10 Authorized Organizational Representative (AOR) Functions

The Authorized Organizational Representatives (AOR) Functions section in Research Administration allows the AORs to view and electronically sign the following documents:

- Proposals/Supplements
- PI Transfers
- Add/Change Co-PI
- SubAwards
- Cost Sharing Notifications
- File Updates
- Revised Budgets

This feature is available to the users who have the Authorized Organizational Representative permissions.

The *Authorized Organizational Representatives Functions* main page (Figure 1) appears when the Authorized Organizational Representatives Functions link is clicked on from the Research Administration Main Page. This page provides the necessary means to view and select certain documents for signing. Documents are listed by:

- Document Type
- Proposal Award Number
- Principal investigator
- Title
- Submission Date.

Complete the following steps for AOR Functions:

Nar Pho Fa⊁ E-M	v Signature Inform ne: Albe one Number: 4046 & Number: 4046 Hail: reoa	ation: artha barrett 5514350 5514436 wb@langate.gsu.edu	Please vo informatio please hav using Acco	erify that the preceding Authorized Organizational Rep n-stored in Fastbace is accurate. If this information is ve it modified before staning the appropriate document unt Management.	presentative <i>incorrect</i> , t electronicall
	Check to Select All	Proposals/Supplem	ents 🗖 Check t	io Select All Documents 🛛 🗖 Check to UnSelect All Do	ocuments
6 Do	cuments found, displayi	ng 1 to 6			
Sign	Document Type	Proposal Award Number	<u>Principal</u> Investigator	Title	<u>Submission</u> Date
	Proposal/Supplement	<u>6125551</u>	Paul Ferraro	Field Experiment To Assess The Effects Of Performance Paymen	03/18/2002
	Proposal/Supplement	6006995	Mary Hocks	Writing and work in the Multimedia Industry: A Comparative S	10/14/200
	Proposal/Supplement Proposal/Supplement	6006995 6011925	Mary Hocks Charlotte Steeh	Writing and work in the Multimedia Industry: A Comparative S The Impact of Cellular Telephones on Survey Research	10/14/200
	Proposal/Supplement Proposal/Supplement Proposal/Supplement	<u>6006995</u> <u>6011925</u> <u>6189791</u>	Mary Hocks Charlotte Steeh Stuart Taylor	Writing and work in the Multimedia Industry: A Comparative S The Impact of Cellular Telephones on Survey Research Stellar Multiplicity in the Unusually Young Globular Cluster	10/14/2003 10/14/2003 10/14/2003
	Proposal/Supplement Proposal/Supplement Proposal/Supplement Proposal/Supplement	6006995 6011925 6189791 6277308	Mary Hocks Charlotte Steeh Stuart Taylor John Duffield	Writing and work in the Multimedia Industry: A Comparative S The Impact of Cellular Telephones on Survey Research Stellar Multiplicity in the Unusually Young Globular Cluster Strategic Responses to Foreign Oil Dependence	10/14/2003 10/14/2003 10/14/2003 10/14/2003
	Proposal/Supplement Proposal/Supplement Proposal/Supplement Proposal/Supplement Proposed File Update	<u>6006995</u> <u>6011925</u> <u>6189791</u> <u>6277308</u> <u>0349795-1</u>	Mary Hocks Charlotte Steeh Stuart Taylor John Duffield Susmita Datta	Writing and work in the Multimedia Industry: A Comparative S The Impact of Cellular Telephones on Survey Research Stellar Multiplicity in the Unusually Young Globular Cluster Strategic Responses to Foreign Oil Dependence Statistical Software and Web-based Computing for Analysis of	10/14/2003 10/14/2003 10/14/2003 10/14/2003 08/12/2003

Figure 1. AOR Functions Main screen

- 1. Signature information for verification is shown (large circle in Figure 1). Verify to ensure it is accurate.
- 2. Select the *Account Management* link (small circle in Figure 1) if you need to make any changes to the signature information.
- 3. Each Document can be individually selected by clicking on the Sign check box (small circle in Figure 2) next to the specific Proposal Award Number.
- 4. Multi-select features (large circle in Figure 2) mark the documents by category:
 - Check to Select All Proposal/Supplements
 - Check to Select All Documents,
 - Check to Unselect All Documents.
- 5. Click on Sign to continue with the signature process for selected documents.

Or

Click Cancel to return to the AOR Functions Main Screen (Figure 1).

