Documents are complete, all PINS data is supported by attached docs. Ensures following minimum segregation of documents is met:

1. Entire proposal as one document
2. Segregated Signature Pages if SPARCS must sign
4. Segregated RFP
5. Subrecipient forms and approvals if relevant.

**College Signs Proposal**
- College decides Signature Authority
- Reference Signature Authority SOP

**SPARCS Signs Proposal**
- SPARCS Audits Entire PINS record
- Decides if Proposal is ready for signature
- Yes: Print Signature Sheets and Sign
- No: Follow CRO Comments on what should be scanned and uploaded into PINS

**Prints Signature Sheets and Sign**
- Scan and Upload Signed Signature Sheets
- Approve PINS record
- Send Proposal or Give back to PI

**SPARCS Audits Entire PINS record**
- Provides Feedback to College as necessary. Recalls proposal if errors can not be resolved.
- SPARCS Approves PINS record
- SPARCS Transfers PINS Record to RADAR

**Process Complete**