

SUBMITTING A TIME & EFFORT FORM FOR ELECTRONIC SIGNATURE

This Procedure is for the following documents:

- RDMC-005 – Grant Activity Commitment Form
- RDMC-007 – Personnel Certification
- RDMC-010 – Semi-Annual Certification




NOTE: Signers do not need any special software to sign the document, signing can be done use free Adobe Reader that comes with most computers, if not it can be downloaded here:

<https://get.adobe.com/reader/>

- 1) Employee fills out the applicable Time and Effort form and sends to PD/ PI *unsigned*; including the fields with names and departments of all the signers. The following forms can be found on the RDMC webpage, under “Forms and Guides”
<https://admin.southtexascollege.edu/grants/forms.html>
- 2) PD/PI to prepare email in the following format so Resource Development, Management and Compliance AA can input automated signature path in Adobe.
 - Email will have the following information:
 - a. **To:** grants@southtexascollege.edu
 - b. **Cc:** Grant Compliance Staff member
 - c. **Subject:** # of Form, Grant Name_Fund Number_First Initial.Last Name of employee
AND
 - d. **Completed** RDMC form with naming **exactly the same** as subject above
 - e. **Attach applicable documentation (ie, NOE, justifications, proof of effort, Work from Home reports...)**
 - f. Names and email addresses (just usernames) of every person to sign form
 - i. **List in order of who signs 1st, 2nd, 3rd...**
 - ii. See examples for each form below:

NOTE 1: If you have support staff that you would like cc/d on the progress of signatures, please put their information in the body of the email, as shown in the RDMC-005 and RDMC-007 examples below.

RDMC-005 Commitment Form example:

Send	From	dpassero@southtexascollege.edu	
	To...	grants@southtexascollege.edu	
	Cc...	Samantha Uriegas;	
Subject		RDMC-005_CRSM_231245_B.Munoz	
Attached	 RDMC-005-CRSM 231245 B.Munoz.pdf 530 KB		 NOE-CRSM 231245 B.Munoz.pdf 155 KB
	 RDMC-005-CRSM-Justification_B.Munoz.pdf 236 KB		

[Use Adobe](#)




Hello, please route for electronic signature:

Compliance: Samantha Uriegas, sbmunoz
 Employee: Brenda Munoz, bmunoz13
 Supervisor: Elena King, meking1
 PD/PI: David Passero, dpassero
 FM: David Passero, dpassero

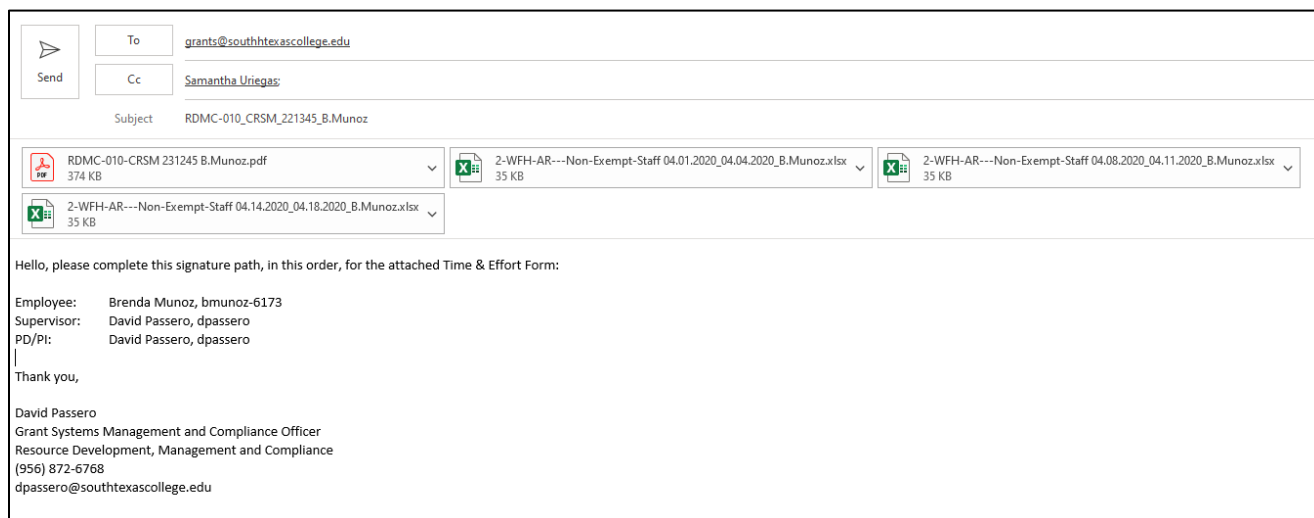
Please cc: Ruben Flores, rflores in the signature routing process

