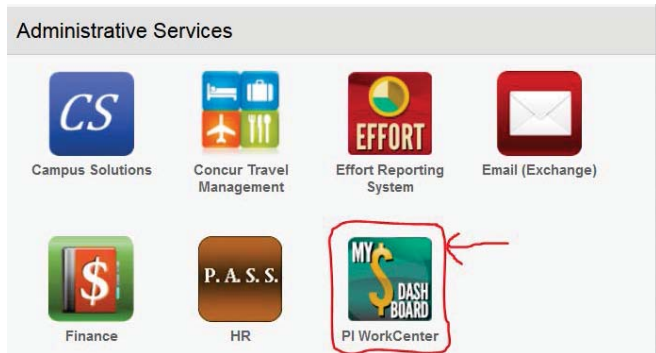
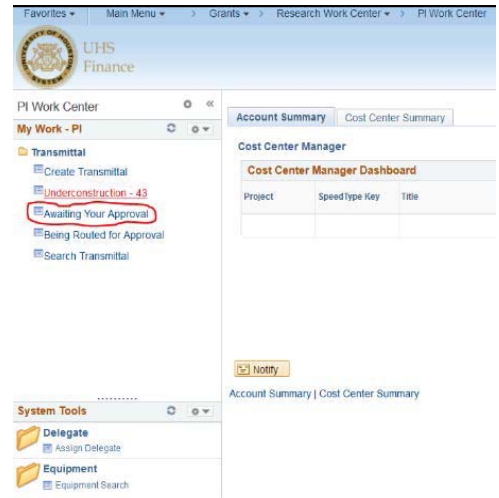


PeopleSoft Grants Transmittal Approval – PI Guide

1) PI will access the Transmittal by logging into AccessUH (<https://accessuh.uh.edu/login.php>) and clicking on the PI WorkCenter icon.



2) On the PI WorkCenter screen, the link for “Awaiting your Approval” will be in red. Click the link to see all transmittals awaiting your approval.



3) You will see a list of transmittals. Click the green checkmark in the “Approve” column next to the transmittal you want to approve.

PDF	ID	Title	Sponsor	PI Name	Credited Dept	OCG Assignee	Begin Date	End Date	Due Date	Total Budget Amount	Doc Upload	Approve	Reject/Withdraw
	000175048		U.S. Environmental Protection Agency		ENGINEERING TECHNOLOGY	Scott,Sarah	06/01/2017	05/30/2019	02/10/2017				
	000175045		Gate, Inc		ENGINEERING TECHNOLOGY	Scott,Sarah							
	000175089		University of Michigan		CHEMICAL ENGINEERING	Chee,Winsome S	08/15/2017	08/14/2019	04/05/2017	403,999.00			

4) The Transmittal Approval page will appear with some legal verbiage. Click the “Approve” button.

Transmittal Approval

SetID: 00730 Transmittal ID: 000175075 Transmittal Title: COUGARCORPS AMERICORPS PROGRAM
 PI ID: 0174637 Customer ID: 100892

Approval Acknowledgement

Except as covered by written authorization for this project, this application does not obligate the University for funds for additional facilities, equipment, remodeling, sub-a operating funds, or matching funds, nor for the establishment of new organizations, courses, or programs not previously approved. My signature below certifies that:

- I am not delinquent on any federal debt.
- I am not presently delinquent, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from current transactions by any federal department or agency.
- I have not and will not lobby any federal agency on behalf of this award.
- I am aware of and agree to abide by the UH Drug Free Workplace policy.
- I have filed my Conflict of Interest certification with the Division of Research (DOR) for the current fiscal year. In addition, I have taken the contents of this proposal into consideration, and have updated my certification/disclosure(s) as necessary under the DOR Policy on Conflict of Interest in Research.
- I agree to be bound by the terms and conditions of the outside grant or contract which supports this proposed activity and, in consideration of the information and facilities made available to me by the University or the outside sponsor, to assign copyright (where appropriate) and patent rights to the University of Houston in accordance with the terms and conditions stated in the Faculty Handbook.
- I certify that the information submitted within the application is true, complete and accurate to the best of my knowledge.
- I understand that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties.
- I agree to accept responsibility for the scientific conduct of the project and to provide the required progress reports if a grant is awarded as a result of the application.

Notes (Optional)