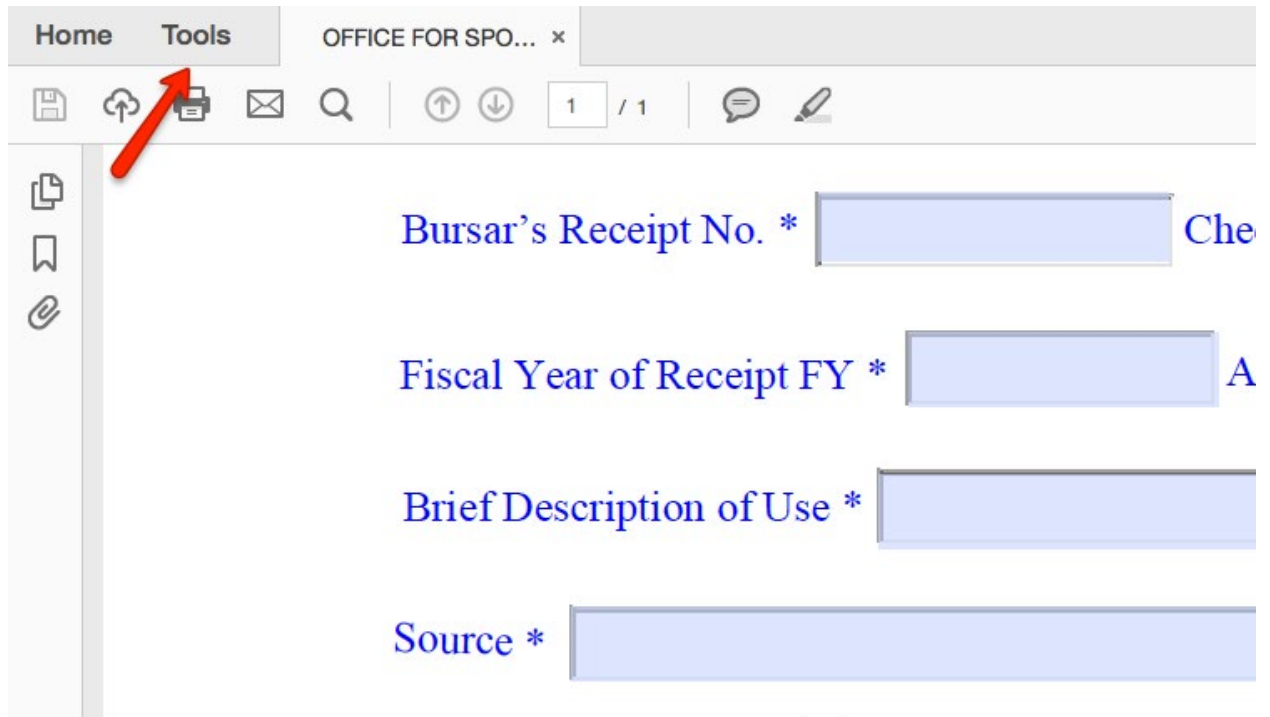


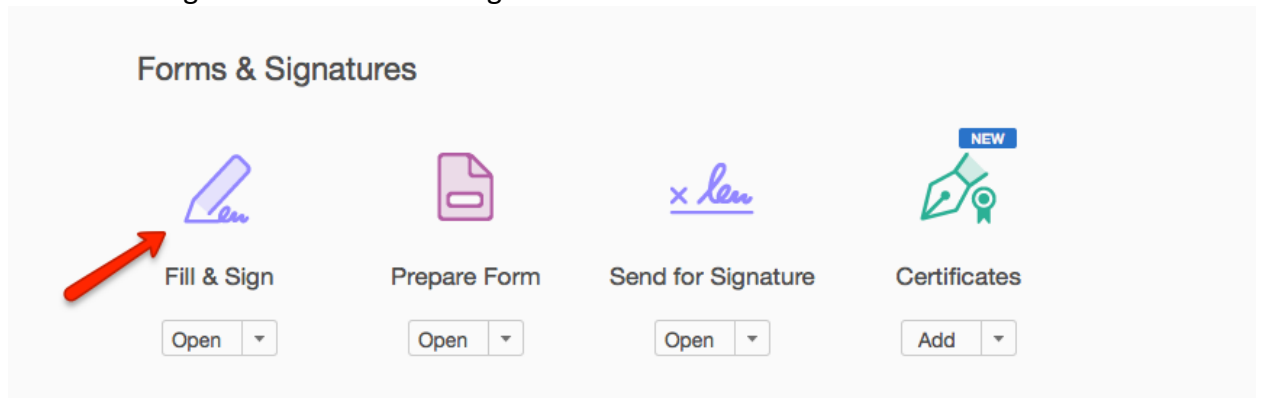
INSTRUCTIONS TO COMPLETE AND ROUTE CATALYST AWARD FORM TO DIVISION OF RESEARCH

1. Download the form in Adobe Acrobat from the Division of Research website.
2. Click Tools in the left-hand corner



The screenshot shows the Adobe Acrobat interface. At the top, there are tabs for 'Home' and 'Tools'. Below the tabs is a toolbar with various icons. A red arrow points to the 'Tools' tab. The main area of the screen displays a form with several fields, each with a blue background and a white border. The fields are labeled as follows: 'Bursar's Receipt No. *', 'Fiscal Year of Receipt FY *', 'Brief Description of Use *', and 'Source *'. The text 'Che' and 'A' are visible to the right of the first two fields respectively. The 'Tools' menu is open, showing options like 'Fill & Sign', 'Prepare Form', 'Send for Signature', and 'Certificates'.