David Passero
 Grant Systems Management and Compliance Officer
 Resource Development, Management and Compliance
 (956) 872-6768
 dpassero@southtexascollege.edu

RDMC-007 Personnel Certification form example:

	Thu 5/21/2020 11:28 AM Thomas Ndolo RDMC-007-STEM Success Academy_216031_K. Salmani
	To Grant Development You forwarded this message on 5/21/2020 11:29 AM. If there are problems with how this message is displayed, click here to view it in a web browser.
<div>  RDMC-007 STEM Success Academy 216031 K.Salmani.pdf 383 KB </div> <div>  Proof of Effort K. Salmani_STEM Success Academy.pdf 2 MB </div>	
<p>Hello, please complete this signature path, in this order, for the revised attached Time & Effort Form:</p> <p>Employee: Khalid Salmani, kmirza PD/PI: Thomas Ndolo, tndolo Grant Supervisor: Thomas Ndolo, tndolo Compliance: Myra Ochoa, mochoa19</p> <p>Please cc Dalina Medina, dmartin6 in the signature routing process.</p> <p>Thank you,</p> <p>Thomas Ndolo</p>	

RDMC-010 Semi-Annual Certification form example:



NOTE 2: Please be aware that RDMC does not sign the NOE document for any division. It is the responsibility of the PD/PI to follow division procedures to complete an NOE. For example, for grants involving Academic Affairs, specific processes exist for supporting documentation to be supplied for an NOE to be signed (including attaching the signed RDMC-005 Commitment, a 1F5 form, schedule and memo to the NOE packet when being approved by the VP of Academic Affairs). This is detailed in their procedure document “Guidelines and Due Dates for NOE Submission” available through Academic Affairs or by contacting the office directly.

- 3) Once this email with complete form is sent to grants@southtexascollege.edu, RDMC will forward to appropriate Grant Compliance staff for review and approval to begin signature routing process.
 - a. **IF CORRECTIONS ARE NEEDED:**
 - i. Grant Compliance staff sends corrections to PD/PI
 - ii. PD/PI revises RDMC form per Grant Compliance and return to #2 above to resubmit for electronic signature routing.
 - b. If no corrections are needed, skip to #4 below

- 4) Completed form as well as any other support documentation submitted in the email (so that all signers can see the supporting documentation) will be added to Adobe Sign by RDMC per the order of electronic signatures from the email submitted by the PD/PI in #2 above.
- 5) Adobe Sign will send automated emails in Outlook to each signer, showing who already signed and requesting signature from the person next in the order (If supporting staff was request to be cc'd on all electronic signatures, they will receive a copy of the form every time it is sign and can follow up with a signer when it is pending).

Your signature is required on RDMC-005_CRSM_221456_B.Munoz

 Adobe Sign <echosign@echosign.com>
To: David Michael Passero

 If there are problems with how this message is displayed, click here to view it in a web browser.

CAUTION: This email originated from outside South Texas College. Do not click links or open attachments unless you recognize the sender and know the content is safe.



Adobe Sign

GRANT ACTIVITY COMMITMENT FORM

Section 1: Employee and Grant Information
The form is a commitment for **Samantha B. Uriegas** to complete grant activity as described in Section 2 of this form. (Date: 08/01/2020 - 08/31/2020) (Grant Number: 005_CRSM_221456)

Section 2: Grant Activity and Required Data and Other Documentation
Declaration of Grant Activity: The employee is responsible for completing grant funded work by the end date specified in Section 1. Grant description of funding grant funded activity for: **Adaptive Care**

Section 3: Employee Signature
I, **Samantha B. Uriegas**, do hereby certify that I am the employee named in the grant activity and I agree to complete the grant activity as described in Section 2 of this form. (Date: 08/01/2020 - 08/31/2020)

Section 4: Supervisor Signature
I, **David Michael Passero**, do hereby certify that I am the supervisor of the employee named in the grant activity and I agree to complete the grant activity as described in Section 2 of this form. (Date: 08/01/2020 - 08/31/2020)

Section 5: Grant Completion
I, **Samantha B. Uriegas**, do hereby certify that I have completed the grant activity as described in Section 2 of this form. (Date: 08/01/2020 - 08/31/2020)

Section 6: Approver for Employee to Complete Grant Activity
I, **David Michael Passero**, do hereby certify that I have approved the grant activity as described in Section 2 of this form. (Date: 08/01/2020 - 08/31/2020)

Please sign RDMC-005_CRSM_221456_B.Munoz

Samantha B. Uriegas (sbmunoz@southtexascollege.edu) has completed RDMC-005_CRSM_221456_B.Munoz. Now it is your turn.

