

SDSMT Combined Proxy Form Instructions

EFC and Grant Expenditures

- PI, PI Support Staff or OSP initiates the form (To be started when Fund number(s) are assigned) Form can be obtained at F:\admin\GESP\SPONSORED PROGRAMS\Forms\Proxy Forms
- PI signs
- Proxy signs
- Form then sent to OSP for review
- OSP obtains Dr. Puszynski's approval
- OSP will scan and save form at F:\admin\GESP\SPONSORED PROGRAMS\Proxy
 - Examples:
 - MA1000043 Roggenthen to Gehner
 - MA0800017 Funds Duke to Anagnostou
- OSP will email PI, Proxy, and Business Office with a copy of approved form
- Staple email that was sent to PI, Proxy, and Business Office to the back of the proxy form and file in the Proxy 3-ring binder by Grant Number
- At Grant closeout pull all proxy forms applicable to the grant from 3-ring binder and file in applicable grant file.
- Note: If not done during setup update FRAGRNT (personnel tab) and master crosswalk with change applicable to proxy for EFC.
- Save combined proxy form and instructions to the following areas:
F:\admin\GESP\SPONSORED PROGRAMS\Proxy\Signature