	y siynature mioi	mation:			
Nar Pho Fax E-M	me: A one Number: 4 « Number: 4 1ail: re	<mark>lbertha barrett</mark> 046514350 046514436 coawb@langate.gsu.ed	Please ve informatio please hav usin <u>g Acco</u> lu	erify that the preceding Authorized Organizational Rep n stored in FastLane is accurate. If this information is a re it modified before signing the appropriate document unt Management.	presentative <i>incorrect</i> , t electronically
Docu	uments To Be Si	gned			
	Check to Select	All Proposals/Supplem	nents 🗖 Check t	o Select All Documents 🛛 🗖 Check to UnSelect All Do	ocuments
Sign	Document Type	Proposal Award Number	Principal Investigator	<u>Tītle</u>	Submission Date
		+ 4105551	Paul Ferraro	Field Experiment To Assess The Effects Of	
	Proposal/Suppleme	n <u>6125551</u>		Performance Paymen	03/18/2002
	Proposal/Supplement	nt <u>6006995</u>	Mary Hocks	Vertormance Paymen Writing and work in the Multimedia Industry: A Comparative S	03/18/2002
	Proposal/Supplemen Proposal/Supplemen Proposal/Supplemen	nt <u>6011925</u>	Mary Hocks Charlotte Steeh	Writing and work in the Multimedia Industry: A Comparative S The Impact of Cellular Telephones on Survey Research	03/18/2002 10/14/2003 10/14/2003
	Proposal/Supplemen Proposal/Supplemen Proposal/Supplemen Proposal/Supplemen	nt <u>6006995</u> nt <u>6011925</u> nt <u>6189791</u>	Mary Hocks Charlotte Steeh Stuart Taylor	Writing and work in the Multimedia Industry: A Comparative S The Impact of Cellular Telephones on Survey Research Stellar Multiplicity in the Unusually Young Globular Cluster	03/18/2002 10/14/2003 10/14/2003 10/14/2003
	Proposal/Supplement Proposal/Supplement Proposal/Supplement Proposal/Supplement	$\begin{array}{c c} & \underline{0123331} \\ \hline \\ nt & \underline{6006995} \\ nt & \underline{6011925} \\ nt & \underline{6189791} \\ nt & \underline{6277308} \end{array}$	Mary Hocks Charlotte Steeh Stuart Taylor John Duffield	Writing and work in the Multimedia Industry: A Comparative S The Impact of Cellular Telephones on Survey Research Stellar Multiplicity in the Unusually Young Globular Cluster Strategic Responses to Foreign Oil Dependence	03/18/2002 10/14/2003 10/14/2003 10/14/2003 10/14/2003
	Proposal/Supplement Proposal/Supplement Proposal/Supplement Proposal/Supplement Proposal/Supplement Proposed File Updat	$\begin{array}{c c} & \underline{0123331} \\ \hline \\ nt & \underline{6006995} \\ nt & \underline{6011925} \\ nt & \underline{6189791} \\ nt & \underline{6277308} \\ e & \underline{0349795-1} \end{array}$	Mary Hocks Charlotte Steeh Stuart Taylor John Duffield Susmita Datta	Writing and work in the Multimedia Industry: A Comparative S The Impact of Cellular Telephones on Survey Research Stellar Multiplicity in the Unusually Young Globular Cluster Strategic Responses to Foreign Oil Dependence Statistical Software and Web-based Computing for Analysis of	03/18/2002 10/14/2003 10/14/2003 10/14/2003 10/14/2003 08/12/2003

Figure 2. Documents to Be Signed View

Research Administration User Guide

The *View Proposal* page (Figure 3) will appear when you click on the corresponding Proposal Award Number of a Proposal/Supplement document type. Complete the following steps:

- 1. Click on the corresponding "GO" button to view the individual aspects of the proposal.
- 2. Click **Go Back** to return to Figure 2.

FORM: GNFPA1Main	DUE99~SRO~ alphaman
View F	roposal
Please click on the appropriate "G You need to have Adobe Acrobat viewer install <i>e</i> Once you have finished viewing or printing the document	O" button to display the document. ed on your computer to view these PDF documents. use your browser's Back button to return to the menu.
NOTE : The PDF display may take a selected the "Print En Please be patient and do not c	a few minutes especially if you have ttire Proposal " option. ontinually click the "GO " button.
 GO Project Summary GO Project Description GO Bio Sketch GO Current and Pending GO Facilities GO Suggested Reviewers GO Deviation Authorization 	 GO Cover Sheet GO Table Of Contents GO References Cited GO Budget (Including Justification) GO PI CoPI Info GO Supplementary Docs GO Project Data Form
GO Additional Single Copy Document Go Frequently Asked Questions about FastLane Proposal Prepar	s GO Print Entire Proposal Back ation
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Figure 3.View Submitted Proposal

Signature Certification Page

Once **Sign** is selected for a particular document the Signature Certification appears (Figure 4). The certification language displayed to the user depends upon the type of the document that is selected for the signature. The certification language for the proposal/supplement documents contains the following sections:

- Certification for Authorized Organizational Representative or Individual Applicant
- Drug Free Work Place Certification
- Debarment and Suspension Certification
- Certification for Contracts, Grants, Loans, and Cooperative Agreements