[Click here to review and sign RDMC-005_CRSM_221456_B.Munoz.](#)

After you sign RDMC-005_CRSM_221456_B.Munoz, the agreement will be sent to Myra Ochoa. Then, all parties will receive a final PDF copy by email.

If you need to delegate this document to an authorized party for signature, please do not forward this email. Instead, [click here](#) to delegate.

To ensure that you continue receiving our emails, please add echosign@echosign.com to your address book or safe list.


NOTE: Signers do not need any special software to sign the document, signing can be done use free Adobe Reader that comes with most computers, if not it can be downloaded here:


<https://get.adobe.com/reader/>


- 6) When a document is completely signed, all signers will receive an email from Adobe sign with a fully signed version of the document.


Example of email with fully signed RDMC-005 form attached


RDMC-005_CRSM_221456_B.Munoz between South Texas College, Brenda Munoz, Samantha B. Uriegas, and 2 more is

 Adobe Sign <echosign@echosign.com>
To: Samantha Uriegas; Brenda Munoz; Myra Ochoa; David Michael Passero

 If there are problems with how this message is displayed, click here to view it in a web browser.

 RDMC-005_CRSM_221456_B.Munoz - signed.pdf
890 KB

 Adobe Sign



RDMC-005_CRSM_221456_B.Munoz between South Texas College, Brenda Munoz, Samantha B. Uriegas, and 2 more is Signed and Filed!

To: Samantha B. Uriegas, Brenda Munoz, Myra Ochoa, and David Passero

Attached is a final copy of RDMC-005_CRSM_221456_B.Munoz.

Copies have been automatically sent to all parties to the agreement.

You can view [the document](#) in your Adobe Sign account.

Example of a fully signed RDMC-005 form (from the attachment in the email from Adobe Sign)

GRANT ACTIVITY COMMITMENT FORM	
Section 1 Employee and Grant Information Date: 04/16/2020 This form is a commitment for Brenda Munoz A# 007895 to complete grant activity as described in Section 2 of this form from 04/15/2020 to 08/31/2020 . Brenda Munoz agrees to complete grant funded activity for CRSM funded by the Funder or Grantor Agency from 09/01/2019 to 08/31/2020	<div style="border: 1px solid black; padding: 5px;"> Grant Funded? Choose One <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <small>If "No" considered In-Kind/Match/Cost Share Contribution</small> </div>
Section 2 Grant Activity and Required Time and Effort Documentation <u>Description of Grant Funded Activity:</u> The employee is responsible for completing grant funded work by the end date specified in Section 1. Enter description of specific grant funded activity for Academic Coach : <div style="text-align: center; margin-top: 10px;"> 124 345 Grant Activity #3 Grant Activity #4 </div>	
<u>Justification for Grant Activity:</u> Documentation must be attached as justification that grant activity is allowable and allocable to the grant (Attachments may include relevant sections of a signed contract, MOU, Statement of Work, or other documentation.) <u>Documentation Evidence of Grant Activity Completed:</u> Employee is required to provide the Project Director (PD) or Principal Investigator (PI) documentation evidence of work completed such as, sign-in sheets, work products, logs, etc. <ul style="list-style-type: none"> The PD/PI must maintain legible files with documentation evidence provided by the employee performing grant activity for the retention period provided by the grantor. The PD/PI must ensure accessibility of documentation if requested by the college, grantor, or internal/external auditor. *In the case of the Carl Perkins grant which crosses over multiple Divisions & Departments, it is the responsibility of each individual department to maintain support documentation, not the PI/PD. <p style="font-size: small; margin-top: 10px;">*If the employee is unable to fulfill this agreement, the employee MUST inform their supervisor, the PD/PI, and the Executive Director of Resource Development, Management and Compliance as soon as possible and prior to the End Date of Grant Activity.</p>	
Section 3 Employee Commitment <div style="border: 1px solid black; padding: 5px;"> I, Brenda Munoz , commit to complete activities as described in Section 2 by 08/31/2020 . I understand that compensation in the amount of 2000 shall be processed upon completion of the assignment and submission of the approved Personnel Certification form (RDMC-007). <p style="font-size: small; margin-top: 5px;">*If the employee completes the grant activity early, the Notice of Employment (NOE) end date requires revision with initials from approvers.</p> The compensation is agreed based upon the South Texas College Monthly Payroll Calendar. Compensation is subject to federal tax, which is the responsibility of the employee. </div> <p style="font-size: x-small; margin-top: 5px;">During the COVID-19 Work From Home (WFH) period plus a three week grace period after returning to regular work schedules electronic signatures will be accepted.</p>	
Section 4 Grant Compliance Verification SBM	<div style="text-align: center;"> <u>Samantha B. Uriegas</u> <small>Samantha B. Uriegas (Apr 20, 2020)</small> _____ RDMC Sign & Date </div>
Section 5 Employee Commitment Brenda Munoz Employee's Department	<div style="text-align: center;"> <u>Brenda Munoz</u> <small>Brenda Munoz (Apr 20, 2020)</small> _____ Employee Sign & Date </div>
Section 6 Approvals for Employee to Complete Grant Activity DMP Supervisor's Department DMP PD/PI's Department MO Grant FM's Department	<div style="text-align: center; margin-bottom: 10px;"> <u>David Passero</u> <small>David Passero (Apr 20, 2020)</small> _____ Supervisor Sign & Date </div> <div style="text-align: center; margin-bottom: 10px;"> <u>David Passero</u> <small>David Passero (Apr 20, 2020)</small> _____ PD/PI Sign & Date </div> <div style="text-align: center;"> <u>Mora Flores</u> <small>Mora Flores (Apr 20, 2020)</small> _____ Grant FM Sign & Date </div>
<div style="display: flex; justify-content: space-between; font-size: x-small;"> Form: RDMC-005 Resource Development, Management and Compliance 4/15/2020 </div>	

