

OSRAA Outreach and Education Session

August 2017

DocuSign Demo - Labor Distribution Form

Documentation Standards Policy



OFFICE FOR SPONSORED RESEARCH AND AWARD ADMINISTRATION

Today's Agenda

- Demo OSRAA Labor Distribution Form in DocuSign
- Updated Labor Distribution Guidance
- Q&A

OSRAA Labor Distribution Form in DocuSign

- Prepare OSRAA Labor Distribution Form
 - New Excel format!
 - Located on OSRAA's Forms and Rates webpage
- Submit through DocuSign for approvals
 - Same approvals as with paper process
- Once approved – Banner entry and file in Nolij

OSRAA Labor Distribution Form in DocuSign

- Important Considerations
 - Authorized approvers and delegation
 - Back-up documentation
 - Form distribution totals must = 100% of salary
 - Most common reason for return of forms is insufficient justification/explanation for redistributions
 - Once a form is rejected in DocuSign, it will need to be edited and resubmitted through all approvers
 - All Labor Distributions submitted through DocuSign beginning

December 1, 2017



Updated Labor Distribution Guidance

Labor Distribution Form & Instructions

- Forms and Rates webpage
- Expanded to include step-by-step DocuSign instructions

Labor Distribution Guidelines & Policy

- Policies webpage
- Updated to include DocuSign roles & responsibilities

Labor Distribution FAQs

- Frequently Asked Questions webpage
- Detailed information and text examples

OSU Resources

- Labor Distributions

- Form and Instructions – including step-by-step DocuSign process

<http://research.oregonstate.edu/osraa/forms-and-rates>

- Guidelines and Policy

<http://research.oregonstate.edu/osraa/policies>

- FAQs

<http://research.oregonstate.edu/osraa/osraa-frequently-asked-questions>



Questions and Discussion



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