

APPROVER TUTORIAL  
PROJECT INITIATION FORM  
PAGE 1

10 STEPS TO **APPROVE** OR **DENY** A PROJECT INITIATION REQUEST

AFTER REVIEWING, GO TO PAGE 3, SECTION E TO SIGN AND APPROVE OR DENY.

1. CLICK HERE TO BEGIN SIGNING

**E. PROJECT APPROVALS (signatures not required for Grant Assistance)**

*Requestor should enter the applicable names and email completed digital form for electronic signature.  
The Approvals below indicate fiduciary responsibility for this project using the account number provided above.*

**Academic Colleges, Departments & Units must route to EVP/Provost for signature before sending to EVP/CAO**

**Business Manager / Cost Center Manager**

Printed Name

Electronic Signature

After reviewing, either sign and click the **Approve** button below or click the **Deny** button below.

**Dean / Director / Comptroller**

Printed Name

Electronic Signature\*

After reviewing, either sign and click the **Approve** button below or click the **Deny** button below.

**Executive Vice President & Provost**

Roy Haggerty

Printed Name

Electronic Signature

After reviewing, either sign and click the **Approve** button below or click the **Deny** button below.

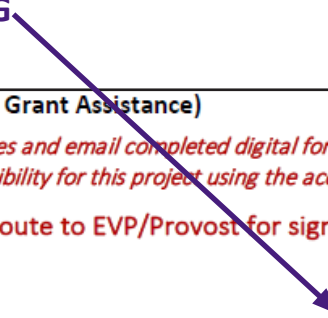
**Executive Vice President & Chief Administrative Officer**

Kimberly J. Lewis

Printed Name

Electronic Signature\*

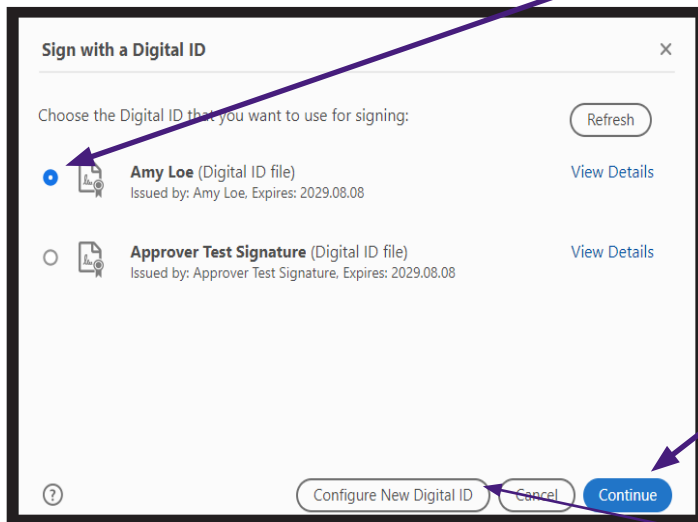
After reviewing, either sign and click the **Approve** button below or click the **Deny** button below.



