

Process for Completing the Online ICR Split Forms (Proposal Stage and Award Stage)

Completing the Webform

- Complete the name and email for the initiator and each approver for the split.
- Click either *Yes* or *No* depending on whether more than two approvers are required. If you have more than four approvers, additional approvers and emails may be entered once you have been routed into DocuSign. Total number of allowed approvers is 12.
- Check *I am not a robot*.
- Click *Complete the ICR Split Form*.

Completing the ICR Split Form in DocuSign

- Fill in initiator name
- Add additional approvers (more than four) as needed
- Scroll to the bottom of the Approver screen and click on *Begin the Form*.
- Complete all the required fields in the form.
- Click *Finish* once all required and optional fields are complete.

The form will be routed to the approvers you defined automatically and then submitted to Accounting for processing. You will receive a copy of the completed form when all approvals have been acquired.