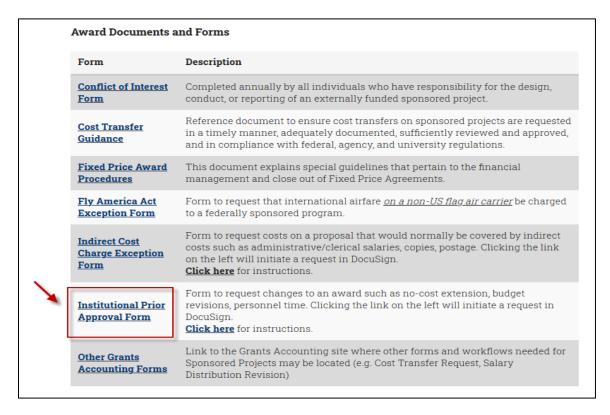
## Kent State University DocuSign

## Initiate an Institutional Prior Approval Form (PowerForm)

1. Initiate an Institutional Prior Approval Form (IPAF) using the PowerForm link provided at <a href="https://www.kent.edu/research/sponsored-programs/awards-management">https://www.kent.edu/research/sponsored-programs/awards-management</a>.

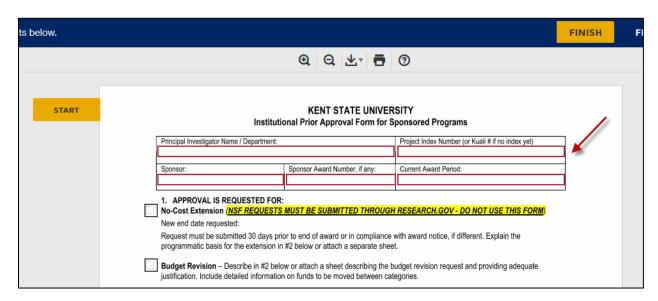


2. Complete the PowerForm signer information. All fields are required; email addresses entered must be <a href="mailto:@kent.edu">@kent.edu</a>. Click the **Begin Signing** button to access the form.

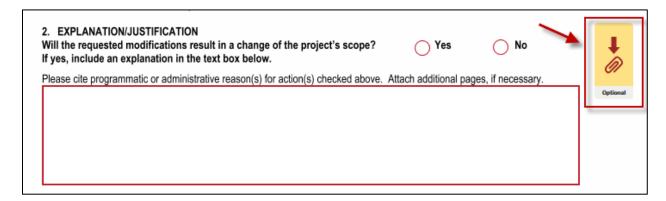


Last updated 01/26/2021 1

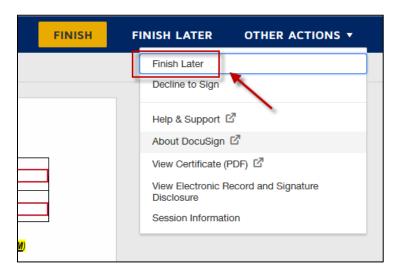
3. Complete all applicable items on the form. Required fields are outlined in red.



4. Documents can be attached as needed in item 2. Note that documents must be combined into one file. DocuSign will convert the attachment to PDF if it isn't already.

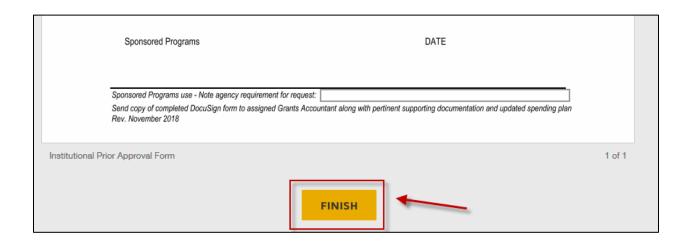


5. NOTE: Clicking the **Finish Later** option in the top right-hand corner at any time <u>before clicking Finish</u> <u>at the bottom of the form</u> will generate an email with a link to the unfinished form. Because the link in the email is unique to the form, you will be able to access the form throughout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



Last updated 01/26/2021 2

6. 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.



Questions? Contact the Sponsored Programs Office at 672-2070 or <a href="mailto:sponsoredprograms@kent.edu">sponsoredprograms@kent.edu</a>