Electronic Signat	ture Notice	Institution: Georgia State University Research Foundation, Inc.
Documents Selected T	o Sign	
1 Document found.		1
Document Type	Proposal Award Number	Title
Proposal/Supplement	0224375	Field Experiment To Assess The Effects Of Performance Paymen
CERTIFICATION INFOR	MATION	
Certification for Autho	orized Organizational	Representative or Individual Applicant:
By electronically signing the	e proposal, the individual a	pplicant or the authorized official of the applicant institution is:
In addition, if the application award is a criminal c In addition, if the applicant certifying that the institution provisions of Grant Policy M conflict of interest policy ha reduced or eliminated prior conflict of interest policy. C	the applicant is hereby pro ying activities (see below), ormation in this application offense (U.S. Code, Title 16 institution employs more the has implemented a writte lanual Section 510; that to ve been made; and that al to the institution's expend onflicts which cannot be sa	widing certifications are gearding debarment and suspension, drug-free as set forth in the <i>Grant Proposal Guide (GPG)</i> , NSF 03-041. Willful and its supporting documents or in reports required under an ensuing 3, Section 1001). han fifty persons, the authorized official of the applicant institution is in and enforced conflict of interest policy that is consistent with the the best of his/her knowledge, all financial disclosures required by that I identified conflicts of interest will have been satisfactorily managed, iture of any funds under the award, in accordance with the institution's tisfactorily managed, reduced or eliminated must be disclosed to NSF.
Drug Free Work Place	Certification	
By electronically signing the providing the Drug Free Wo	e NSF Proposal CoverShee rk Place Certification conta	t the Authorized Organizational Representative or Individual Applicant is ained in Appendix C of the Grant Proposal Guide.
Debarment and Suspe	ension Certification	
Is the organization or its pr excluded from covered tran	incipals presently debarred sactions by any Federal de	d, suspended, proposed for debarment, declared ineligible, or voluntarily epartment or agency?
		📄 👘 Internet

Figure 4. Signature Certification Page

Complete the following steps:

- 1. In the Debarment and Suspension Certification section of the Signature Certification page (Figure 5), the organization or its principals must state if they are presently debarred, suspended, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency.
- 2. Click on the adjacent radio button next to Yes or No (circled in Figure 5).
- 3. If the answer is Yes, a text box is provided for an explanation.

Debarment and Suspension Certification	
Is the organization or its principals presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency?	
 No Yes <i>f</i> "yes" please provide an explanation below.) 	
By electronically signing the NSF Proposal CoverSheet, the Authorized Organizational Representative or Individual Applicant is providing the Debarment and Suspension Certification contained in Appendix D of the Grant Proposal Guide.	-
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Figure 5. Debarment and Suspension Certification text box

4. At the bottom of the Signature Certification page (Figure 6), click **Sign** to confirm acceptance of the conditions

Or

Click Cancel (circled in Figure 6). Clicking Cancel returns you to Figure 2.

Certification for Contracts, Grants, Loans and Cooperative Agreements	
The undersigned certifies, to the best of his or her knowledge and belief, that:	
 No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form LLL, "Disclosure of Lobbying Activities" in accordance with its instructions. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements and that all subrecipients shall certify and disclose accordingly. 	
This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.	
Sign Cancel	•
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Figure 6. Sign Contract section

- 5. The user must still certify and sign a document even if it is not listed as a Proposal/Supplement document type (Figure 7 shows an Addition of Sub Award Request document type). The AOR must certify that the statements are true to the best of his/her knowledge, and that they agree to accept the obligation to comply with the NSF award terms and conditions if the request is granted.
- 6. Click **Sign** to confirm acceptance of the conditions

Or

Click Cancel. Clicking Cancel returns you to Figure 6.

Lie	ctronic Signature	Notice	Institution: University of California-San Diego	Scripps Inst of Oceanography
Docu	uments Selected To Sigi	n		
1	Document found.		1	
	Document Type	Proposal Award Number	Title	
	Addition of SubAward Request	9975645	Electromagnetic Orientation in Sharks and Rays, a Sensory St	
CERT Cert	TIFICATION INFORMATI	ON Organizational Repl	resentative	
CERI	TIFICATION INFORMATI	ON Organizational Boni	recentative	
CERT Cert By el	TIFICATION INFORMATI ification for Authorized ectronically signing the reque certifying that statements m agreeing to accept the oblig	DN Organizational Repu st, the authorized official nade herein are true and	resentative of the applicant institution is: complete to the best of his/her knowledge; and = award terms and conditions if the request is granted. Willful	
CERT Cert By el 1. 2.	TIFICATION INFORMATI ification for Authorized lectronically signing the reque certifying that statements m agreeing to accept the oblig provision of false informatic award is a criminal offense	DN Organizational Repu st, the authorized official made herein are true and lation to comply with NSF on in this request and its (U.S. Code, Title 18, Sec	resentative of the applicant institution is: complete to the best of his/her knowledge; and award terms and conditions if the request is granted. Willful supporting documents or in reports required under an ensuing tion 1001).	
CERT Cert By el	TIFICATION INFORMATI tification for Authorized ectronically signing the reque certifying that statements n agreeing to accept the oblig provision of false informatic award is a criminal offense	DN Organizational Repu st, the authorized official hade herein are true and lation to comply with NSF on in this request and its (U.S. Code, Title 18, Sec	resentative of the applicant institution is: complete to the best of his/her knowledge; and ward terms and conditions if the request is granted. Willful supporting documents or in reports required under an ensuing tion 1001). Sign Cancel	

Figure 7. Electronic Signature Notice