Example of Electronic Signature history included with final, signed Time and Effort document attached in Adobe Sign email

"RDMC-005_CRSM_221456_B.Munoz" History

-  Document created by David Passero (dpassero@southtexascollege.edu)
2020-04-20 - 3:12:16 PM GMT- IP address: 70.117.192.252
-  Document emailed to Brenda Munoz (bmunoz_6173@southtexascollege.edu) for signature
2020-04-20 - 3:29:21 PM GMT
-  Email viewed by Brenda Munoz (bmunoz_6173@southtexascollege.edu)
2020-04-20 - 3:32:01 PM GMT- IP address: 68.201.185.163
-  Document e-signed by Brenda Munoz (bmunoz_6173@southtexascollege.edu)
Signature Date: 2020-04-20 - 3:34:11 PM GMT - Time Source: server- IP address: 68.201.185.163
-  Document emailed to Samantha B. Uriegas (sbmunoz@southtexascollege.edu) for signature
2020-04-20 - 3:34:14 PM GMT
-  Email viewed by Samantha B. Uriegas (sbmunoz@southtexascollege.edu)
2020-04-20 - 3:45:45 PM GMT- IP address: 66.68.235.189
-  Document e-signed by Samantha B. Uriegas (sbmunoz@southtexascollege.edu)
Signature Date: 2020-04-20 - 3:46:28 PM GMT - Time Source: server- IP address: 66.68.235.189
-  Document emailed to David Passero (dpassero@southtexascollege.edu) for signature
2020-04-20 - 3:46:30 PM GMT
-  Email viewed by David Passero (dpassero@southtexascollege.edu)
2020-04-20 - 3:49:33 PM GMT- IP address: 70.117.192.252
-  Document e-signed by David Passero (dpassero@southtexascollege.edu)
Signature Date: 2020-04-20 - 3:59:21 PM GMT - Time Source: server- IP address: 70.117.192.252
-  Document emailed to Myra Ochoa (mochoa19@southtexascollege.edu) for signature
2020-04-20 - 3:59:22 PM GMT

 Adobe Sign

-  Email viewed by Myra Ochoa (mochoa19@southtexascollege.edu)
2020-04-20 - 4:01:14 PM GMT- IP address: 70.120.245.220
-  Document e-signed by Myra Ochoa (mochoa19@southtexascollege.edu)
Signature Date: 2020-04-20 - 4:01:50 PM GMT - Time Source: server- IP address: 70.120.245.220
-  Signed document emailed to Samantha B. Uriegas (sbmunoz@southtexascollege.edu), Brenda Munoz (bmunoz_6173@southtexascollege.edu), Myra Ochoa (mochoa19@southtexascollege.edu), and David Passero (dpassero@southtexascollege.edu)
2020-04-20 - 4:01:50 PM GMT

- 7) Now that the document is signed, the following submission processes **must happen** in order for Grant Activity to commence or be processed for payment:

The RDMC-005 Form: PI/PD submits following to HR (or through the VP with final signature approval on NOE, then to HR):

- a) **PDF of fully signed RDMC-005 (Grant Activity Commitment) Form with supporting documentation (Justification)**
- b) Completed NOE with approvals

The RDMC-007 Form: Grant Compliance submits following to HR and copies PD/PI:

- a) **PDF of Fully signed RDMC-007 (Personnel Certification) Form**

The RDMC-010 Form: PI/PD submits following to HR and copies Grant Compliance:

- a) **PDF of Fully signed RDMC-010 (Semi-Annual Certification) Form**