**APPROVER TUTORIAL  
PROJECT INITIATION FORM  
PAGE 2**

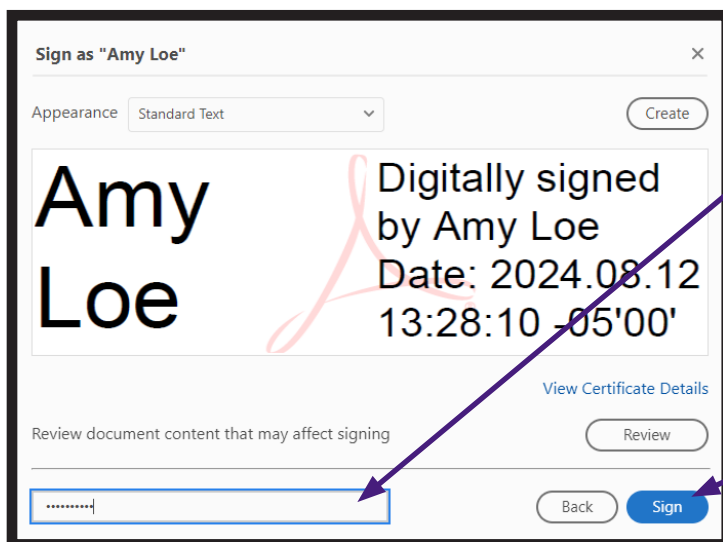
**A WINDOW WILL POP FOR YOU TO CHOOSE WHICH SIGNATURE YOU'D LIKE TO USE**

**2. SELECT YOUR SIGNATURE**



**3. CLICK CONTINUE**

*IF YOU HAVE NEVER USED A DIGITAL SIGNATURE, YOU CAN QUICKLY CREATE ONE BY THE "CLICKING CONFIGURE NEW DIGITAL ID" HERE*



**ANOTHER WINDOW WILL POP UP FOR YOU TO ENTER YOUR PASSWORD TO SIGN**

**4. ENTER YOUR PASSWORD HERE**

**5. CLICK THE "SIGN" BUTTON**

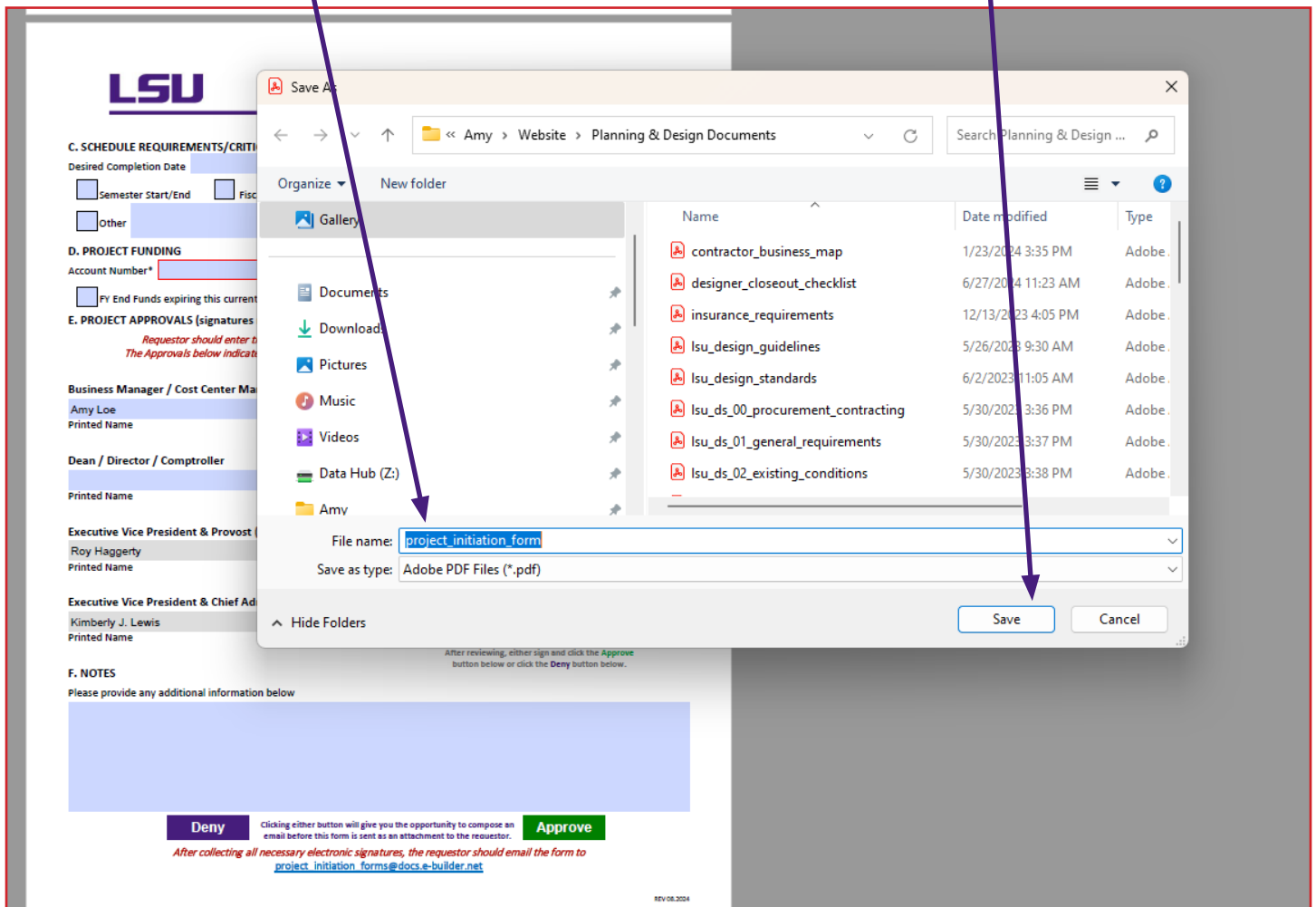
**APPROVER TUTORIAL  
PROJECT INITIATION FORM  
PAGE 3**

A WINDOWS EXPLORER WINDOW WILL POP UP TO SAVE THE FORM.

RENAME THE FORM TO DIFFERENTIATE FROM THE ORIGINAL.

