	This document explains special guidelines that pertain to the financial management and close out of Fixed Price Agreements.
<a href="#">Fly America Act Exception Form</a>	Form to request that international airfare <i>on a non-US flag air carrier</i> be charged to a federally sponsored program.
<a href="#">Indirect Cost Charge Exception Form</a>	Form to request costs on a proposal that would normally be covered by indirect costs such as administrative/clerical salaries, copies, postage. Clicking the link on the left will initiate a request in DocuSign. <b>Click here</b> for instructions.
<a href="#">Institutional Prior Approval Form</a>	Form to request changes to an award such as no-cost extension, budget revisions, personnel time. Clicking the link on the left will initiate a request in DocuSign. <b>Click here</b> for instructions.
<a href="#">Other Grants Accounting Forms</a>	Link to the Grants Accounting site where other forms and workflows needed for Sponsored Projects may be located (e.g. Cost Transfer Request, Salary Distribution Revision)

2. Complete the PowerForm signer information. All fields are required; email addresses entered must be [@kent.edu](#). Click the **Begin Signing** button to access the form.

**PowerForm Signer Information**

Fill in the name and email for each signing role listed below to initiate an Indirect Cost Charge Exception Form. Signers will receive an email inviting them to review and sign this document. Please enter your name and email to begin the signing process.

**Form Initiator**

Your Name: \*

Your Email: \*

Please provide information for any other signers needed for this document.

**Principal Investigator**

Name: \*

Email: \*

**Sponsored Programs**

Name: \*

Email: \*

**Grants Accounting**

Name: \*

Email: \*

**BEGIN SIGNING**

3. Complete all applicable items on the form. Required fields are outlined in red.

documents below. **FINISH** **FINISH LATER**

**START**

**KENT STATE UNIVERSITY**

**Indirect Cost Charge Exception Form**

Principal Investigator/Department: (Name and Department)		Kuali Dev / IP Number or Index Number:
<input type="text"/>		<input type="text"/>
Sponsor:	Sponsor Award Number:	Proposed or Current Award Period:
<input type="text"/>	<input type="text"/>	<input type="text"/>

Approval is **required** to direct charge administrative and clerical salaries, as well as other administrative-type expenses. In addition to meeting the definition of exceptional circumstances, costs must be specifically identifiable to a particular sponsored project, be reasonable, allowable and allocable.

4. NOTE: Clicking the **Finish Later** option in the top right-hand corner at any time **before clicking Finish at the bottom of the form** will generate an email with a link to the unfinished form. Because the link in the email is unique to the form, you will be able to access the form throughout the routing cycle. Clicking the **Finish** button without using the **Finish Later** functionality will not allow you to track the form in any way.

**FINISH** **FINISH LATER** **OTHER ACTIONS** ▾

- Finish Later**
- Decline to Sign
- Help & Support
- About DocuSign
- View Certificate (PDF)
- View Electronic Record and Signature Disclosure
- Session Information

5. Once you've entered and checked the appropriate information, click the **Finish** button to send the form to the Principal Investigator for his/her review and signature.

Indirect Cost Charge Exception Form 2 of 2

**FINISH**

Questions? Contact the Sponsored Programs Office at 672-2070 or [sponsoredprograms@kent.edu](mailto:sponsoredprograms@kent.edu)