



Office of Sponsored Projects & Industry Partnerships

Process Guide

Submission of Documents to OSPIP

Office of Sponsored Projects & Industry Partnerships
One Cyclotron Road, MS46R0125 Berkeley, CA 94720 USA

Revised: October 29, 2009

Use electronic transmission of documents whenever [wet signatures](#) are not required. Save each component of the Proposal Package separately:

- SPPF
- NEPA-CEQA
- COI - Financial Disclosure Documents (as a set)
- Internal Documents for OSPIP Information:
 - Program Announcements or Instructions
 - Subcontract Package
- Cover Letter or Transmission Letter
- Proposal as a single document to review and/or print for the OSPIP file
(OSPIP will not open the individual attachments to print a grants.gov application)
- Grants.gov Electronic Adobe Application Form (only send final)

Clearly indicate DRAFT material

Indicated on the page as "DRAFT"
Or list draft components in email when transmitting

Send Best Quality for Final Documents

Print to PDF or create as PDF electronically
Avoid scanning final documents (whenever possible)

Electronically Transmit by:

Attachments to email
Upload into RAPID/Proposal Header/Documents for proposals

Deliver proposal documents to OSPIP when:

1. Proposal document submitted must contain a [wet signature](#) and be submitted by OSPIP directly.
2. **Original documents** must be submitted by OSPIP directly to the Sponsor.
3. Electronic file is too big to submit by email or uploaded to RAPID, deliver by CD to OSPIP.

Pick up documents from OSPIP when:

1. Original document must be signed by OSPIP with a [wet signature](#) as part of the submission to a sponsor, but division will do the actual submission.



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Definitions:

Electronic signature - copy of signature (such as jpeg or gif) is inserted electronically into a document, or an application's electronic signature function is used

Original Document - a document that must be submitted in its original form - copy not accepted (such as a transcript)

Original signature - signed by pen on the document then copied or scanned

Wet signature - the original document signed in ink