**6. ENTER NEW NAME**

**7. CLICK SAVE**



**DO NOT CLOSE THE FORM  
DO NOT OPEN OUTLOOK TO ATTACH & SEND  
LEAVE THE DOCUMENT OPEN & CLICK APPROVE OR DENY**

APPROVER TUTORIAL  
PROJECT INITIATION FORM  
PAGE 4

AFTER SIGNING

**LSU** **PLANNING, DESIGN & CONSTRUCTION**  
FINANCE & ADMINISTRATION

**C. SCHEDULE REQUIREMENTS/CRITICAL DATES**  
Desired Completion Date  Please select any scheduling issues/requirements below  
 Semester Start/End  Fiscal Year End  Semester Break  Time of Day   
 Other

**D. PROJECT FUNDING**  
Account Number\*  Available Funds\*   
 FY End Funds expiring this current fiscal year

**E. PROJECT APPROVALS (signatures not required for Grant Assistance)**  
*Requestor should enter the applicable names and email completed digital form for electronic signature.  
The Approvals below indicate fiduciary responsibility for this project using the account number provided above.*  
**Academic Colleges, Departments & Units must route to EVP/Provost for signature before sending to EVP/CAO**

**Business Manager / Cost Center Manager**  
  
Printed Name **Amy Loe** Digitally signed by Amy Loe  
Date: 2024.08.13 11:45:00 -05'00'  
**Electronic Signature**  
After reviewing, either sign and click the **Approve** button below or click the **Deny** button below.

**Dean / Director / Comptroller**  
  
Printed Name **Electronic Signature\***  
After reviewing, either sign and click the **Approve** button below or click the **Deny** button below.

**Executive Vice President & Provost**  
  
Printed Name **Roy Haggerty**  
**Electronic Signature**  
After reviewing, either sign and click the **Approve** button below or click the **Deny** button below.

**Executive Vice President & Chief Administrative Officer**  
  
Printed Name **Kimberly J. Lewis**  
**Electronic Signature\***  
After reviewing, either sign and click the **Approve** button below or click the **Deny** button below.

**F. NOTES**

**Deny** Clicking either button will give you the opportunity to compose an email before this form is sent as an attachment to the requestor. **Approve**  
*After collecting all necessary electronic signatures, the requestor should email the form to [project\\_initiation\\_forms@docs.e-build.net](mailto:project_initiation_forms@docs.e-build.net)*

REV 08.12.2024

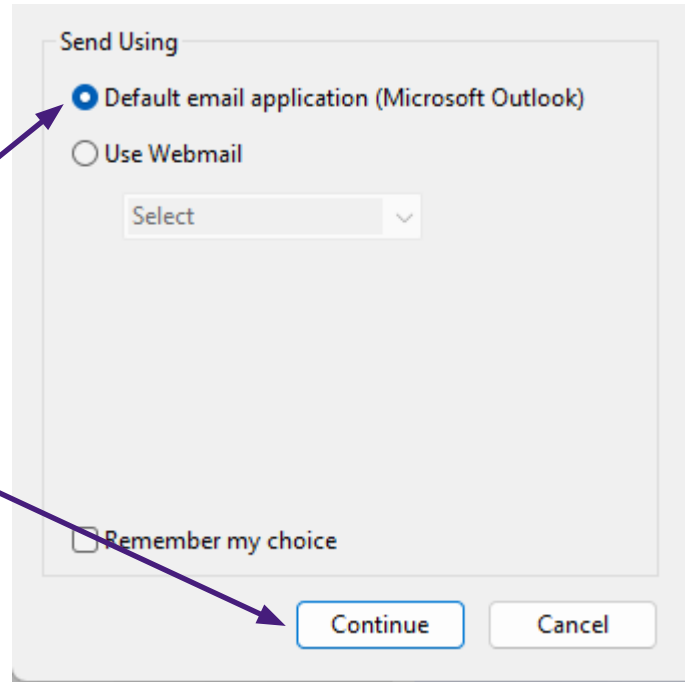
7. CLICK DENY OR APPROVE

**APPROVER TUTORIAL  
PROJECT INITIATION FORM  
PAGE 5**

A POP UP WINDOW WILL APPEAR TO ALLOW YOU TO SEND THE SIGNED & APPROVED OR DENIED FORM TO THE REQUESTOR

**8. SELECT THE WAY YOU WOULD LIKE TO SEND THE EMAIL (OUTLOOK FOR MOST)**

**9. CLICK CONTINUE**



AN EMAIL ADDRESSED TO THE REQUESTOR WILL POP UP WITH THE RENAMED FORM ATTACHED

**10. CLICK SEND AS USUAL AND YOU'RE DONE!**