3. Click "Fill & Sign" under Forms and Signatures.



The screenshot shows the 'Forms & Signatures' menu in Adobe Acrobat. The menu is titled 'Forms & Signatures' and contains four main options: 'Fill & Sign', 'Prepare Form', 'Send for Signature', and 'Certificates'. Each option has an icon above it and a button below it. A red arrow points to the 'Fill & Sign' option. The 'Fill & Sign' button has a dropdown arrow next to it. The 'Prepare Form' button also has a dropdown arrow. The 'Send for Signature' button has a dropdown arrow. The 'Certificates' button has a dropdown arrow and a 'NEW' badge above it.

4. Complete all fields in the form.
5. Click "Get Others to Sign" in the right-hand menu.

GET STARTED

You have opened a fillable PDF form. This form does not let you drag and drop saved information.

SEND OPTIONS

[Send & Track](#)

[Get Others to Sign](#)

6. Attach a copy of the check, deposit slip, and any correspondence from the check provider by clicking "+ Add Files" in the upper right-hand corner.

Send for Signature

Send documents for signature in a few simple steps.

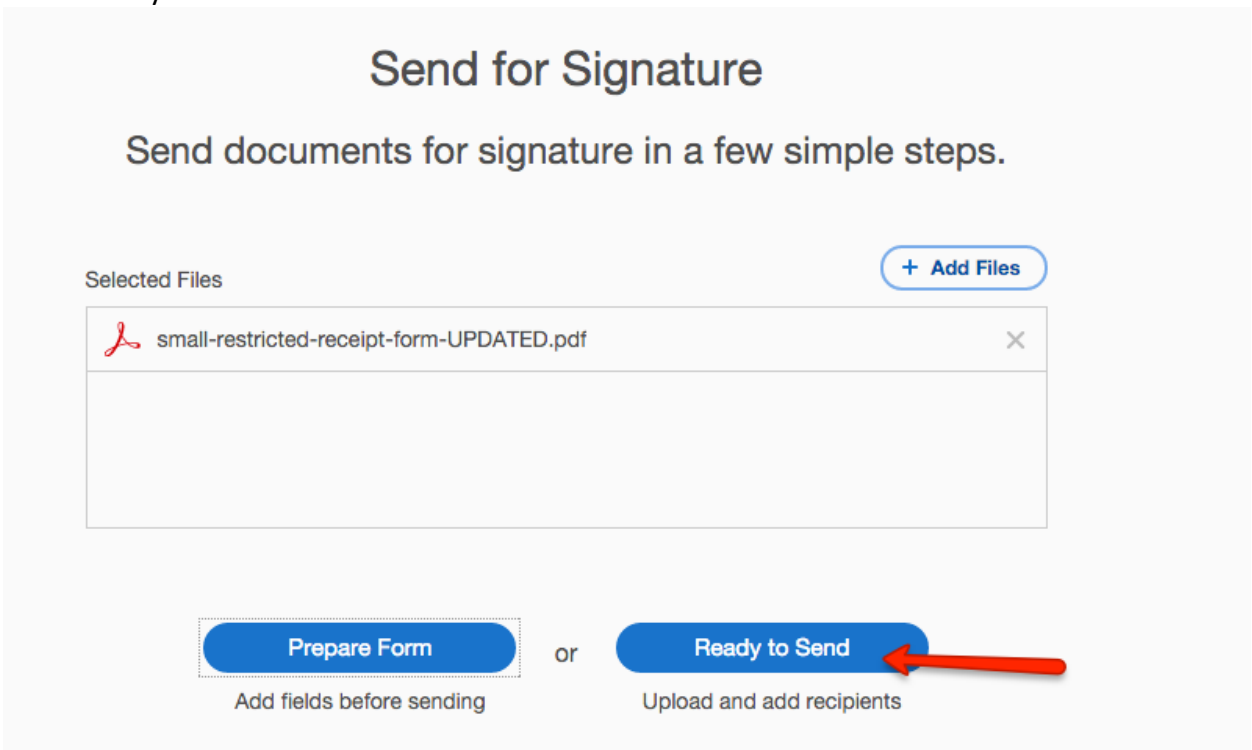


Selected Files

 small-restricted-receipt-form-UPDATED.pdf ×

[+ Add Files](#)


7. Click “Ready to Send.”



Send for Signature

Send documents for signature in a few simple steps.

Selected Files [+ Add Files](#)

 small-restricted-receipt-form-UPDATED.pdf ×

[Prepare Form](#) or [Ready to Send](#)



Add fields before sending Upload and add recipients

8. In the “To” field, add email addresses for the Faculty Member, the Department Chair, the college approver, the departmental staff member responsible for processing the award, and the VPR Business Affairs Point of Contact (stanley@clemsun.edu), in this

order. In the Message field, include the following: Catalyst Award

Add recipients in the order in which they will sign:

To:
[Show Cc](#)

 clarisw@clemson.edu 



Enter or paste email addresses

Agreement Name:

small-restricted-receipt-form-UPDATED

Message:


Please review and complete small-restricted-receipt-form-UPDATED.

 small-restricted-receipt-form-UPDATED.pdf
 Upload complete.

Select from: [Document Library](#)

9. Once complete, click "Send."


Add recipients in the order in which they will sign:

To: 

[Show Cc](#)

Agreement Name:

Message:


Upload complete.

Select from: [Document Library](#)



10. Notifications will be sent when all parties have signed the document.
11. The Division of Research will send a completed form indicating approval or instructions on alternate processing.