



Suggestions for Completing the Sponsored Programs Payment Form  
College of Arts and Sciences Annual Work Plan Addendum for Sponsored Research  
College of Arts and Sciences Research Office

1. Save an unsigned copy of the Sponsored Programs Payment Form to your computer before applying your Digital ID. You may edit and resubmit this form this copy in the future if needed.
2. When applying your Digital ID to the payment form, click in the appropriate field and a dialog box to Sign with a Digital ID will appear. Choose the Digital ID that you want to use for signing and click continue. If you are the researcher, select "I am the author of this document." If you are the chair, select "I have reviewed this document." Click the Sign button. Save the document with a file name such as: Rogers Buck Pay Form 25-26. After the researcher and chair have signed, you may email the saved form to the A&S Research Office at [asresoff@louisville.edu](mailto:asresoff@louisville.edu) for review. If you experience difficulty applying your Digital ID to the payment form, please, contact Arts and Sciences Technical Support via email at [astech@louisville.edu](mailto:astech@louisville.edu) for assistance.
3. Do not list expired awards. Do not list awards that have not been setup. If you have a forthcoming award or continuation, you will need to update and resubmit your payment form, with the appropriate SpeedType, after the project has been setup and a UBM 13A or Award Summary for the current budget period has been issued and approved.
4. In the SpeedType column, list the OGMB number in the following format, GB#####. e.g., GB260123
5. In the Total Value of Grant column, please use the Project Amount to Date as specified on the UBM 13A Award Summary for the current grant SpeedType.
6. For general inquiries about the form, please contact the A&S Research Office at [asresoff@louisville.edu](mailto:asresoff@louisville.edu) for guidance.