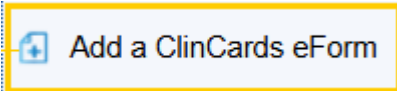
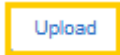
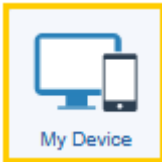
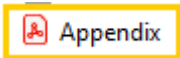
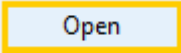
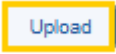
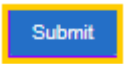


## Submit a Request

| Step | Action                                                                                                                                                                                                                                                                                                                                                                                                             |
|------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.   | <p>This process allows a streamlined form submission, electronic approvals and recording of the <b>ClinCard Requests</b> with department visibility on the form status.</p> <p>Click the button to the right of the <b>My Financials Home</b> field.</p>                                                                          |
| 2.   | <p>Click the <b>Down</b> button of the scrollbar.</p>                                                                                                                                                                                                                                                                             |
| 3.   | <p>Click the <b>GT eForms Homepage</b> link.</p>                                                                                                                                                                                                                                                                                  |
| 4.   | <p>Click the <b>ClinCards eForms</b> tile.</p>                                                                                                                                                                                                                                                                                                                                                                     |
| 5.   | <p>Click the <b>Add a ClinCards eForm</b> link.</p>                                                                                                                                                                                                                                                                             |
| 6.   | <p>Populate the required data fields:</p> <ul style="list-style-type: none"> <li>• <b>Department ID</b></li> <li>• <b>Number of cards</b></li> <li>• <b>Study ID/Peoplesoft Number (project#)</b></li> <li>• <b>Attach the IRB</b></li> <li>• <b>Add comments (optional)</b></li> </ul> <p>Click the <b>Upload</b> button.</p>  |
| 7.   | <p>Click the <b>My Device</b> button.</p>                                                                                                                                                                                                                                                                                       |
| 8.   | <p>Click the <b>Desired File</b> link.</p>                                                                                                                                                                                                                                                                                      |

## Job Aid

| Step | Action                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 9.   | Click the <b>Open</b> button.<br>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 10.  | Click the <b>Upload</b> button.<br>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 11.  | Click the <b>Done</b> button.<br>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 12.  | Adding Comments is optional. If the user would like to add comments, click the <b>Comments</b> link.<br><br>Click the <b>Submit</b> button.<br>                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 13.  | The confirmation page displays.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 14.  | An example of an email notification.<br><br>Once submitted, the form enters the approval workflow (there are three steps).<br><br>The Department approver will receive an email and link to approve the request<br><br><i><b>NOTES: Once approved by the department, the form will route to Sponsored Projects Accounting (SPA) for review and approval.</b></i><br><br><i><b>Once approved by SPA, the form will route to Accounts Payable for card assignment and disbursement.</b></i><br><br><i><b>An email will be sent to the requestor with a notification that the cards are available for pickup in the Resource Center.</b></i><br><br>Click the <b>Link to evaluate</b> link. |
| 15.  | Once the cards are picked up, an email will be generated with a link to print the completed form and approval workflow steps.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 16.  | Click the link in the email to print the form.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 17.  | Click the <b>Print</b> button in the lower left corner of the screen.<br><br>The Print Selection box will appear. Select <b>Report Name “CLINCARDS”</b><br><br>Click the <b>Print</b> button.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 18.  | This completes <i><b>Submit a Request for Clincards.</b></i><br><b>End of Procedure.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |